

McHenry County College

Student Code of Conduct and Disciplinary Process 2017-2018



**STUDENT CODE OF CONDUCT
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ARTICLE I. PURPOSE

McHenry County College (the “College”) students are expected to behave appropriately, with self-respect and respect for others. The College, in turn, respects the properly exercised rights of its students. The College recognizes students’ rights to freedom of speech, inquiry and assembly; to the peaceful pursuit of education; and to the reasonable use of College services and facilities.

This Student Code of Conduct (the “Code”) aims to maintain a learning environment of respect, civility, safety, and integrity for all members of the College community. In addition to the Code, students must also recognize and comply with the standards of classroom behavior stated in their individual course syllabi. Acts of academic dishonesty, disruptive student behavior, and appeals of sanctions imposed in each case are under the jurisdiction of the Student Conduct Office. Further, threats of violence are considered a serious infringement upon the learning environment and will be acted upon accordingly.

Whenever possible, sanctions for violations of the Code may be educational in nature. However, Code violations affecting the health and safety of the College community are deemed to be the most serious. Therefore, acts of violence, threats or dangerous behavior may result in suspension or expulsion from the College. Violations of the academic dishonesty policy may also result in suspension or expulsion from the institution and/or a reduced or failing grade.

ARTICLE II. CODE POLICIES

No disciplinary action shall be initiated nor any sanction imposed against students or student organizations until they have been notified in writing of the charges against them and their rights under this Code, and given the opportunity to be heard, except in cases where interim measure is warranted for the health and safety of the community.

All College regulations and policies pertaining to student discipline shall be published, distributed, or posted in such a manner as to furnish adequate notice of their contents to students and student organizations. Each student is responsible for knowledge of and compliance with the Code.

All policies found in the Board Policy Manual are subject to change from time to time as approved by the College Board of Trustees. The Student Conduct Office disseminates hard copies of additions/revisions not more than three times each year. The web copy, located at www.mchenry.edu/policy/studentcode.pdf, is updated annually, as needed. Prior to acting in reliance upon a specific board policy as it appears in any copy of the Board Policy Manual, please check to make sure that the Board of Trustees has not recently approved any additions/revisions to that specific policy.

ARTICLE III. STUDENT CONDUCT OFFICER

The Student Conduct Officer is responsible for the administration of the Code. The Student Conduct Officer may designate other College officials to conduct student disciplinary hearings, if appropriate.

The Student Conduct Officer will ensure that the best interests of students and student organizations are served, regardless of whether disciplinary action is taken, by making full use of the appropriate counseling and other professional services at the College.

The Student Conduct Officer shall serve as non-voting Secretary of the Conduct Review Committee and as advisor to all individuals and groups authorized to impose disciplinary sanctions.

Sexual Discrimination, Harassment and Misconduct

Complaints of sexual discrimination, harassment and/or misconduct will be promptly and thoroughly investigated by the College's Title IX Coordinator in accordance with the procedures set forth in Article VII, below.

ARTICLE IV. STUDENT RIGHTS

Any student facing possible disciplinary action is entitled to the following procedural rights:

- The right to be notified in writing of the charges against him/her.
- The right to know the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).
- The right to present information and witnesses relevant to his or her defense.
- The right to appear with an advisor.

ARTICLE V. COLLEGE JURISDICTION

Sanctions may be imposed for prohibited conduct which occurs on College property, at off-campus instructional sites (e.g., experiential coursework, internships, lab, or clinical sites), at College-sponsored extracurricular activities or events when a student serves as a representative of the College, or in the course of using College technology or property. Sanctions may also be imposed for conduct that occurs on or off campus which materially and substantially interferes with the College's operation or educational programs or the health and safety of the College community. The Student Conduct Officer shall exercise sole discretion in determining whether the Code shall be applied to conduct occurring off campus in accordance with the best interests of the College.

Records created and maintained by a law enforcement unit of an educational institution (e.g., campus security) which were created by that law enforcement unit for purposes of law enforcement are not considered "student records" under the Family Educational Rights and Privacy Act (FERPA) and may be released to third parties as necessary without violating FERPA.

Jurisdiction is maintained between periods of enrollment unless the accused individual's official record in the Registration Office shows a complete withdrawal prior to the expiration of the published deadline for registration for the succeeding period of enrollment. For students enrolled in the spring term, jurisdiction is maintained until the expiration of the published deadline for registration for the succeeding fall term.

Incidents involving non-employees and non-students are governed under Board Policy 6.2.3 Discrimination, Harassment, and/or Anti-Violence.

ARTICLE VI. PROHIBITED CONDUCT

College students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor, and respect. Disciplinary action may be initiated by the College and sanctions imposed against any student or student organization found responsible of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct. Sexual discrimination, harassment and misconduct, as detailed in Article VII, below, is also strictly prohibited.

A. ACADEMIC DISHONESTY

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left solely to the discretion of the instructor. In such cases, where the College representative determines that a student has demonstrated academic dishonesty, the representative is encouraged to report the incident of dishonesty to the Student Conduct Officer or his or her designee in order to discern potential patterns of egregious dishonesty. Acts of academic dishonesty for which sanctions may be imposed includes, but are not limited to, the following:

1. Cheating which includes, but is not limited to:
 - a. The use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b. Having an individual take a quiz, test, or examination on someone else's behalf;
 - c. Submitting the same paper in two different courses without specific permission of the current instructor(s);
 - d. Falsifying a laboratory experiment or report of an experiment;
 - e. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - f. The surreptitious or unauthorized acquisition of testing materials or other academic material belonging to a member of the College community (students need not employ the materials; they need only to possess them in order to violate this Code);
 - g. The use of electronic/digital devices for purposes of academic dishonesty, which includes, but is not limited to, the abuse of devices with the capability of photographing or recording test questions or other notes and materials;
 - h. Furnishing false information to any College official, faculty member, or office;
 - i. Forgery, alteration, or misuse of any College document, record, or instrument of identification; and
 - j. Copying from another student's quiz, test, examination, and/or assignment or knowingly allowing your quiz, test, examination and/or assignment to be copied.
2. Plagiarism which includes, but is not limited to:
 - a. Use, by paraphrase or direct quotation, of the published or unpublished work of another person without full, clear, and accurate acknowledgement;
 - b. The unacknowledged use of another writer's ideas without proper citation;
 - c. Borrowing all or part of another individual's work or using someone else's outline to write your own work;
 - d. Copying another individual's computer printout and/or computer files and using it as one's own;
 - e. Using an agency or Internet website engaged in the selling of term papers or other academic materials.

f. Hampering or discrediting the academic work of others by means which include, but are not limited to, the following:

- i. Misusing, damaging, hiding, or stealing library resources;
- ii. Altering or misusing computer programs or equipment; or
- iii. Interfering with the rightful computer access of others.

B. DISRUPTING OR OBSTRUCTING THE WORK AND OPERATION OF THE COLLEGE

Being a member of the College community comes with certain rights and privileges. As in other communities, members of the College community must assume the responsibilities and obligations that accompany these freedoms. There is an expectation that behaviors and actions do not violate the rights and privileges of other community members. In such cases, where a College representative determines that a student has disrupted or obstructed the work and operation of the College, the representative is encouraged to report the incident to the Student Conduct Officer or his or her designee. Acts of disruption and obstruction for which sanctions may be imposed include, but are not limited to, the following:

1. Making false statements and/or providing false information to any College official;
2. Physical, verbal and/or non-verbal conduct which threatens or endangers the health or safety of any person;
3. Verbal threats, harassment, intimidation, and/or similar threatening conduct that disrupts the educational environment or members of the College community;
4. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Hazing includes the initiation of or participation in a hate crime as defined in Article XI.S;
5. Using electronic technology (which includes, but is not limited to: internet, e-mail, telephone, fax machines, text messaging, and instant messaging) and/or engaging in on-line behavior to disrupt, threaten, harass, and/or intimidate another member of the College community;

The College does not regularly seek out this information, but will take action if and when such information is brought to the attention of College officials.

6. Theft (actual or attempted) of College property or property belonging to a member of the College community.
7. Destruction (actual or attempted) of College property or property belonging to a member of the College community.
8. Abuse of College computer facilities, programs, technology and equipment, including, but not limited to:
 - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose;
 - b. Unauthorized transfer of a file including the use of peer-to-peer file-sharing;
 - c. Unauthorized use of an individual's identification and password;

- d. Use of student email, portal and/or the learning management system to send SPAM or other non-instructional related messages to other students and/or College employees;
- e. Use of computing facilities to interfere with the work of a student, faculty member or College official;
- f. Use of computing facilities to interfere with operation of the College computing systems;
- g. Unauthorized use or copying of copyrighted software;
- h. Unauthorized installation or use of an unauthorized program;
- i. Unauthorized use of computer time for personal or business purposes;
- j. Use of College computer facilities, programs, equipment or technology to send obscene or abusive messages;
- k. Unlawful or unauthorized use of the Internet;
- l. Unauthorized connection of technological and computing equipment to the College's computers and/or network;
- m. Unauthorized use of any form of a digital camera or imaging equipment; and
- n. Unauthorized use of another individual's identity, including unauthorized use of financial information.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to civil and criminal liabilities.

- 9. Unauthorized use of cell phones, pagers and other communication devices in all instructional areas and the Library, Testing Center, Learning Center and computer labs, including all labs and classrooms during instructional sessions.
- 10. For safety purposes, children (defined as minors less than 16 years of age) are not permitted on campus unattended by a parent/guardian, except when they are attending classes offered by the College for children. The College prohibits children in a classroom/laboratory environment including the Testing Center, Learning Center and computer labs, solely for the purpose of a parent/guardian to provide direct supervision of his or her child.
- 11. Coercion, which is defined as attempting to compel, control, or manipulate another through the threat of force, intimidation, exploitation of fear or anxiety, including explicit and implied physical and verbal threats against another person.
- 12. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College property.
- 13. Intentionally obstructing or denying access to facilities or services to individuals entitled to use such services or facilities.
- 14. Intentionally interfering with the lawful rights of other persons on College property.
- 15. Violation of local, county, state, or federal law, whether it be on or off campus, only when a definite College interest is involved and where the student misconduct distinctly and adversely affects the College's pursuit of its educational mission. Violation of these laws may lead to prosecution by law enforcement agencies in addition to sanctions by the College.

16. Possession, use, or attempt to distribute or sell illicit drugs, alcohol or other controlled substances except as expressly permitted by law (i.e., prescription medications used by a person for whom the medication was prescribed).
17. Being under the influence of drugs and/or alcohol while on College property.
18. The use of tobacco products on or in any College owned property.
19. Wearing, transporting, storing, or possession of firearms or other weapons on College property (including College-owned vehicles, personal vehicles and parking lots), at College-sponsored or College-related functions or events, and during times when acting as a representative of the College whether on or off College property. Individuals who commit such acts may be removed from College property and/or subject to disciplinary action, criminal penalties, or both. "Weapons" includes but is not limited to: firearms (including any gun, rifle, shotgun, pistol, BB or pellet gun, any firearm or device from which a projectile may be fired by an explosive, any firearm or device operated by gas or compressed air); knives (including any bowie knife, spring blade knife, dagger, switchblade knife); explosives; chemical or biological weapons; slingshot; metal knuckles; blackjack; any object which by use, design, or definition may be used to inflict injury upon a person; and any object if used, attempted to be used, or threatened to be used to cause bodily harm. "Weapons" does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection. Weapons will be confiscated immediately and are subject to the Weapons Destruction Procedure outlined in Board Policy 6.2.3 Discrimination, Harassment, and/or Anti-Violence.
 - a. This does not apply to any certified law enforcement personnel engaged in official duties.
 - b. Activities requiring use of the prohibited items may be conducted only with the approval of Campus Police.
20. Intentional obstruction of the freedom of movement of pedestrian or vehicular traffic on College property.
21. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community.
22. Leading or inciting others to disrupt scheduled and/or normal activities on College property.
23. Detention or physical abuse of any person or conduct which is intended to threaten imminent bodily harm or endanger the health or safety of any person on any property owned or controlled by the College, or at any College sponsored or supervised function.
24. Failure to comply with reasonable directions of College officials or public safety officers acting in performance of their duties on College property or affecting conduct on College property.
25. Unauthorized possession, duplication or use of keys to any College property or unauthorized entry to or use of College property.
26. Being an accessory to any person who violates this Code.
27. Violation of College policies, rules or regulations.
28. Conduct that is disorderly, lewd, or indecent; a breach of the peace; or aiding, abetting, or procuring another person to breach the peace on College property or at functions sponsored by, or participated in by, the College or members of the academic community.

29. Abuse of the Student Code of Conduct, including but not limited to:

- a. Failure to obey the notice from the Conduct Review Committee or College official to appear for a meeting or hearing as part of the Conduct Review Committee;
- b. Falsification, distortion, or misrepresentation of information before the Conduct Review Committee;
- c. Disruption or interference with the orderly conduct of the Conduct Review Committee proceeding;
- d. Institution of a Code proceeding in bad faith;
- e. Attempting to discourage an individual's proper participation in, or use of the Code system;
- f. Attempting to influence the impartiality of a member of the Conduct Review Committee prior to and/or during the course of the Student Conduct Board proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a member of the Conduct Review Committee prior to, during, and/or after a Code proceeding;
- h. Failure to comply with the sanctions(s) imposed under the Code; and
- i. Influencing or attempting to influence another person to commit an abuse of the Code system.

C. HARASSMENT AND DISCRIMINATION

Pursuant to Board Policy 6.2.3, Discrimination, Harassment, and/or Anti-Violence the College seeks to maintain an academic and work environment free of harassment and discrimination for students, faculty and staff. Harassment and discrimination are contrary to the standards of the College community; it diminishes individual dignity and impedes equal employment and educational opportunities. In compliance with the College Affirmative Action Policy, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Illinois Human Rights Act, the College prohibits discrimination and harassment based on sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge in its admissions, employment, educational programs, or activities. The College seeks to provide academic and work environments that are free from intimidation, discrimination, and harassment based on any of these characteristics and the College specifically prohibits such intimidation, discrimination, and harassment, including sexual discrimination (see Article VII, below).

Intimidation, discrimination and harassment can arise from a broad range of verbal, nonverbal and/or physical behaviors and from employees, students, outside contractors or other individuals. Discrimination, harassment or similar unacceptable activities that could become a condition of employment or a basis for educational or personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by the College. Any individual who engages in such discrimination or harassment, or retaliates against another individual because he or she made a report of discrimination or harassment or participated in the investigation of a claim of discrimination or harassment, is subject to immediate discipline up to and including suspension or expulsion.

ARTICLE VII. DISCIPLINARY SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Code.

A. INTERIM SUSPENSION

If a student is unresponsive to a faculty or College representative's intervention and continues to be disruptive, it may be appropriate to remove the student from the classroom and/or property. The faculty member or College representative will notify the Student Conduct Officer or his or her designee immediately if further sanctions are appropriate.

In certain circumstances, the Student Conduct Officer or his or her designee may impose an immediate interim suspension when the Student Conduct Officer or his or her designee determines that the student's conduct poses:

- An immediate threat to the safety and well being of members of the College community or preservation of College property;
- An immediate threat to the student's own physical or emotional safety and well being; or
- A material and substantial disruption of or interference with the normal operations of the College.

An interim suspension may be imposed as necessary at any stage prior to, during, or subsequent to the disciplinary process described in the Code.

During the interim suspension, the student will be denied access to the campus (including classes) and to College-sponsored events or privileges for which the student might otherwise be eligible, as the Student Conduct Officer or his or her designee determines appropriate.

If the student has been given an interim suspension prior to a formal hearing, within two business days after the date a student receives an interim suspension, the Student Conduct Officer or his or her designee will provide written notice to the student of a formal hearing pursuant to the procedures described in Article IX.B.

B. WARNING

A notice in writing to the student that the student is violating or has violated institutional regulations.

C. PROBATION

A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s).

D. LOSS OF PRIVILEGES/INTERIM MEASURES

Denial of specified privileges for a designated period of time. This may include, but is not limited to, a course or program of study, access to facilities, services or offices or participation in clubs, organizations, or College-sponsored events. Cheating and incivility in the Testing Center may result in the loss of privileges to the facility for at least one semester. In certain circumstances, the Student Conduct Officer or his or her designee may impose an immediate interim loss of privilege/interim measure sanction when the Student Conduct Officer or his or her designee determines that the student's conduct poses a material and substantial disruption of or interference with the normal operations of the College or a student's right to participate in their educational process.

E. RESTITUTION

Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

F. WITHDRAWAL FROM CLASS

Administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.

G. LIMITED ACCESS

Administrative restriction to selected parts/locations of College property.

H. OTHER PENALTIES

The student may be denied a transcript or degree until all of the obligations specified by a disciplinary body are met or other penalties as may be imposed as ones determined to fit the misconduct.

I. COLLEGE SUSPENSION

Separation of the student with consequent loss of tuition and fees from the College for a definite period of time, after which the student is eligible to return. The College will officially withdraw the student from course(s) after the deadline for appeal or when the appeals procedure is completed. During the period of suspension, students are not permitted access to College facilities, classes and services. Students approved to be on campus must be granted access by Campus Police and the Student Conduct Officer. Upon re-admission, the student must meet with the Student Conduct Officer to complete the re-enrollment process. Conditions for readmission or re-enrollment may be identified, including ineligibility for specific courses, services, and/or programs of study.

J. COLLEGE EXPULSION

Permanent separation with consequent loss of tuition and fees of the student from the College.

K. DISCRETIONARY SANCTIONS

Work assignments, service to the College or neighboring communities, or other related discretionary assignments (such assignments must have the prior approval of the Student Conduct Officer).

L. COUNSELING OR EDUCATION SEMINARS

A student may be required to participate in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.

M. GROUP/ORGANIZATION SANCTIONS

The following sanction may also be imposed upon student clubs, groups or organizations:

Deactivation—Loss of privileges, including College recognition, for a specified period of time.

Revocation of Admission or Degree—Admission to the College may be revoked based on fraud, misrepresentation or other forms of misconduct related to the admissions process. The granting of a degree by the College may be revoked based on fraud, misrepresentation or other forms of misconduct related to obtaining the degree.

ARTICLE VIII. COMPLAINT OVERVIEW

A. FILING A COMPLAINT

Any member of the College community may file a complaint against any student for misconduct. Complaints must be presented in writing to the Student Conduct Officer or his or her designee and should be submitted within fifteen business days after the occurrence of the alleged misconduct. Incident report forms are available in the Student Conduct Office, A252, and on the MCC Student Conduct webpage. A violent incident report form filed in accordance with Board Policy 6.2.3 Discrimination, Harassment, and/or Anti-Violence shall satisfy the requirement of filing a written complaint.

B. NOTICE AND RESPONSE

Within five business days after receiving a complaint, the Student Conduct Officer or his/her designee will notify the accused student in writing of the complaint and afford the student an opportunity to meet with the Student Conduct Officer or his/her designee in order to respond to the complaint and/or evidence provided in relation to the complaint. Such notice shall include: (a) the alleged Code violation; (b) the opportunity for the student(s) to meet with the Student Conduct Officer for purposes of discussing the options for disposition of the complaint; and (c) the student's right to have an advisor accompany the student during the meeting. When the Student Conduct Office receives information regarding a potential violation of the Student Code of Conduct, a restriction shall be placed on the student's account until the investigation is complete.

If student chooses not to meet with the Student Conduct Officer or to participate in the investigation process, the Student Conduct Officer will proceed with disposition of the case without input from the student.

A student against whom a complaint has been filed and/or disciplinary charges are pending will not be permitted to withdraw from the College with a clear education record until such charges have been resolved. If a student with unresolved disciplinary actions withdraws, the student's disciplinary record will indicate "disciplinary charges pending at time of withdrawal."

ARTICLE IX. COMPLAINT PROCEDURES

A. PRELIMINARY INVESTIGATION AND CONFERENCE

The Student Conduct Officer (or his/her designee) will conduct a preliminary investigation to determine if the complaint has merit and/or if the complaint can be disposed of administratively or by mutual consent of the parties involved. The Student Conduct Officer shall conference separately with the complaining individual (and advisor) and the accused student (and advisor), inform the accused student of his or her options and rights, and take any of the following actions:

- Make findings of fact on the nature of the complaint;
- Dismiss the case;
- Refer the accused student for counseling; and/or
- Refer the case to a formal disciplinary hearing panel and give the accused student proper notice.

If the complaint can be adjudicated at the preliminary investigation stage, such disposition will be final and there will be no subsequent proceedings. If deemed necessary the Student Conduct Officer or his/her designee may, within five business days after meeting with the accused student, notify the accused student in writing that the charged misconduct will be referred for a formal disciplinary hearing by the Conduct Review Committee pursuant to Article IX.B (see below).

In matters which result in suspension or expulsion, the accused student may appeal the decision of the Student Conduct Officer to the Conduct Review Committee within five business days after the date the decision is issued. Appeals must be presented in writing to the Student Conduct Officer or his/her designee, who will notify the accused student of an appeal hearing within ten business days after receiving the student's appeal request. Appeals will be heard pursuant to the procedures described in Article IX.C (see below).

B. FORMAL STUDENT DISCIPLINARY HEARING

Conduct Review Committee

The accused student may request, or the Student Conduct Officer may require, that the charges be resolved at a formal hearing provided by the Conduct Review Committee, which is a sub-committee of the Student Appeals Board. The Student Conduct Officer will consider the nature of the charges and the availability of the committee members when assigning the case for a hearing.

The Conduct Review Committee will be established by May 30 of each year and will be composed of a cross section of the College community and may include members of the administration, classified staff, faculty and/or student body.

Conduct Review Committee members and alternates serve on the committee from June 1 through May 30 of the academic year. Members may be reappointed to serve as full members for the next academic year.

The Conduct Review Committee will hear cases and make decisions on appropriate sanctions. The Conduct Review Committee may also hear appeals of determinations that resulted in suspension or expulsion. The Student Conduct Officer shall serve as non-voting Secretary and advisor to the Conduct Review Committee. No Conduct Review Committee member may sit on the Committee during a hearing if that member is a complainant, witness, has a direct or personal interest in the outcome of the hearing, or has previously acted in an advisory capacity to the accused student. The Chair of the Conduct Review Committee may establish a hearing format consistent with this Code. In cases involving more than one accused student, the chair of the Conduct Review Committee and the Student Conduct Officer or his or her designee will determine if hearings or conferences concerning each student will be conducted jointly or separately.

Formal Disciplinary Hearing Procedures

Formal disciplinary hearings will be conducted by the Conduct Review Committee according to the following guidelines:

1. Quorum for a hearing requires that a minimum of five (5) Conduct Review Committee members are present for the hearing.
2. Hearings will be closed to the public.
3. The student will be notified by certified mail of a hearing at least seven business days in advance of the hearing. The letter will inform the student of:
 - a. The alleged violation(s) and sufficient details of the complaint for the basis of the allegation(s) to be understood;
 - b. The time, date and location of the hearing;

- c. A statement of the respondent student's rights as stated in the Code; and
 - d. The name of the person(s), group(s), or College office filing the charges.
4. In all cases, the evidence in support of the charges will be presented and considered whether or not either party is in attendance.
 5. The accused student may be accompanied by an advisor if so desired, conditional on 24 hours notice to the Student Conduct Officer or his or her designee. The advisor may attend the hearing with the student to counsel him/her. The accused student and advisor may be present during the entire hearing, but neither may be present during deliberations of the Conduct Review Committee. In no event may the advisor participate directly by speaking for either party or questioning witnesses. Admission of any other person to the hearing will be at the discretion of the chairperson.
 6. Both the accused student and the complainant have the right to a fair and equitable hearing process, including an equal opportunity to present evidence, including witnesses and written statements. The Chair of the Conduct Review Committee will determine the format of the hearing, the admissibility of witnesses or written statements, and may elect not to hear such testimony if deemed redundant or irrelevant.
 7. The Chair of the Conduct Review Committee retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.
 8. Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.
 9. The Chair of the Conduct Review Committee may opt to hear the testimony of witnesses separately.
 10. There will be a single verbatim record, such as an audio recording, of all hearings before the Conduct Review Committee. Review of the verbatim record may only occur on College property and in the presence of the Student Conduct Officer or his or her designee. The verbatim record is property of the College.
 11. The Conduct Review Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation via telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means.
 12. Determination of violations shall be made based on the preponderance of evidence.
 13. Decisions by the Conduct Review Committee shall be by majority vote of the members present for the hearing.
 14. The Student Conduct Officer shall notify all parties via written notice of the Conduct Review Committee's findings with the shortest reasonable time after a decision has been rendered and no later than ten business days after the hearing.

If the student is found not to be in violation of the Code, and if coursework has been missed as a direct result of action taken against the student, appropriate accommodations will be made in order to assist the student to complete the course, retake the course, or reach other alternatives.

C. APPEALS OF FORMAL HEARING DECISIONS

A decision reached and/or sanction imposed by the Conduct Review Committee at the formal hearing may be appealed by either party in writing, by certified mail and within five business days after receipt of the Committee's decision to the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs will not hold a hearing. Rather, resolution of the appeal shall be based upon the written findings and decision from the Conduct Review Committee, the record of the hearing, as well as any written documentation submitted by either party during the hearing. The Student Conduct Officer or his or her designee will provide all relevant documentation to the Vice President of Academic and Student Affairs or designee.

The appeal must include the name of the individual making the appeal, the action that is being appealed, the date the action took place, and the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence presented at the hearing is objectionable.
4. Evidence not offered during the hearing is now available. In such cases, new evidence may be offered to the Vice President of Academic and Student Affairs or designee for consideration on appeal.
5. The sanction imposed is excessive or inappropriate.

The Vice President of Academic and Student Affairs or designee shall render a decision within ten business days after receipt of the appeal and shall inform the student by certified mail. The decision of the Vice President of Academic and Student Affairs or designee may not result in a sanction more severe than that imposed by the Conduct Review Committee. The decision of the Vice President of Academic and Student Affairs or designee shall be final.

ARTICLE X. DEFINITIONS

- A. "Advisor" is defined as a family member, staff /faculty member of College, or peer, and does not include legal counsel or attorney at law. In cases of sexual discrimination, harassment, or misconduct, an attorney at law may be considered an advisor.
- B. "Business day" is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holidays recognized by the College.
- C. "Bystander Intervention" is a social science model that predicts that most people are unlikely to help others in certain situations. A bystander is anyone who observes an emergency or a situation that looks like someone could use some help. They must then decide if they are comfortable stepping in and offering assistance.
- D. "Classified staff" includes any person employed by the College as defined by the McHenry County College Staff Council contract.
- E. "College" means McHenry County College.

- F. "College property" includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks, College-owned vehicles, and parking lots).
- G. "College official" includes any person employed by the College performing assigned administrative or professional staff responsibilities.
- H. "College-sponsored event" means any event or activity on or off College property that is directly initiated, sponsored, supported, or supervised by the College.
- I. "Complaint" is defined as a Student Incident Report filed with the Office of the Student Conduct Officer.
- J. "Complainant" means any person who submits a charge alleging that a student violated this Student Code and the term "accused student" means any student accused of violating this Student Code.
- K. "Conduct Review Committee" refers to the disciplinary board composed of members of the College community which may include members of the administration, the classified/professional staff, the faculty, and the student body.
- L. "Consent" is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent may be withdrawn at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.
- M. "Dating violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- N. "Disciplinary body" means the Vice President of Academic and Student Affairs, the Student Conduct Officer, the Conduct Review Committee, or any person or persons authorized by the Vice President of Academic and Student Affairs to determine whether a student has violated the Student Code of Conduct and to impose appropriate sanctions.
- O. "Disorderly" is defined as including but not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College property without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to surreptitiously taking pictures of another person in gym, locker room, or restroom.
- P. "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- Q. "Faculty member" includes any person who is either a credit or non-credit, full or part-time, teacher, coach, counselor, or librarian.
- R. "Falsify" is defined as forging, misrepresenting, or fabricating data to alter results.

- S. "Hate crime" refers to an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.
- T. A "hostile environment caused by sexual harassment" is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- U. "Incapacitation" is when a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- V. "Intimidation" is the unlawful act of intentionally coercing or frightening someone to do (or to not do) something against his or her will, such as forcing someone to give money by threat of violence. Intimidation is a form of retaliation prohibited by the Code of Conduct.
- W. "Lewd or indecent" is defined as a person who removes his or her underclothing and exposes himself or herself, masturbates, engages in voyeurism, or performs any other act in a public place or under circumstances which the person should know will likely cause affront or alarm to another person.
- X. "Member of the College community" includes any person who is a student, faculty member, College representative, or any other person employed by the College.
- Y. "Organization" means any number of persons who have complied with the formal requirements for College recognition.
- Z. "Policy" is defined as the written regulations of McHenry County College as found in, but not limited to, the Student Code of Conduct, College catalog, Board Policy Manual, web page, and computer use policy.
- AA. "Preponderance of evidence" refers to: when considering all the evidence in the case, the decision maker is persuaded that the allegations are more probably true than not true.
- BB. "Retaliation" means any materially adverse action or credible threat of a materially adverse action by the College, or member thereof, taken against any faculty member, staff member, or student for having made a good-faith report of College-related misconduct, or taken to deter such a report in the future, or taken against another covered individual because of a close association with someone who has made or may make such a report.
- CC. "Sexual assault" means any type of sexual contact or behavior that occurs by force or coercion or without consent of the recipient of the unwanted sexual activity. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forced sexual intercourse, sodomy, child molestation, incest, fondling, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.

- “Non-consensual sexual contact” is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact is Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- “Non-consensual sexual intercourse” is any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue, or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

DD. “Sexual discrimination” – see Article VII, above.

EE. “Sexual exploitation” occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes, but is not limited to: invasion of sexual privacy, prostituting another person, non-consensual visual or audio recording of sexual activity, going beyond the boundaries of consent (such as letting your friends hide in the closed to watch you having consensual sex), non-consensual distribution of photos or other images of an individual’s sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one’s genitals to another in non-consensual circumstances. Sexually based stalking and/or bullying may also be forms of sexual exploitation.

FF. “Sexual harassment” – see Article VII, above.

GG. “Sexual misconduct” – see Article VII, above.

HH. “Sexual violence” refers to the physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

II. “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

JJ. “Threat” means any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

KK. “Student,” for the purpose of enforcing this code, is defined as any person who: has submitted an application for admission; is registered for one or more credit hours; is enrolled in a non-credit course; or is utilizing any service provided by the College.

LL. “Weapon” is defined in accordance with state law and Board Policy 6.2.3 Discrimination, Harassment, and/or Anti-Violence, and includes any object or substance designed to inflict a wound or cause bodily injury or damage to property.

ARTICLE XI. INTERPRETATION AND REVISION

Any question of interpretation regarding the Student Code of Conduct and Disciplinary Process will be referred to the Student Conduct Officer or his or her designee for final determination.

PROCEDURES IMPLEMENTING THE COLLEGE'S PROHIBITION OF SEXUAL DISCRIMINATION, HARASSMENT AND MISCONDUCT

I. PURPOSE

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. The purpose of this procedure is to implement the College's Sexual Discrimination, Harassment and Misconduct Policies (Board Policy 6.2.2 and Board Policy 6.2.3), ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which requires timely warning to the community of certain immediate threats; and the Illinois Preventing Sexual Violence in Higher Education Act.

The College has an affirmative duty to take immediate and appropriate action once it knows of any act of sexual discrimination, harassment and/or misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

II. JURISDICTION

The College's Sexual Discrimination, Harassment and Misconduct Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

- A. On College property; or
- B. Off College property if:
 - 1. The conduct was in connection with a College or College-recognized program or activity; or
 - 2. The conduct may have the effect of creating a hostile environment for a member of the College community.

III. SCOPE

A. Students

Sections I-II, III(A), and IV-XIV of this Procedure governs sexual discrimination, harassment and/or misconduct involving students, such as:

- 1. A student victim and/or complainant and a student respondent;
- 2. A student victim and/or complainant and an employee or third-party respondent;
- 3. An employee victim and/or complainant and a student respondent; and

B. Non-Students

The following Sections of this Procedure govern sexual discrimination, harassment and/or misconduct which solely involve employees and/or third parties:

- Section I, Purpose
- Section II, Jurisdiction
- Section III(B), Scope
- Section IV, Definitions
- Section V(B), Administration
- Section VI, Options for Assistance Following an Incident of Sexual Discrimination, Harassment and/or Misconduct
- Section IX, Interim Measures
- Section X, Miscellaneous
- Section XIV, Training
- Section XV, Procedures Governing Complaints Solely Involving Employees and/or Third Parties

IV. DEFINITIONS

- A. Awareness Programming: institutional action designed to communicate the prevalence of sexual violence, including without limitation training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.
- B. Bystander Intervention: the act of challenging the social norms that support, condone, or permit sexual discrimination, harassment and/or misconduct. A bystander is anyone who observes an emergency or a situation that looks like someone could use some help. They must then decide if they are comfortable stepping in and offering assistance.
- C. Confidential Advisor: a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential advisors receive 40 hours of training on sexual violence before being designated as confidential advisors, and thereafter receive a minimum of six hours of annual training on issues related to sexual violence. Confidential advisors also receive period training on the College administrative process, interim protective measures and accommodations, and complaint resolution procedures. Confidential advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as “Responsible Employees” in Section VII (B), below, are not confidential advisors.
- D. Consent: Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person’s manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn 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 following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

- E. Dating Violence: The term dating violence means violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- F. Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- G. Hate Crime: an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.
- H. Hostile Environment Caused by Sexual Harassment: a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.
- I. Incapacitation: When a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.
- J. Intimidation: To make timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures.
- K. Preponderance of the Evidence: when considering all the evidence in the case, the decision maker is persuaded that the allegations are more probably true than not true.
- L. Primary Prevention Programming: institutional action and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches, including without limitation training, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars, or panel discussions.
- M. Retaliation: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person involved in the process of responding to, investigating or addressing such allegations (including, but not limited to: the Title IX Coordinator, Deputy Title IX Coordinators, investigators, and any individual who testifies, assists or participates in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sexual Discrimination, Harassment and Misconduct Policy and Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment or misconduct. Anyone who is aware of possible retaliation should notify the Title IX Coordinator or a Deputy Title IX Coordinator.

N. Sexual Assault: Any type of sexual contact or behavior that occurs by force or coercion or without consent of the recipient of the unwanted sexual activity. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forced sexual intercourse, sodomy, child molestation, incest, fondling, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.

- "Non-consensual sexual contact" is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact is Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- "Non-consensual sexual intercourse" is any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue, or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

O. Sex Discrimination: Discrimination on the basis of sex, sexual orientation or gender-related identity. Sex discrimination includes sexual harassment, sexual misconduct and sexual violence.

P. Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

Q. Sexual Harassment: Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
- Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature include:

- Verbal: Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats.

- Non-Verbal: Sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
 - Physical: Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.
- R. Sexual Misconduct: Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.
- S. Sexual Violence: Physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.
- T. Survivor: an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.
- U. Survivor-Centered: a systematic focus on the needs and concerns of a survivor of sexual violence, domestic violence, dating violence, or stalking that: 1) ensures the compassionate and sensitive delivery of services in a nonjudgmental manner; 2) ensures an understanding of how trauma affects survivor behavior; 3) maintains survivor safety, privacy, and, if possible, confidentiality; and 4) recognizes that a survivor is not responsible for the sexual violence, domestic violence, dating violence, or stalking.
- V. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- W. Threat: Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.
- X. Trauma-Informed Response: a response involving an understanding of the complexities of sexual violence, domestic violence, dating violence, or stalking through training centered on the neurobiological impact of trauma, the influence of societal myths and stereotypes surrounding sexual violence, domestic violence, dating violence, or stalking, and understanding the behavior of perpetrators.

V. ADMINISTRATION

Title IX Coordinator

The College has designated the Manager of Student Conduct as the Title IX Coordinator.

Lisa Brcich
 Manager of Student Conduct
 McHenry County College
 8900 US Highway 14, Room A252 Crystal Lake, IL 60012
 (815) 455-8696
 lbrcich@mchenry.edu

Responsibilities of the Title IX Coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
 - A Title IX complaint includes complaints alleging sexual discrimination, sexual harassment and/or sexual misconduct (as those terms are defined herein) which involve a College student as the victim and/or complainant or as the respondent.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Conducting Title IX investigations, including investigating facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.
 - With respect to Title IX complaints that relate to a College employee as the victim and/or complainant or as the respondent, the Title IX Coordinator will partner with the Department of Human Resources which will manage the investigation into the allegations and which will recommend appropriate sanctions against the employee.
- Determining appropriate interim measures for a victim and/or complainant upon learning of a report or complaint of sexual violence.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Promoting an educational and employment environment which is free of sexual discrimination and gender bias.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago Office
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560 • Email: OCR.Chicago@ed.gov

VI. OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL DISCRIMINATION, HARASSMENT OR MISCONDUCT

A. Immediate Assistance

- On- and Off-Campus Counselors and Advocates. The following on- and off-campus counselors and advocates can provide an immediate confidential response in a crisis situation:

*Care Center of Northwest Center Against Sexual Assault, (815) 671-4004

*Centegra Crisis Line, (800) 892-8900

*McHelp Application: Confidential and anonymous downloadable application for immediate access to professional crisis counselors via text message. Available at www.co.mchenry.il.us/home/showdocument?id=68233.

*Turning Point Counseling and Support Services, (815) 338-8081

*Woodstock Hospital, 3701 Doty Rd. Woodstock, IL 60098, (815) 338-2500

- Emergency room offers free 24/7 crisis counseling

*Indicates Confidential Advisors as defined in Section IV(C), above.

- Emergency Response. Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below:

Campus Police, B176, (815) 455-8733

- On- and Off-Campus Health Care Options. Victims may seek treatment for injuries, preventative treatment for sexually transmitted disease, and other health services by contacting the following for health care options:

*Care Center of Northwest Center Against Sexual Assault, (815) 671-4004

*Family Health Partnerships Clinic (779) 220-9304

*MCC Health and Wellness Office, B172, (815) 455-8581

*McHenry Community Health Center (815) 363-9900

*McHenry County Health Department (815) 334-4510

*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

B. Ongoing Assistance for Students

- On- and Off-Campus Counseling, Advocacy and Support.

*Care Center of Northwest Center Against Sexual Assault, (815) 671-4004

*Centegra Crisis Line, (800) 892-8900

*MCC Campus Police, B176, (815) 455-8733

*MCC Dean of Student Development, A257, (815) 455-7620

*MCC Director of Health and Wellness, B172, (815) 455-8581

*MCC Student Conduct Office, A252, (815) 455-8696

*Turning Point Counseling and Support Services, (815) 338-8081

*Woodstock Hospital, 3701 Doty Rd. Woodstock, IL 60098, (815) 338-2500

- Emergency room offers free 24/7 crisis counseling

*Indicates Confidential Advisors as defined in Section IV(C), above.

- Academic Accommodations and Interim Measures.

See Section X(C), below.

C. Ongoing Assistance for Employees:

- Director of Health and Wellness
McHenry County College
Health and Wellness Office, B172
lkalemba@mchenry.edu
(815) 455-8581
- Employee Assistance Program
1138 N. Main St. Algonquin, IL 60102
Website: MyMCC > Resources > Benefits
(847) 658-4224 (4ABH)
(855) 350-4224 (4ABH) toll free

VII. STUDENT REPORTING AND CONFIDENTIALLY DISCLOSING SEXUAL DISCRIMINATION, HARASSMENT AND/OR MISCONDUCT

The College encourages student victims of sexual discrimination, harassment and/or misconduct, including sexual violence, to talk to somebody about what happened so that victims can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a student victim's confidentiality:

- Some employees may talk to a student victim in confidence and generally only report to the College that an incident occurred without revealing any personally identifying information.
- Some employees are required to report all the details of an incident (including identities of the student victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "Responsible Employees," constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The various reporting and confidential disclosure options available are set forth in further detail below. Regardless of to whom a report is made, the College is obligated to provide the student victim with concise information, written in plain language, concerning the student victim's rights and options pursuant to this procedure.

Immunity for Good Faith Reporting: students who in good faith report an alleged violation of the College's prohibition of sexual discrimination, harassment and misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (for example, underage drinking) revealed in the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

A. STUDENT PRIVILEGED AND CONFIDENTIAL COMMUNICATIONS

Non-Mental-Health Counselors and Advocates. Individuals who work or volunteer in the on-campus Student Affairs offices, including front desk staff and students, can generally talk to a student victim without revealing any personally identifying information about an incident to the College. A student victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the student victim's identity or that the student victim has disclosed the incident.

While maintaining a student victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the student victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual discrimination, harassment and misconduct on and off campus so the Title IX Coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

Contact information for such non-mental-health counselors and advocates is as follows:

Dean of Student Development, A257, (815) 455-7620

The non-mental-health counselors and advocates listed above are not Confidential Advisors as defined in Section IV(C), above. A student victim who wishes to speak to a Confidential Advisor should utilize one of the following off-campus resources:

*Care Center of Northwest Center Against Sexual Assault, (815) 671-4004

*Centegra Crisis Line, (800) 892-8900

*Care Center of Northwest Center Against Sexual Assault, (815) 671-4004

*McHelp Application: Confidential and anonymous downloadable application for immediate access to professional crisis counselors via text message. Available at www.co.mchenry.il.us/home/showdocument?id=68233.

*Turning Point Counseling and Support Services, (815) 338-8081

*Woodstock Hospital, 3701 Doty Rd. Woodstock, IL 60098, (815) 338-2500

- Emergency room offers free 24/7 crisis counseling

A student victim who speaks to a non-mental-health counselor or advocate must understand that, if the student victim wants to maintain confidentiality, the College's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these advocates will still assist the student victim in receiving other necessary protection and support, such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to law enforcement, and thus will have the incident fully investigated. These advocates will provide the student victim with assistance if the student victim wishes to do so.

Note: While these advocates may maintain a student victim's confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, College Police may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

B. STUDENT REPORTING TO “RESPONSIBLE EMPLOYEES”

A College employee who has the authority to redress sexual discrimination, harassment or misconduct, who has the duty to report incidents of such or other student misconduct, or who a student could reasonably believe has this authority or duty is a Responsible Employee. When a student victim tells a Responsible Employee about an incident of sexual discrimination, harassment or misconduct, the student victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the student victim and that the College will need to determine what happened—including the names of the student victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College’s response to the report.

The following categories of employees are the College’s Responsible Employees:

- College Administrators
- Title IX Coordinator
- Supervisors and Managerial Staff
- Faculty
- Campus Police
- Coaches
- Advisors of all student clubs/organizations
- All staff members

Before a student victim reveals any information to Responsible Employee, the employee should ensure that the student victim understands the employee’s reporting obligations—and, if the student victim wants to maintain confidentiality, direct the student victim to the confidential resources listed above.

If the student victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student victim’s request for confidentiality.

C. STUDENT REQUESTING CONFIDENTIALITY FROM THE COLLEGE: HOW THE COLLEGE WILL WEIGH THE REQUEST AND RESPOND

If a student victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students and employees, including the student victim.

If the College honors the request for confidentiality, a student victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Although rare, there are times when the College may not be able to honor a student victim’s request in order to provide a safe, non-discriminatory environment for all students and employees.

The College has designated the following individual(s) to evaluate requests for confidentiality:

- Title IX Coordinator
- Assistant Vice-President, Human Resources
- Chief of Campus Police

When weighing a student victim's request for confidentiality or that no investigation or discipline be pursued, a range of factors will be considered, including the following:

- The increased risk that the alleged perpetrator(s) will commit additional acts of sexual discrimination, harassment or misconduct, such as:
 - Whether there have been other sexual discrimination complaints about the same alleged perpetrator;
 - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of misconduct or violence;
- Whether there have been other sexual discrimination complaints about the same alleged perpetrator;
- Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of misconduct or violence;
- Whether the alleged perpetrator threatened further sexual discrimination or violence against the student victim or others;
- Whether the sexual discrimination was committed by multiple perpetrators;
- Whether the sexual discrimination, harassment or misconduct was perpetrated with a weapon;
- Whether the student victim is a minor;
- Whether the College possesses other means to obtain relevant evidence of the sexual discrimination, harassment or misconduct (e.g., security cameras or physical evidence); and
- Whether the student victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely respect the student victim's request for confidentiality.

If the College determines that it cannot maintain a student victim's confidentiality, the College will inform the student victim at the earliest point possible and will, to the extent possible, only share information with people responsible for handling the College's response.

If the College determines that it can respect a student victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the student victim.

If a victim's request for confidentiality limits the College's ability to formally investigate a particular allegation, the College may take steps to limit the effects of the alleged sexual discrimination, harassment and/or misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include, but is not limited to:

- Providing increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred;
- Providing training and education materials for students and employees;
- Revising and publicizing the College's policies regarding sexual discrimination, harassment and misconduct; and
- Conducting climate surveys regarding sexual misconduct.

VIII. EMPLOYEE REPORTING AND DISCLOSING SEXUAL DISCRIMINATION, HARASSMENT AND/OR MISCONDUCT OF A STUDENT

In addition to the reporting requirements for Responsible Employees (see Section VII(B), above), all College employees who have information regarding sexual discrimination, harassment and/or misconduct of a student are encouraged to report it to the Title IX Coordinator or any Responsible Employee.

IX. INTERIM MEASURES

The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, which could include the College obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or law enforcement—and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any Title IX investigation or in a disciplinary proceeding against a student.

Because the College is under a continuing obligation to address the issue of sexual discrimination, harassment and misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt the College to consider broader remedial action—such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

X. MISCELLANEOUS

- A. Take Back the Night and Other Public Awareness Events. Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents are not considered notice to the College of sexual discrimination, harassment or misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’ Title IX rights at these events.
- B. Electronic and/or Anonymous Reporting. Although the College encourages victims to talk to someone, the College provides for an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation.

Anonymous reports can be filed at:

- TipNow: The TipNow system sends an anonymous message to police investigators any time day or night. Where a reporter chooses to provide his/her identity and contact information, the College will respond to the reporter within 12 hours.
 - Download the TipNow app from your app store—available for iPhone and Droid O/S
 - Text to (815) 496-6262
 - Call (815) 496-6262
 - Email mchenry@tipnow.com

C. Off-Campus Counselors and Advocates. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form.

Contact information for such off-campus resources is as follows:

*Care Center of Northwest Center Against Sexual Assault, (815) 671-4004

*Centegra Crisis Line, (800) 892-8900

*McHelp Application: Confidential and anonymous downloadable application for immediate access to professional crisis counselors via text message. Available at www.co.mchenry.il.us/home/showdocument?id=68233.

*Turning Point Counseling and Support Services, (815) 338-8081

*Woodstock Hospital, 3701 Doty Rd. Woodstock, IL 60098, (815) 338-2500

- Emergency room offers free 24/7 crisis counseling

*Indicates Confidential Advisors as defined in Section IV(C), above.

Note: While these off-campus counselors and advocates may maintain a victim’s confidentiality vis-à-vis the College, they may have reporting or other obligations under state law.

- D. Clery Act Reporting Obligations. Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act,” 20 U.S.C. 1092(f)), the College maintains a public crime log and publishes an Annual Security Report (“ASR”) available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault. The Clery

Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

XI. TITLE IX COMPLAINT INVESTIGATION PROCEDURES

The College will promptly and equitably resolve all complaints alleging a violation of the College's Sexual Discrimination, Harassment and Misconduct Policies. A complainant (whether a student or an employee) has the right to pursue resolution of his/her complaint through both formal and informal means. A complainant who elects to pursue resolution of his/her complaint through informal means has the right to end the informal process and begin the formal process at any time.

A. INVESTIGATION PROCEDURES

1. **Initiation of Investigation by Title IX Coordinator:** Upon receipt of a Title IX complaint of sexual discrimination, harassment and/or misconduct, including sexual violence, the Title IX Coordinator will initiate a prompt, fair and thorough investigation. The investigation will be conducted by the Title IX Coordinator or his/her designee, and the College will conclude the investigation within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process, an extension may be granted.

With respect to Title IX complaints that relate to a College employee as the victim and/or complainant or as the respondent, the Title IX Coordinator will partner with the Department of Human Resources in investigating the complaint. In cases involving a College employee Respondent, the Department of Human Resources will recommend appropriate sanctions against the College employee respondent.

2. **Interim Measures Provided:** During the investigation, the Title IX Coordinator will ensure the victim and/or complainant receive written notice of and the opportunity to obtain Interim Measures as set forth in Section IX, above, and will advise the victim and/or complainant of the right to file a complaint with Campus Police or law enforcement agencies.
3. **Notice to Respondent:**
 - a. Within 10 business days of receipt of a complaint, the respondent will be given written notice of the charges against him/her.
 - b. The respondent will be advised of the nature of the evidence against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).
4. **Due Process Rights of Victim and/or Complainant and Respondent**
 - a. The victim and/or complainant and student respondent will each be notified of the individual(s) with authority to make a finding or impose a sanction in their proceeding before the individual(s) initiate contact with either party. Both parties will have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.
 - b. The victim and/or complainant and student respondent will each be afforded the right to present information and witnesses relevant to his or her case.
 - c. When the victim and/or complainant or student respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/ faculty member of the College, or a union representative; it does not include legal counsel or an attorney at law.

- d. If the respondent is a College employee, then any employee misconduct investigation procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.
5. Evidence Considered: Investigators will interview and receive evidence from the victim, complainant, respondent and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent or preclude a finding of sexual violence.
6. Preservation of Evidence: The Title IX Coordinator will provide the victim and/or complainant with information regarding the importance of preserving physical evidence of sexual violence and the availability of medical forensic services on at no charge pursuant to the Illinois Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70). Any physical evidence gathered by the investigator will be preserved by Campus Police.
7. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation. It is understood that during an ongoing criminal investigation, information relevant to the pending case or prosecution may not be permitted to be shared with the College until the criminal investigation is closed.
8. Report of Investigation: At the conclusion of the investigation, the investigator will prepare a thorough report outlining the: complaint, investigation conducted and all relevant evidence obtained; investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Title IX Coordinator, Department of Human Resources and/or both, as appropriate.

B. DETERMINATION

1. Determination Based Upon Preponderance of the Evidence: The Title IX Coordinator shall review the investigator's report and all evidence gathered to determine whether the respondent engaged in sexual discrimination, harassment and/or misconduct in violation of College policy. The determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated.
2. Notice to Respondent: For student respondents, within seven (7) days after receipt of the investigator's report, the Title IX Coordinator will notify the student respondent via certified mail, return receipt requested, of his/her determination. If the Title IX Coordinator determines that the student respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the student respondent of:
 - a. Disciplinary sanctions; and
 - b. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section VIII, below.

For employee respondents, the Department of Human Resources will follow its obligation under any applicable College Policies and collective bargaining agreements in providing notice.

3. Notice to Victim and/or Complainant: Concurrently with the notice provided to respondent, the Title IX Coordinator will notify the victim and/or complainant via certified mail, return receipt requested, of his/her determination. If the Title IX Coordinator determines that the respondent has violated the College's prohibition of sexual discrimination, harassment and/or misconduct, this notification will also advise the victim and/or complainant of:
 - a. Any individual remedies offered or provided to the victim and/or complainant;
 - b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant;
 - c. In sexual violence cases only, any disciplinary sanctions imposed on the respondent;
 - d. The right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth in Section XII, below; and
 - e. If the College determines that a hostile environment exists, it will inform the victim and/or complainant of steps it has taken to eliminate the hostile environment and to prevent recurrence.

C. SANCTIONS, PROTECTIVE ACTIONS, AND REMEDIES

1. Sanctions. Student respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct are subject to any sanctions up to and including expulsion set forth in the College's Student Code of Conduct, Article VIII, A-M, and this Procedures document, as described below.

College employee respondents who have violated the College's prohibition of sexual discrimination, harassment and/or misconduct will be subject to disciplinary action up to and including termination, consistent with any applicable employee guidebooks and/or collective bargaining agreement obligations.

2. Protective Actions. The College may take protective measures as appropriate, including no-contact orders, trespass notices, or other protective measures. Campus Police will enforce court ordered no-contact, restraining and/or protective orders to the fullest extent of the law.
3. Remedies. The College will administer remedies for the victim and/or complainant depending upon the specific nature of the complaint. In addition, the College may administer remedies for the College community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes and activities;
- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Providing medical services;
- Providing academic support services, such as tutoring;

- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the College community as a whole may include, but are not limited to:

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Designating an individual from the College's counseling center to be available to assist victims of sexual discrimination, harassment, and/or misconduct whenever needed;
- Developing materials on sexual discrimination, harassment and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and College officials to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination, harassment and misconduct at the College.

XII. TITLE IX APPEAL PROCEDURES FOR VICTIMS AND/OR COMPLAINANTS AND STUDENT RESPONDENTS

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator at the conclusion of a formal investigation must submit a written request for appeal to the Conduct Review Committee. This request must be submitted to the College's Conduct Officer within 10 business days after receipt of the Title IX Coordinator's letter of determination.

The appeal request must be typewritten and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. New evidence not offered during the investigation that would substantially change the outcome of the finding is now available. In such cases, the new evidence must be described.
3. The sanction imposed is lenient, excessive or otherwise disproportionate with the violation.

The Title IX Review Committee will not hold a hearing. Rather, the Committee will review and consider the written findings and decision of the Title IX Coordinator, all evidence considered by the Title IX Coordinator, the written appeal, and, if applicable, new evidence offered for consideration. The Title IX Coordinator or his/her designee will provide all relevant documentation to the Title IX Review Committee. The Committee shall render a decision within seven calendar days after the conclusion of its review of the findings and/or sanctions and shall inform both the victim and/or complainant and the student respondent, concurrently, by certified mail. The decision of the Title IX Review Committee shall be final.

In the event a victim and/or complainant or a student respondent does not appeal within the required 7 calendar day period, the decision of the Title IX Coordinator will be final.

If the respondent is a College employee, then any employee misconduct appeal procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

XIII. PREVENTION AND EDUCATION FOR STUDENTS

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its Human Resources Department, Health and Wellness Office, Student Conduct Office, Behavioral Intervention Team, Title IX Coordinators, and Campus Police Department, pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

XIV. TRAINING

The Title IX Coordinator, Campus law enforcement, campus security, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment and misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who resolve complaints receive at least 8-10 hours of annual training on issues related to sexual violence, domestic violence, dating violence, and stalking and how to conduct the College's complaint investigation and appeal procedures pursuant to Articles XI and XII, above.

All confidential advisors receive 40 hours of training on sexual violence before being designated a confidential advisor. Annually thereafter, confidential advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's complaint investigation and appeal procedures pursuant to Articles XI and XII, above.

The College, in conjunction with its Human Resources Department, Health and Wellness Office, Student Conduct Office, Behavioral Intervention Team, Title IX Coordinators, and Campus Police Department, pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

XV. PROCEDURES GOVERNING COMPLAINTS SOLELY INVOLVING EMPLOYEES AND/OR THIRD PARTIES

An employee or third party should notify the Assistant Vice President (AVP) of Human Resources if he or she believes that the College, its employees or agents have engaged in sexual discrimination, harassment or misconduct of an employee or third party in violation of Board Policy 6.2.2.

The AVP of Human Resources may attempt to resolve complaints informally. However, the complainant shall have the right to end the informal process and begin the formal complaint resolution process at any time. If a formal complaint is filed, the AVP of Human Resources will address the complaint promptly and equitably as follows.

A. FILING A COMPLAINT

An employee or third party (hereinafter “Complainant”) who wishes to avail him or herself of this procedure may do so by filing a complaint with the AVP of Human Resources. The AVP of Human Resources will request the Complainant to provide a written statement regarding the nature of the complaint and will require a meeting with the Complainant. The AVP of Human Resources shall assist the Complainant as needed.

B. INVESTIGATION

Each complaint shall be investigated promptly, thoroughly, impartially, and as confidentially as possible. The AVP of Human Resources will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint and identity of the Complainant will not be disclosed except as required by law, as necessary to fully investigate the complaint, or as authorized by the Complainant. As a general rule, all complaints will be investigated, even when the Complainant requests that nothing be done.

1. The AVP of Human Resources or his/her designated investigator (hereinafter “investigator”) will investigate all complaints or allegations of sexual discrimination, harassment, or misconduct, except that, depending on the circumstances, the supervisor of the AVP of Human Resources may appoint a special investigator. The appointment of a special investigator does not preclude the involvement or assistance of the AVP of Human Resources in the investigation. Whenever the supervisor of the AVP of Human Resources deems necessary, a third party (e.g., an attorney) may serve as a special investigator. The investigator should not have any involvement with the complainant or the alleged wrongdoer outside of the investigation. The supervisor of the AVP of Human Resources will ensure that investigators have sufficient authority and resources.
2. The investigator will inform potential complainants, complainants, and witnesses that the College prohibits any form of retaliation against anyone who, in good faith, brings a complaint, provides information to the individual investigating a complaint, or otherwise participates in the complaint resolution process.
3. The investigator will provide a fair opportunity for both sides to be heard.
4. During the investigation, the investigation file will be kept separate from personnel record files.
5. The investigator will prepare a comprehensive written report of his/her findings and will provide the report to the AVP and Supervisor of the AVP of Human Resources. If a complaint of sexual discrimination, harassment or misconduct contains allegations involving the supervisor of the AVP of Human Resources, the written report shall be provided directly to the College President or his/her supervisor in situations where the President is the supervisor of the AVP of Human Resources, who will make a decision in accordance with Section D, below.
6. Employee misconduct investigation procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.

C. DECISION

Within 15 business days after receiving the investigator's report, a written decision to the Complainant by U.S. mail, first class, will be mailed. A copy will be placed in the investigation file.

D. APPEAL

Employee misconduct appeal procedures outlined in applicable employee guidebooks and/or collective bargaining agreements will apply.