

Chicago Center – Community Standards

The Chicago Center for Urban Life and Culture (CCULC) is committed to a culture of respect and maintaining an environment where all can learn and thrive.

Our diverse community of learners attend the Chicago Center for numerous reasons and we expect all students to respect their peers, the Chicago Center, and our community members. This Community Standards is student-centered, restorative and education oriented, and intended to support and protect the educational community at the Chicago Center.

The Community Standards aims to ensure the safety of the Chicago Center community while balancing the needs of the individual student(s) involved in an incident, the entirety of the Chicago Center community, and the Chicago Center as an organization. The Community Standards, and following processes, are intended to be fair, informal, and expeditious.

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101. Community Standards Overview

1. Overview

As a student of the Chicago Center, the Community Standards are the centralized place for most policies and procedures that apply to you. In this document, you will find information about the Chicago Center’s expectations for student behavior and the processes and procedures that the Chicago Center uses to enforce these expectations so that our community remains safe, welcoming, and academically focused.

Throughout your time at the Chicago Center, you remain enrolled as a student of your home institution and, to that end, are expected to conduct yourself in a manner in accordance with your home institution’s and Chicago Center’s policies. All members of our community are expected to affirm our shared commitment to protect the rights of the learning community.

While the Community Standards provides an overview of expected student behavior and outlines the student conduct process, it is not intended to be exhaustive. In rare cases where this document does not offer specific guidance or policy definition, the Chicago Center may defer to the policy as defined at your home institution and corresponding outcome(s) (if applicable).

2. Definitions

- a) “Academic term” means fall, spring, or summer semester.
- b) “Advisor” means a person who may accompany a complainant or respondent involved in the student conduct process or equitable resolution procedures and whose role is to provide a comforting and familiar presence for a student.
- c) “Assigned outcome” (formerly known as “sanction”) is an educational, developmental, restorative, or deterrent measure assigned to a respondent because the respondent has been found responsible for some policy violation. Assigned outcomes are mandatory and failure to complete an assigned outcome may result in additional disciplinary action.
- d) “Business day” means a day of regular operation when the Chicago Center is open (generally Monday through Friday, including most academic breaks but excluding designated Chicago Center holidays).
- e) “Chicago Center” or “the Chicago Center” means the Chicago Center for Urban Life and Culture.
- f) “Guest” may mean different things in different parts of the Community Standards. Generally, a program guest is someone who is not a Chicago Center student. A residence hall guest is someone who is not currently assigned to live in a particular residence hall, but who may be a Chicago Center student who resides elsewhere.

- g) “Harassment” under the Community Standards is intentional and unwelcome behavior towards another that is severe or repeated and that has the purpose or effect of seriously interfering with a reasonable person’s physical health, mental health, or ability to benefit from the Chicago Center’s programs and services.
- h) “Preponderance of the evidence” means such evidence that, when weighed with that opposed to it, has more convincing force and the greater probability of truth. This is the standard of evidence for all student conduct decisions, and may also be thought of as a standard based on what is “more likely than not” to have occurred.
- i) “Responsible/Not Responsible” are terms that mean whether or not a student has been found, based on a preponderance of the evidence, to be accountable for the alleged misconduct. Responsibility is determined per individual party, per policy.
- j) “Student” means any person who is admitted and deposited, enrolled, or registered for study at the Chicago Center for Urban Life and Culture.
- k) “Student community” or “Chicago Center community” means students, staff, faculty, administration, and other employees of the Chicago Center.

3. Acknowledgement of Policies

The Chicago Center will communicate the Community Standards to students at the beginning of each term. However, independently of that notice, all students are expected to familiarize themselves with all policies and procedures set forth in the Community Standards. Please read this document carefully. If you are a student, then you are accountable for its contents.

4. Jurisdiction

The Policy applies to conduct by any current Chicago Center for Urban Life and Culture (CCULC) student or employee (faculty and staff) that takes place on any CCULC property, within CCULC’s education programs or activities, and/or in any other circumstances (including off-campus and online). Regardless of where the conduct occurred and whether the affected party is a member of the CCULC community, the CCULC will review all allegations to determine whether the conduct occurred in the context of its employment or education programs or activities and/or has continued effects therein. Interests may include, but are not limited to:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation where it appears that a respondent may present a danger or threat to the health or safety of oneself or others;
- Any situation that significantly impinges on the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational, professional, or operational interests of the Chicago Center. The CCULC reserves the right, at its sole discretion, to impose limitations on respondents who are not current students or faculty or staff

employees, but who are reported to have engaged in prohibited conduct as defined by this policy or another policy.

5. Proceedings

As such, the standards, terminology, and overall philosophy found in the Community Standards may be different from what some individuals expect. However, whether a matter is resolved through the student conduct process or a conflict resolution pathway, the Chicago Center will always engage in a fundamentally fair process, and will reasonably consider the perspectives of various parties involved in an attempt to understand the facts of an incident and to determine an appropriate resolution.

6. Time Limitations

There is no formal limit for when an incident of alleged misconduct may be reported; however, we generally will not investigate reports submitted over one calendar year after the occurrence of the alleged incident. Exceptions may be made for serious incidents. Deviations from the timelines or procedures described here will not invalidate a proceeding or decision unless significant prejudice to a student or to the Chicago Center results.

7. Communication and Notification

The official method of communication to correspond with students – whether in Chicago or elsewhere – about student conduct or conflict matters is via the email address provided as the primary method of contact.

In accordance with applicable law (FERPA), the Chicago Center reserves the right to notify parents or guardians of students under the age of 21 whenever there is a concern for the well-being of the student or there is an incident involving drug or alcohol use. We may also notify parents or guardians when permissible and when a student is assigned residence hall or program probation, suspension, or expulsion. The Chicago Center may also notify emergency contacts when there is concern that the student is in some danger or may pose a danger to others.

8. Responsibility of Students for their Guests

Residence hall guests are expected to follow the Community Standards. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of policy incurred by their guests.

102. Student Code of Conduct

1. Individual Standards of Conduct

The Chicago Center is committed to ensuring a community where all members are respected, can thrive and learn, and diversity is explored and celebrated. In addition to the educational standards of the student's home institution, each student is expected to uphold the highest level of conduct

while at the Chicago Center. The Chicago Center will not tolerate conduct that jeopardizes the safety and wellbeing of our community or educational ambitions.

All Chicago Center students are expected to adhere to all policies including but not limited to those outlined in this Community Standards document, as well as all local, state, federal, and international laws. The Student Code of Conduct provides a baseline guide for acceptable student conduct to which all students, guests, and visitors are expected to adhere.

A non-exhaustive list of prohibited conduct includes:

a) Abusive Conduct

- i) Abusive conduct is strictly prohibited. Abusive conduct includes any intentional conduct that inflicts or attempts to inflict bodily harm or severe emotional harm upon any person, any reckless action that could result in bodily harm, and/or any action that would reasonably cause another to be fearful that their health or safety is in immediate danger. Using or attempting to use alcohol or other drugs intentionally to incapacitate another individual is also considered abusive conduct.

b) Academic Dishonesty

- i) Including but not limited to: plagiarism, cheating, aiding and/or abetting academic dishonesty.

c) Alcohol Misuse

- i) Students of legal drinking age (21+) may responsibly consume alcohol while on Chicago Center property.
- ii) The following conduct is expressly prohibited regardless of age, except where otherwise specified:
 - (1) Consuming or possessing alcohol while under 21 years of age
 - (2) Possessing an open alcohol container in public view
 - (3) Disruptive activity due to intoxication
 - (4) Manufacture, sale, or unauthorized distribution of alcohol
 - (5) Public intoxication on Chicago Center property or at Chicago Center-sponsored events
Severe intoxication resulting in concern for student's well-being. Students under the age of 21 and who are determined to be intoxicated do not have the right to refuse medical care under Illinois law.

d) Breaking the Plane

- i) Breaking the vertical plane of a window, balcony, stair railing, or similar structure is prohibited. Breaking the plane includes objects or people sitting on window ledges, on stair railings, or balconies; it includes reaching, extending, throwing, etc. any object or body part (including bodily or other fluids) through the vertical plane of a structure, whether or not the plane is open (i.e., dropping a key from an open window).

e) Bullying, including in-person and cyberbullying

- i) "Bullying" is antagonistic and unwelcome behavior towards another that is severe or repeated and that would be likely to intimidate, hurt, demean, defame, control, or diminish a reasonable person. Bullying may include, but is not defined by, slurs, epithets, and derogatory terms. Bullying is not in the intention (e.g., "just joking around") but in the perception of the behavior against another.

- f) Discrimination, Harassment, Retaliation
 - i) All members of the Chicago Center community have a right to bring forth information that helps support an environment of safety and support. Accordingly, any act of discrimination, harassment (as defined SS 101, 2, g), or retaliation taken against another is a serious violation of Chicago Center policy. Retaliation is defined as any adverse action (including but not limited to retaliatory harassment, threats, vandalism, or other harmful behavior) taken against a person participating in a protected activity because of their participation in the protected activity. Retaliation against an individual for reporting an incident, supporting an affected party, or otherwise participating in the student conduct process is a serious violation.
- g) Dishonesty
 - i) Providing false or misleading information to any Chicago Center? official, faculty member, office, or public official through omission of information, forged, altered, or misrepresented documents or records.
 - ii) Initiating a report that is false to intentionally harm another individual.
 - iii) Forgery, alteration, or misuse of any Chicago Center document, record, key, or instrument of identification and/or access to Chicago Center facilities; including, but not limited to, transference of items issued by Residence Life and Housing and/or parking.
- h) Disruptive Conduct
 - i) The ability of our community, neighboring communities, and other partners to support the academic mission of the Chicago Center depends on a basic spirit of mutual respect and cooperation between students and other community members. It is therefore prohibited to intentionally or recklessly cause or provoke a disruption to academic pursuits or to infringe upon the rights, privacy, or privileges of another person or group of people in our community. Any action that disrupts the normal operations of the Chicago Center is also prohibited.
- i) Failure to Comply
 - i) The Community Standards and all other Chicago Center policies are designed with the safety and wellbeing of the community in mind. Actions that appear to be inconsistent with local, state, or federal law may subject students to disciplinary action through the Chicago Center in addition to criminal and civil courts. Students are expected to comply fully with all Chicago Center policies and procedures and to cooperate with Chicago Center staff and emergency personnel who are acting in their official capacity.
- j) Fire-related Misconduct
 - i) Any fire-related action that compromises safety is strictly prohibited. Students are expected to comply promptly with all fire drills, evacuations, or other emergency procedures, and to respect all posted regulations about the use of fire doors, emergency exits, and fire escapes. In the event of a fire alarm, all students must evacuate the building immediately; Chicago Center staff will not enter buildings to evacuate residents or guests. The following conduct is expressly prohibited:
 - (1) Failure to evacuate a building immediately upon a fire alarm
 - (2) Tampering with, disabling, or misusing fire alarms or equipment
 - (3) Intentionally or unintentionally damaging property by fire or explosives

- k) Property Violations
 - i) Tampering with, defacing, or causing damage to Chicago Center, public, or private property or equipment is prohibited. Students may be responsible for paying restitution for any damage they cause in addition to further disciplinary action.
- l) Neighborhood Disturbance
 - i) Students are prohibited from causing a disturbance in the off campus community by irresponsible or unreasonably noisy social hosting, disruptive or unruly behavior, damage to property, or other disruptive activities. Students who reside at, own, or are listed on a lease for a property where this policy is violated may be subject to disciplinary action whether or not they were actually present during the offense.
- m) Sexual Misconduct
 - i) An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. The definition of “sexual assault” includes rape, fondling, incest, and statutory rape. More information can be found in SS 201, 4, a.
- n) Smoking and Tobacco Use
 - i) Use of all tobacco products is prohibited on all Chicago Center property.
- o) Substance Use
 - i) Possession, use, transfer, distribution, manufacture, or sale of illicit drugs is prohibited. Illicit drugs include both illegal drugs and legal substances used outside the directions of a valid prescription. Students may not possess any form of drug paraphernalia (any items or articles needed for, intended for, or typically associated with illicit drug use), even if the paraphernalia has never been used. The following conduct is expressly prohibited:
 - (1) Being in the presence of illicit drugs
 - (2) Possession of drug paraphernalia
 - (3) Possession or use of illicit drugs
 - (4) Manufacture, sale, transfer, or distribution of illicit drugs (including “sharing” or otherwise distributing prescription drugs)
 - (5) Severe intoxication resulting in concern for student’s well-being
 - * A number of states, including Illinois, have passed laws that make the use of cannabis for some medical conditions legitimate under the law of that state. Furthermore, the state of Illinois made nonmedicinal use of cannabis legal at the state-level for those over the age of 21. However, the possession or use of cannabis remains an offense under the Controlled Substances Act, a federal law.
- p) Possession of a dangerous object, firearm, or weapon
 - i) The unauthorized or illegal possession, display, or use of dangerous objects is strictly prohibited. Dangerous objects may include, but are not limited to: firearms (including BB, pellet, and paintball guns); fireworks; smoke bombs; explosives; ammunition; hunting knives; swords (including decorative or ceremonial); sabers; or anything that could be perceived or misrepresented as a weapon. Consistent with Chicago city ordinance, it is also prohibited to carry a concealed knife with a blade that is longer than 2.5 inches.

103. Student Conduct Process

The following procedures are typically employed to resolve cases of alleged misconduct by students, except for discrimination, sexual misconduct, or retaliation, as articulated in SS 201, 4, a.

1. The Student Conduct Process

Every case is handled individually, and in some cases certain elements of these procedures may not be necessary or may be modified. In each case, the executive director will select a conduct administrator to oversee, investigate, and adjudicate the alleged violation and case.

A report may be filed with the executive director and it shall be resolved with an initial investigation by the executive director/their designee of the alleged misconduct. The executive director, upon learning of potential conduct violation or misconduct, may initiate further steps to determine the incident and if a violation occurred. It is also at this point when the case will be referred to a conduct administrator.

In all situations where a report is deemed substantive, the conduct administrator may initiate a formal conduct hearing. The executive director or conduct administrator may, at any time, initiate immediate or interim actions to ensure the safety of the Chicago Center's community.

- a) Informational Meeting
 - i) Students may be notified that they must meet with the conduct administrator for an informational meeting. Students will receive this communication via email notifying them of the meeting request.
 - ii) Information meetings are optional and may be needed to investigate an incident further, clarify a report, or obtain a personal statement. An informational meeting typically results in one of the following: a referral to a conduct hearing, an agreed upon resolution, or no further action.
- b) Conduct Hearing
 - i) Students will be notified of the date, time, and location of the hearing and alleged policy violation via email, in most cases at least three (3) business days in advance of the meeting. Students will also be reminded they may have one advisor to support them through the conduct process.
 - ii) In this meeting, the student will be presented with the reported allegation, policy violation, and the opportunity to inspect, but not retain a copy of, the evidence.
 - iii) Students may submit any additional materials, including a written statement or other documents, at least one (1) business day in advance of the conduct meeting.
 - iv) Students may also have one (1) advisor present for the hearing. An advisor may be a student, faculty member, family member, attorney, or other outside advisor, but not someone who would be considered a witness. More information on the role of an advisor can be found in section H.
 - v) The Chicago Center determines the outcome of each case based on the preponderance of the evidence. Additional or more formal rules or procedures are not utilized in student conduct meetings or hearings.

- vi) Student participation in and presence at the conduct hearing is an important and expected part of this process; however, a student is still responsible for the decision and any resulting assigned outcome(s).
 - vii) Respondent(s) (and complainant(s) when applicable) provide a personal account of the reported incident. Respondent(s) are given the opportunity to (a) accept full responsibility for all policy violations, (accept responsibility for some violations and refute others, or (c) refute all suggested violations. Respondent(s) are provided a final opportunity to make any closing comments. The Conduct Administrator or Board may excuse all parties for deliberation if needed.
- c) Decisions & Communication
- i) Following the hearing, a student will receive email communication from the conduct administrator within five (5) business days containing the outcome of the hearing. It is the responsibility of the student(s) to check their email account for the decision.
 - ii) **Finding**
 - (1) Not responsible: A student may be found not responsible for a violation if the preponderance of evidence is not met.
 - (2) Responsible: A student may be found responsible for a violation when the preponderance of evidence is met.
 - (3) The conduct administrator may determine an educational outcome instead of a disciplinary outcome is best for the student(s) involved in the specific case and the continued support of the rights entitled to the Chicago Center's educational community.
 - iii) **Outcomes**
 - (1) A student may receive a warning, be placed on probation, or, in rare cases, expelled and sent home from the Chicago Center.
 - (2) Outcomes must follow precedent established by the Chicago Center or by the student's home institution for similar misconduct; consider the circumstances surrounding the misconduct and previous disciplinary history of the student, if any. The student's willingness to cooperate and attitude throughout the process is also taken into consideration when determining assigned outcome(s).
- d) Appeal
- i) A student may appeal a hearing or outcome. Within five (5) business days, a student must provide in writing the formal appeal to the executive director and board president.
 - ii) Appeals are considered case by case.
- e) The Role of the Advisor
- Any complainant or respondent involved in the conduct process in any way may be accompanied by one advisor of their choice throughout the conduct process. The choice whether or not to invite an advisor is solely that of the student(s) involved. An advisor may be a student, faculty member, family member, attorney, or other outside advisor, but not someone who would be considered a witness to the alleged misconduct.
- i) Hearings and meetings may not be able to accommodate the availability of advisors. If a student has decided to have their advisor present, they must notify the conduct administrator at least one (1) day in advance of hearing and have their advisor complete the Advisors in the Student Conduct Process Form.
 - ii) The role of an advisor is to offer a familiar and comforting presence for a student and aim to assist in the advisee's understanding of the conduct process. An advisor may only speak to the advisee and may not formally address the conduct administrator unless asked a direct

question. Advisors may not ask questions, interject, advocate for, or otherwise speak on behalf of the student.

iii) If any advisor conducts themselves in a manner inconsistent with these guidelines, or if the advisor's behavior obstructs or otherwise interferes with the hearing or conduct process, then the advisor will be warned by the conduct administrator. If the advisor's interfering behavior continues or if the advisor at any point engages in a manner that harasses, abuses, or intimidates any other participant, the individual serving as an advisor will no longer be considered an advisor and will be excused from the hearing or meeting.

2. Student Rights and Responsibilities

Students are entitled to the following rights and responsibilities while involved in the student conduct process.

- a) Right to Privacy & Fair Treatment
- b) Right to Written Notice of Alleged Misconduct
- c) Participation in the Conduct Process
- d) Right to Review
- e) Right to Refute
- f) Right to Appeal

3. Assigned Outcomes

When a student is found in violation of the Community Standards, any of the following types of outcomes may be assigned. In certain cases, the Chicago Center may convene a restorative justice conference to allow the affected parties and respondent to co-determine the outcomes with the assistance of a trained facilitator.

In all cases, outcomes should be appropriate to the violation(s) for which they are assigned, considering the following:

- a) the category of the violation;
- b) the context and seriousness of the violation;
- c) the respondent's demonstrated commitment not to engage in the same behavior in the future;
- d) the respondent's prior conduct history (if applicable); and
- e) outcomes that appropriately foster accountability for one's behavior, prevent recurrence of similar behaviors, and repair harm.

104. Non-discrimination Policy

1. Introduction

The CCULC is committed to a culture of respect and an environment where all can learn and thrive. We will not tolerate discrimination in any form that threatens our goals and educational ambitions.

Keeping with the CCULC's long history and commitment to education, the Chicago Center for Urban Life and Culture considers students, employees, applicants for admission or employment, and those seeking access to our programs on the basis of individual merit. We embrace the differences that make us unique and commit to providing diverse, equitable, and inclusive experiences at the Chicago Center. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran

status, genetic information, or other protected classes under the law (including Title IX of the Education Amendments of 1972).

i) Discrimination

Discrimination is defined as the adverse or preferential treatment of another wholly or partially because of the person's membership in a protected class. When brought to the attention of the Chicago Center, discrimination will be appropriately addressed and remedied, whether through disciplinary action, other responsive interventions, or both. Outcomes for discrimination and other forms of discriminatory misconduct may range from warning through expulsion.

105. Amnesty through Responsible Action

1. Introduction

Student safety is paramount at the Chicago Center. In moments or incidents of crisis or medical emergency, Chicago Center students are expected to care for themselves and for others in the Chicago Center community by getting help from appropriate officials even when violations of these Community Standards have occurred. The Chicago Center understands that fear of disciplinary actions may deter requests for emergency assistance, the Amnesty Through Responsible Action Protocol was created to continue prioritizing student safety and reduce barriers to seek help. These policies may be enacted in crisis situations involving:

- a) Alcohol Use
- b) Substance or Drug Use
- c) Sexual Misconduct
- d) Intimate partner or domestic violence
- e) Stalking
- f) When the Chicago Center becomes aware of an above situation only because a student or students took responsible action to secure medical or emergency assistance, no formal conduct record will be accrued by the reporting student(s).
- g) To be eligible, you must:
 - i) Call for help: in medical emergencies, immediate action should be taken by dialing 911.
 - ii) Stay with the person until the responding staff or emergency personnel arrives and you have been told your assistance is no longer needed.
 - iii) Cooperate with responding staff or emergency personnel including all requests for information and assistance.
 - iv) If it is determined through a meeting that the student(s) followed all required steps to be eligible for Amnesty Through Responsible Action, the student(s) will not be sanctioned for an alcohol or other drug related policy violation. The student(s) may still be required to complete an alcohol or other drug intervention and to complete educational activities.
- h) In the event that a student who receives medical assistance fails to complete the required course of action, or exhibits a pattern of problematic behavior with alcohol or substances, that student may be subject to formal disciplinary action.

At the discretion of the executive director or the conduct administrator, the Chicago Center may institute additional procedures or adjust any stated timeline. If assigned outcomes(s) are not completed by the deadline imposed, a student’s ability to complete the program will be jeopardized.

The Chicago Center reserves the right to revise, update, or otherwise change the Community Standards at any time as necessary, and once the changes are published online at www.chicagocenter.org, they are in effect.

201. Title IX – Comprehensive Policy for Sexual Misconduct

1. Introduction

Title IX of the Educational Amendments of 1972 and its implementing regulations (34 CFR § 106) as administered by the Office for Civil Rights of the Department of Education (collectively referred to as “Title IX”) explicitly prohibits discrimination based on sex by any institution of higher education that receives federal funds. Under Title IX, certain types of sexual harassment, when occurring within the United States and within the Chicago Center’s education programs and activities, constitute a form of prohibited sex discrimination. Title IX requires a specific grievance process for formal complaints of Title IX sexual harassment, as distinct from other forms of Title IX sex discrimination and other forms of sexual harassment. The CCULC uses guidance under Title IX to inform policies and procedures for its students, instructors, and staff.

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To raise any concern or conflict of interest regarding the executive director, or to report any alleged misconduct or discrimination committed by the executive director, contact Zach Lowe, board chair, at zlowe@tdcfillinois.org. To raise concerns regarding a potential conflict of interest with or allegation of misconduct by any other staff member involved, please contact the executive director.

2. Illinois Preventing Sexual Violence in Higher Education Act

As an organization in the state of Illinois, the Chicago Center for Urban Life and Culture uses the Illinois Preventing Sexual Violence in Higher Education Act (“ILPSVHE Act,” 110 ILCS 155), which provides state-specific requirements responding to sexual misconduct against students at institutions of higher education in Illinois, to inform these policies and procedures.

3. Medical Support

If an affected party wishes to report to law enforcement, it is important to preserve any physical evidence when possible. Pursuant to the Illinois Sexual Assault Survivors Emergency

Treatment Act, an affected party may have a medical forensic examination and/or medical treatment related to the sexual assault completed in Illinois at no cost to the affected party. Please note that although medical treatment is available regardless of the time since the incident, an evidence collection kit may be offered only within seven days of an assault, and certain specific medical support may only be available if administered within 72 hours of the incident. The following are medical facilities and/or agencies that are available to offer support.

a) Community-based Resources

- i) Resilience (Chicago-based, confidential resource):
 - (1) 312-443-9603
 - (2) YWCA Chicago Rape Crisis Hotline:
 - (3) 888-293-2080 in Chicago Metropolitan Area
 - (4) 630-971-3927 in DuPage County
 - (5) 708-748-5672 in the South Suburbs
- ii) Illinois Coalition Against Sexual Assault (ICASA): Find a rape crisis center in Illinois
 - (1) RAINN National Sexual Assault Hotline:
 - (a) 800-656-HOPE (4673)
 - (b) online.rainn.org or online.rainn.es (Spanish language services)

4. Prohibited Conduct

The following behaviors conflict with the CCULC's values and expectations for members of our community (and in some cases, applicable laws), and are therefore prohibited at the Chicago Center. The following policies may be applied to single incidents as well as patterns and/or climate, all of which may be investigated or otherwise addressed in accordance with this and other policies. The Chicago Center also reserves the right to address these behaviors through additional policies, in alignment with Chicago Center or other universities' policies, when they are of a general nature and/or do not appear to have been motivated by a person's status in a protected class.

a) Sexual Misconduct

Sexual misconduct encompasses a range of conduct, from sexual assault (a criminal act that the U.S. Department of Education defines as a form of sexual harassment) to conduct such as unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute unlawful harassment, depending upon the specific circumstances and context in which the conduct occurs. For example, sexual advances, requests for sexual favors, or sexually-directed remarks or behavior constitute sexual harassment when (1) submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic or employment decision, or a term or condition of either; or (2) such conduct directed against an individual persists despite its rejection.

Certain forms of sexual misconduct are among the most harmful violations that any individual can undertake against the safety and dignity of our community; the CCULC therefore reserves the right to impose any level of assigned outcome, up to and including

suspension or expulsion/termination, for any sexual violation based on the facts and circumstances of the particular case.

Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity or expression of those involved. Specific violations include:

i) Non-Consensual Sexual Penetration

Non-consensual sexual penetration is defined as any sexual penetration or attempted penetration, however slight, with any body part or object by a person upon another person that is without consent and/or by force. Sexual penetration includes vaginal or anal penetration or oral copulation (genital to mouth contact) no matter how slight the penetration.

ii) Non-Consensual Sexual Contact

Non-consensual sexual contact is defined as any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent and/or by force.

Sexual touching includes intentional contact with the breasts, groin, buttocks, or genitals; or touching another with any of these body parts; or making someone touch another or themselves with or on any of these body parts; or any other bodily contact made in a sexual manner.

iii) Sexual Harassment

Sexual harassment is broadly defined as unwelcome and objectively offensive, sexual, verbal, written, online, and/or physical conduct.

Sexual harassment occurs without regard to the respondent's intent and is based on the totality of the circumstances. The CCULC may remedy any form of sexual harassment when substantiated, whether or not the behavior constitutes quid pro quo or hostile environment sexual harassment.

iv) Sexual Exploitation

Sexual exploitation refers to behavior wherein a person takes non-consensual or harmful sexual advantage of another and the behavior does not otherwise fall within the definitions of non-consensual sexual penetration, non-consensual sexual contact, or sexual harassment.

v) Intimate Partner and/or Domestic Violence

Intimate partner and/or domestic violence (IP/DV) is defined as any act of violence or threatened act of violence against someone in a past or present intimate, familial, or household relationship, including violence that occurs between roommates. IP/DV may include, but is not limited to, physical violence, emotional abuse, economic abuse,

property damage, and other forms of sexual violence. IP/DV may consist of one act of misconduct or an ongoing pattern of behavior.

vi) Stalking

Stalking is defined as an unwanted course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to feel fear for their safety or the safety of others or to suffer substantial emotional distress. Though stalking is usually considered a gender-based offense, stalking is prohibited even when the affected party was targeted because of membership in a different protected class or was targeted for some other reason.

b) Information Regarding Consent, Force, Coercion, and Incapacitation

The following concepts are integral to understanding this policy.

i) Consent

Consent is freely given, mutually understandable permission to engage in a specific sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consents to that specific sexual conduct. Neither silence nor the absence of resistance convey consent. Consent also cannot be gained by force or coercion, and an individual who is incapacitated cannot give consent.

Whether or not consent was communicated is based on the totality of the circumstances, including the context in which the sexual activity occurred and (if applicable), how the parties may have communicated consent in the past. However, past consent for sexual activity does not automatically convey current consent for sexual activity. Similarly, consent to some sexual activity (such as kissing or fondling) cannot be presumed to extend consent for other sexual activity (such as intercourse). The existence of a current or previous dating relationship also does not establish or convey consent.

Consent can be withdrawn at any time, and once the withdrawal of consent has been clearly communicated, the sexual activity must cease immediately.

ii) Force

Force is the use or threat of physical violence and/or imposing on someone physically to gain sexual access. Sexual activity that is forced is by definition non-consensual.

iii) Coercion

Coercion is the use of pressure, intimidation, or threats to gain sexual access. Coercive behavior differs from seductive or sexually inviting behavior or the negotiation of boundaries/desires. When a person communicates that they do not want sex, that they want to stop, or that they do not want to go past a certain point

of sexual interaction, pressuring, intimidating, or threatening that person to overcome their resistance can constitute coercion.

iv) Incapacitation

Incapacitation is defined as a state in which an individual cannot fully understand or comprehend the nature or context of their decisions and/or actions. An incapacitated person cannot, by definition, consent to sexual activity because they cannot understand or appreciate the “who, what, when, where, why, or how” of the sexual activity in question. Incapacitation may result from a person consuming a large amount of alcohol or other drugs, having a mental disability, being asleep or passed out, or being involuntarily physically restrained. Incapacitation is a state beyond intoxication.

A person cannot consent to sexual activity if they are incapacitated. An individual who engages in sexual activity when that individual knows or reasonably should know that the other person is physically or mentally incapacitated has violated the Comprehensive Policy. The intoxication of a respondent, such that the respondent may not have realized the incapacity of an affected party, does not excuse such a violation.

5. Reporting Discrimination, Sexual Misconduct

The CCULC encourages anyone who experiences misconduct under this policy to report the incident to the Chicago Center, so that we may respond promptly and equitably.

The CCULC recognizes the privacy and sensitivity of reports, and only shares information internally on a need-to-know basis when necessary to respond effectively to a report. In addition, we understand that for various reasons an affected party may prefer to report anonymously or to share only limited information. To ensure that accurate information and resources are provided in a timely and consistent manner, the following policies apply.

a) Reporting Options

Any individual may report all forms of discrimination, sexual misconduct, and/or retaliation using any of the following methods. There is no time limitation on reporting allegations. However, if the respondent is no longer subject to jurisdiction or if substantial time has passed since the underlying incident occurred, the Chicago Center’s ability to investigate, respond, and/or provide remedies may be limited. In some cases involving students, the investigation may be returned to the home institution(s) of the student(s) involved.

- i) Reporting - Report concerns directly to the Chicago Center using the publicly available form available at [this link](#) or at the incident report located on the Chicago Center’s website. Online reporting is preferred and available 24 hours a day, 7 days a week.
- ii) Report via email to the executive director at tylerh@chicagocenter.org or with the contact information provided in article 401, section 1.

All reports are acted upon promptly, and every effort is made by the Chicago Center to preserve the privacy of reports.

iii) Anonymous Reporting - Anonymous reports may be submitted at the publicly available form available at this link. Depending on the nature of the anonymous report and the information provided, anonymous reports may still prompt the CCULC to file a formal complaint and investigate according to the policy. It should be noted that the CCULC's ability to offer and/or provide supportive measures, investigate the alleged incident(s), impose outcomes, provide appropriate remedies, and otherwise respond to a report is limited in cases where no affected party or complainant is identified.

b) Initial Response to Reporting

Immediately upon electronic submission of a report by any individual (whether reported by the affected party or a third party reporter) using the [online reporting form](#) the reporter is automatically directed to concise information, written in plain language, concerning the rights and resources available to affected parties.

Unless a report is anonymous, upon receiving the report, the executive director or a representative of the CCULC will contact the affected party and/or third party reporter to communicate the availability of supportive measures (available regardless of whether or not they choose to file a formal complaint) and to explain the process of filing a formal complaint, as applicable to the circumstances of the reported incident, within 24 hours of the incident. The affected party will be invited to meet with a CCULC representative to consider the affected party's wishes with respect to supportive measures and any formal complaint, and to answer any questions concerning the Chicago Center's applicable policies or procedures. Affected parties will be informed that supportive measures are available regardless of whether or not they choose to file a formal complaint.

6. Supportive Measures and Resources

Supportive measures are non-disciplinary, and are designed to restore or preserve equal access to the CCULC's education program or activity without unreasonably burdening other parties, including measures designed to protect the safety of all parties or the Chicago Center's educational environment, or deter prohibited conduct. The Chicago Center treats supportive measures as private, provided that privacy does not impair the Chicago Center's ability to implement the supportive measures. Supportive measures are available independently of whether a formal complaint is filed by the affected party, and are provided at no cost to parties. Supportive measures may include, but are not limited to:

- Referral to counseling, medical, advocacy, and/or other health services
- Communication between the CCULC representative and the home institution(s) of the student(s) involved
- Mutual restrictions on contact between parties

- Advocating to faculty for adjustments to academic deadlines, course schedules, etc.
- Student financial aid counseling
- Education to the community or community subgroup
- Altering campus housing situations
- Altering work locations or arrangements for faculty or staff employees or student workers
- Referral for academic support

7. Formal Complaints

Affected parties may be satisfied with receiving resources and supportive measures provided upon the CCULC's response to a report, and may not intend or desire to pursue further intervention facilitated by the Chicago Center. However, in cases where an affected party intends to initiate the CCULC's intervention to investigate, adjudicate, or otherwise resolve an incident of alleged misconduct, the affected party must file a formal complaint, and is thereafter referred to as a "complainant." A formal complaint may be initiated for any alleged conduct that, if supported by evidence, would constitute a violation of this policy. The executive director files a formal complaint irrespective of the wishes and/or participation of the affected party when deemed necessary by the executive director to demonstrate appropriate responsiveness to a report.

When the CCULC proceeds with a formal complaint irrespective of the wishes and/or participation of the affected party, all parties will be informed, and any affected party (i.e., potential complainant) may individually elect at any time prior to the resolution of the matter to participate as a complainant in the applicable resolution process. Formal complaints of alleged Title IX sexual harassment and formal complaints of other misconduct are distinguished as follows, in accordance with Title IX:

a) Complaints

Any individual who is an affected party/complainant can file a complaint alleging misconduct under this policy. The executive director may also file a complaint in response to a report when determined necessary. When a complaint is filed by the executive director, the identity of the affected party (i.e., the potential complainant) may be withheld from the respondent when necessary to protect the safety of the affected party.

A complaint filed by a complainant must include a written account of the complainant's complaint and physical or digital signature.

8. Alternative Options

Alternative resolution options may be available in certain circumstances prior to reaching a determination regarding the respondent's responsibility, when both parties agree and when the executive director determines that the matter is appropriate for alternative resolution.

General information about the availability of alternative resolution options may be included in the CCULC’s responsive communications to reports and/or formal complaints, but alternative resolution may only be requested by a party upon or after the filing of a formal complaint.

a) Mediation

A voluntary, confidential, participant-focused, and structured dialogue facilitated by a neutral and impartial mediator, where parties’ needs and interests are explored without judgement to reach a mutually agreeable resolution.

b) Directed Reading

At times, a party may request that the CCULC take only a very limited role in addressing alleged misconduct. Directed readings are non-disciplinary in nature, and do not result in assigned outcomes or other corrective action.

c) Other

With the written consent of both parties, the executive director may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the Chicago Center. Such resolution is highly case-specific and depends on the individual circumstances of the report. In all cases, however, the general requirements for all alternative resolution options will apply.

202. Title IX - Complaint, Investigation, and Resolution Procedures

1. Complaint, Investigation, and Resolution Procedures

Upon filing of a complaint, whereby an affected party (referred to as a “complainant” following the filing of a complaint) or the executive director has formally requested action to investigate and adjudicate a respondent who is a student, faculty, or staff member, the Chicago Center employs this process to thoroughly, fairly, and impartially assess the available evidence and implement an appropriate response.

a) Standards and Treatment of Complainants and Respondents

Determinations of responsibility are not made until the end of this process, when the investigator has made a finding as documented in the Final Investigation Report. Unless and until a respondent is determined to be responsible by a preponderance of the evidence for a policy violation at the conclusion of this process, the Chicago Center operates with the presumption that the respondent is not responsible for violating this policy.

i) Complainants and respondents are treated equitably under this process, which means:

- All relevant evidence is evaluated objectively, including evidence that suggests responsibility and evidence that suggests no responsibility.
- Both complainants and respondents are expected to speak and write on their own behalf throughout the process unless assistance is needed.
- Credibility determinations are not to be based on a person’s status as a complainant, respondent, or witness.

- Both parties will be treated with respect by Chicago Center staff that credibility determinations are not to be based on a person’s status as a complainant, respondent, or witness.
- Both parties will be made aware of available options in writing, including but not limited to resources, remedial actions, and have access to take advantage of support resources.
- The complainant shall experience a safe living, working, and educational environment and be free from retaliation.
- To be advised of the status of an investigation, remedial actions that have been taken, preparations for a hearing, the outcome of a hearing and, if necessary, outcome(s) whether an appeal has been filed and/or the outcome of an appeal.
- Both parties may have an advisor present during all meetings and proceedings
- The complainant may refuse to have an allegation resolved through alternative resolution procedures.
- Both parties whose participation is invited or expected are provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

ii) In every meeting with the CCULC, both parties are entitled to have an advisor of their choice. That advisor may be a student, faculty, family member, attorney, or other outside advisor. Attorneys may be attained at the party's personal expense.

b) Timely Resolution

The Chicago Center strives to resolve all complaints in a prompt and timely manner; however, the precise timeline for a case may vary based on the circumstances at hand. Throughout any delay or extension, the Chicago Center may implement supportive measures as deemed appropriate, and parties are periodically updated on the status of their case.

i) **Notice, Dismissal, and Consolidation of Complaints**

Following the formal, signed complaint by the complainant, the executive director will notify the involved parties of a written notice of allegations (NOA) to each party. NOAs include a summary of the allegations, including (if known) the identity of the parties involved, the nature of the alleged misconduct, the date and location of the alleged incident(s) (if known), the specific policies implicated, a description of the applicable CCULC procedures, and a reminder that retaliation is prohibited. Once emailed, the notice is presumptively delivered.

The Chicago Center may, but is not required to, consolidate formal complaints as to allegations of prohibited conduct under this policy against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the consolidated allegations arise out of the same facts or circumstances.

ii) Investigations

This investigation includes the thorough and impartial collection, review, and analysis of all available evidence by one or more impartial investigators, and concludes with the investigator making a finding of either “responsible” or “not responsible” for each alleged violation based on the application of the Comprehensive Policy to the evidenced facts. In preparation for an investigation of an ERP complaint, an investigator is assigned as described below. If an investigation results in no finding of responsibility, then the complaint is resolved.

One of the most critical investigative steps is meeting with and interviewing the primary parties in a case (complainant and respondent). The purpose of these interviews includes collecting as much information as possible about the relevant details of the allegation(s); asking probing and clarifying questions; soliciting suggested witnesses or other individuals with whom the investigator may wish to follow up to corroborate information; reviewing and exploring available relevant documentation or other physical evidence (including video footage, digital communications, photographs, etc.); and assessing the credibility of the parties.

iii) Reporting

Prior to the conclusion of the investigation, investigators may draft a preliminary investigation report (PIR) that includes the evidence obtained as part of the investigation that is directly related to the reported misconduct and will be relied on in making a decision. The PIR contains an investigative timeline and summaries of all interviews conducted. Investigators then add any additional relevant information to the PIR and finalize the investigation by converting the PIR to a final investigation report.

iv) Hearing

Live hearings may be conducted with all parties physically present in the same geographic location, but may also, at the Chicago Center’s discretion, be facilitated virtually such that any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling all participants simultaneously to see and hear each other.

c) Determination

Following the conclusion of the hearing and after any outcomes are determined (if applicable), the hearing chairperson issues a written determination, which is communicated by the executive director to both parties simultaneously and in writing (and presumptively received upon delivery). The written determination:

- Identifies the allegations that may constitute Title IX sexual harassment and any other prohibited conduct addressed in the hearing, if applicable;
- Describes the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

- Presents findings of fact supporting the determination;
- Presents conclusions regarding the application of this policy to the facts;
- Provides a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any outcomes the CCULC imposes on the respondent, and whether remedies will be provided to the complainant; and
- Describes the Chicago Center’s procedures and permissible bases for the complainant and respondent to appeal.

Appendix 1. Overview of Title IX Investigation Process and Statement of Rights

The Chicago Center for Urban Life and Culture (CCULC) is committed to a culture of respect and environment where all can learn and thrive. We will not tolerate discrimination or sexual misconduct in any form that threatens our goals and educational ambitions.

The Complainant is an individual who reports behavior that may constitute a violation of the sexual misconduct policy and initiates the complaint.

The Respondent is an individual reported in a complaint to have violated the sexual misconduct policy.

Both the Complainant and Respondent are treated equitable under this process, and are both entitled to the following:

- All relevant evidence is evaluated objectively, including evidence that suggests responsibility and evidence that suggests no responsibility.
- Both complainants and respondents are expected to speak and write on their own behalf throughout the process unless assistance is needed.
- Credibility determinations are not to be based on a person's status as a complainant, respondent, or witness.
- Both parties will be treated with respect by Chicago Center staff that credibility determinations are not to be based on a person's status as a complainant, respondent, or witness.
- Both parties will be made aware of available options in writing, including but not limited to resources, remedial actions, and have access to take advantage of support resources.
- The complainant shall experience a safe living, working, and educational environment and be free from retaliation.
- To be advised of the status of an investigation, remedial actions that have been taken, preparations for a hearing, the outcome of a hearing and, if necessary, outcomes whether an appeal has been filed and/or the outcome of an appeal.
- Both parties may have an advisor present during all meetings and proceedings
- The complainant may refuse to have an allegation resolved through alternative resolution procedures.
- Both parties whose participation is invited or expected are provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

In every meeting with the CCULC, both parties are entitled to have an advisor of their choice. That advisor may be a student, faculty, family member, attorney, or other outside advisor. Attorneys may be attained at the party's personal expense.

SEXUAL MISCONDUCT REPORTING & OPTIONS

I am in immediate danger.

Call 911

I want to access medical and community-based resources.

1. University of Chicago Hospital
 - a. 5656 S. Maryland Avenue Chicago, IL 60637
 - b. 773-702-6250

Community-Based Resources

1. Resilience (Chicago-based, confidential resource):
 - a. 312-443-9603
2. YWCA Chicago Rape Crisis Hotline:
 - a. 888-293-2080 in Chicago Metropolitan Area
 - b. 630-971-3927 in DuPage County
 - c. 708-748-5672 in the South Suburbs
3. Illinois Coalition Against Sexual Assault (ICASA):
 - a. [Find a rape crisis center in Illinois](#)
4. RAINN National Sexual Assault Hotline:
 - a. 800-656-HOPE (4673)
 - b. online.rainn.org or online.rainn.es (Spanish language services)
5. National Confidential Helplines:
 - a. National Sexual Assault Helpline (800) 656-HOPE
 - b. National Resource Center for Domestic Violence (800)799-SAFE
6. The Trevor Project:
 - a. Crisis Line: (866)488-7386
 - b. <https://www.thetrevorproject.org/>

I want to talk to someone confidentially or possibly report the incident.

Students may want to learn of their options and speak to someone confidentially before submitting a formal report.

Cameron Dreher-Siefkes (she/her)

Deputy Director

620.921.1161

cameron@chicagocenter.org

Tyler Hough (he/him)

Executive Director

815.579.0867

tylerh@chicagocenter.org

I want to report the incident to the Chicago Center.

The deputy director and executive director are best equipped to provide supportive measures and initiate the formal grievance process.

Any individual may report all forms of discrimination, sexual misconduct, and/or retaliation using any of the following methods. There is no time limitation on reporting allegations. However, if the respondent is no longer subject to jurisdiction or if substantial time has passed since the underlying incident occurred, the Chicago Center's ability to investigate, respond, and/or provide remedies may be limited. In some cases involving students, the investigation may be returned to the home institution(s) of the student(s) involved.

1. Report concerns directly to the Chicago Center using the public form available at [this link](#). Online reporting is preferred and available 24 hours a day, 7 days a week.
2. Report via email to the executive director at tylerh@chicagocenter.org.
3. If you'd like to report during the on-call hours (Thursday at 6:00 p.m. -Monday at 6:00 a.m., call the on-call number at 872-227-6724.

INTERIM SUPPORTIVE MEASURES

Supportive measures are non-disciplinary, and are designed to restore or preserve equal access to the CCULC's education program or activity without unreasonably burdening other parties, including measures designed to protect the safety of all parties or the Chicago Center's educational environment, or deter prohibited conduct. The Chicago Center treats supportive measures as private, provided that privacy does not impair the Chicago Center's ability to implement the supportive measures. Supportive measures are available independently of whether a formal complaint is filed by the affected party, and are provided at no cost to parties. Supportive measures may include, but are not limited to:

- Referral to counseling, medical, advocacy, and/or other health services
- Communication between the CCULC representative and the home institution(s) of the student(s) involved
- Mutual restrictions on contact between parties
- Advocating to faculty for adjustments to academic deadlines, course schedules, etc.
- Student financial aid counseling
- Education to the community or community subgroup
- Altering housing situations
- Altering work locations or arrangements for faculty or staff employees or student workers
- Referral for academic support

PRIVACY & CONFIDENTIALITY

The Chicago Center seeks to balance the rights, needs, and privacy of those students who may have been victimized, as well as those students who have been accused, while also prioritizing the health, safety, and well-being of our community.

- The Chicago Center may also communicate with the home institution(s) of the student(s) involved.
- The Chicago Center will limit the information about the case shared with CCULC officials and officials at the home institution(s) of the student(s) involved.

RETALIATION

Students have the right to report violations of this policy and participate as a witness in an investigation or hearing without fear of retaliation.

Protected activities include submitting a report or filing a complaint under the Sexual Misconduct Policy under one's own or another's behalf; participating in or providing information related to an internal or

agency investigation of alleged discrimination, sexual misconduct, or retaliation; exercising one's right to an accommodation for disability or pregnancy; opposing a practice believed reasonably and in good faith to be discriminatory or harassing; or otherwise exercising one's rights under the policy.

Retaliation is a serious violation; acts of alleged retaliation should be reported immediately to the executive director and will be promptly addressed. Supportive measures may also be available to proactively protect individuals who fear that they may be subjected to retaliation for reporting, filing a formal complaint, or otherwise participating in an investigative process under the policy.

ALTERNATIVE RESOLUTION PROCESS (ARP)

This summary offers a high-level overview of the student alternative resolution process for your convenience. It is not meant to offer complete details and present as official policy. For more information, please contact the executive director.

Alternative resolution options may be available in certain circumstances prior to reaching a determination regarding the respondent's responsibility, when both parties agree and when the executive director determines that the matter is appropriate for alternative resolution. We recognize that in some cases student needs may be best met with a more flexible process. The Alternative Resolution Process is designed to offer remedies, support, and accountability outside of the traditional student conduct process.

General information about the availability of alternative resolution options may be included in the CCULC's responsive communications to reports and/or formal complaints, but alternative resolution may only be requested by a party upon or after the filing of a formal complaint. Both parties must agree to the ARP and on any outcome.

Most importantly, the ARP is designed to address the alleged sexual misconduct, prevent its recurrence, ameliorate its effects, and ensure the safety of our community in a manner that supports the complainant.

Participation in the process is voluntary, so both parties have the right to terminate the process at any time. If the process fails, the complainant may elect to continue with a formal Title IX investigation instead. However, information shared during the alternative resolution may not be used in that formal conduct process.

ARP may also take the form of mediation, restorative justice, service projects, directed readings, or specific negotiation. Both parties must sign the agreement and the agreement is only final once the executive director signs the formal agreement document. Once the agreement is final, the parties will no longer have recourse to the formal student conduct process for this incident.

GRIEVANCE & RESOLUTION PROCESSES

This summary offers a high-level overview of the student sexual misconduct grievance and misconduct process for your convenience. It is not meant to offer complete details and present as official policy. For more information, please contact the executive director.

Report & Initial Inquiry

The CCULC and executive director receive a report of an incident of sexual misconduct that takes place on any CCULC property, within CCULC's education programs or activities, and/or in any other circumstances (including off-campus and online).

In response to every report, the Chicago Center conducts a preliminary inquiry to identify the parties involved and ascertain the misconduct being alleged. Typically, this inquiry takes the form of a conversation with the complainant within 10 business days and is often completed without informing the alleged respondent or other parties involved in the report.

In determining next steps, the CCULC will allow the complainant to decide if and when to initiate the grievance process. If there is a clear threat to campus safety, the executive director and CCULC will proceed with the formal investigation process despite the wishes of the complainant.

Initiating a Formal Complaint and Investigation

A report becomes a formal complaint when the Complainant files and signs the document naming and alleging sexual misconduct against the Respondent and requests CCULC to initiate the formal grievance process. Once the formal request is made, the executive director or their designee will initiate the investigation.

Hearing

The executive director or their designee will chair the hearing, which is supported by at least one additional CCULC staff member. Together, these individuals will form the hearing board. The hearing is setup so that the parties can see and hear each other whether in person or virtually.

The hearing board will ask questions to the parties and witnesses. A hearing may follow this structure:

1. Introductions and hearing procedures
2. Opening statement by the complainant
3. Opening statement by the respondent
4. Questions for the complainant and respondent
5. Advisor cross-examination
6. Break
7. Witness statements and questions
8. Advisor cross-examination of the witnesses
9. Break
10. Questions for the complainant and respondent
11. Closing statement by the complainant
12. Closing statement by the respondent
13. Conclusion

At the conclusion of the hearing, both parties are released and the board remains to conduct deliberations. Following the board's deliberation of evidence and once the findings are determined, if necessary, the board will determine the appropriate outcome. Both parties will receive notice of the hearing outcome in simultaneous meetings, typically within three (3) business days after the hearing.