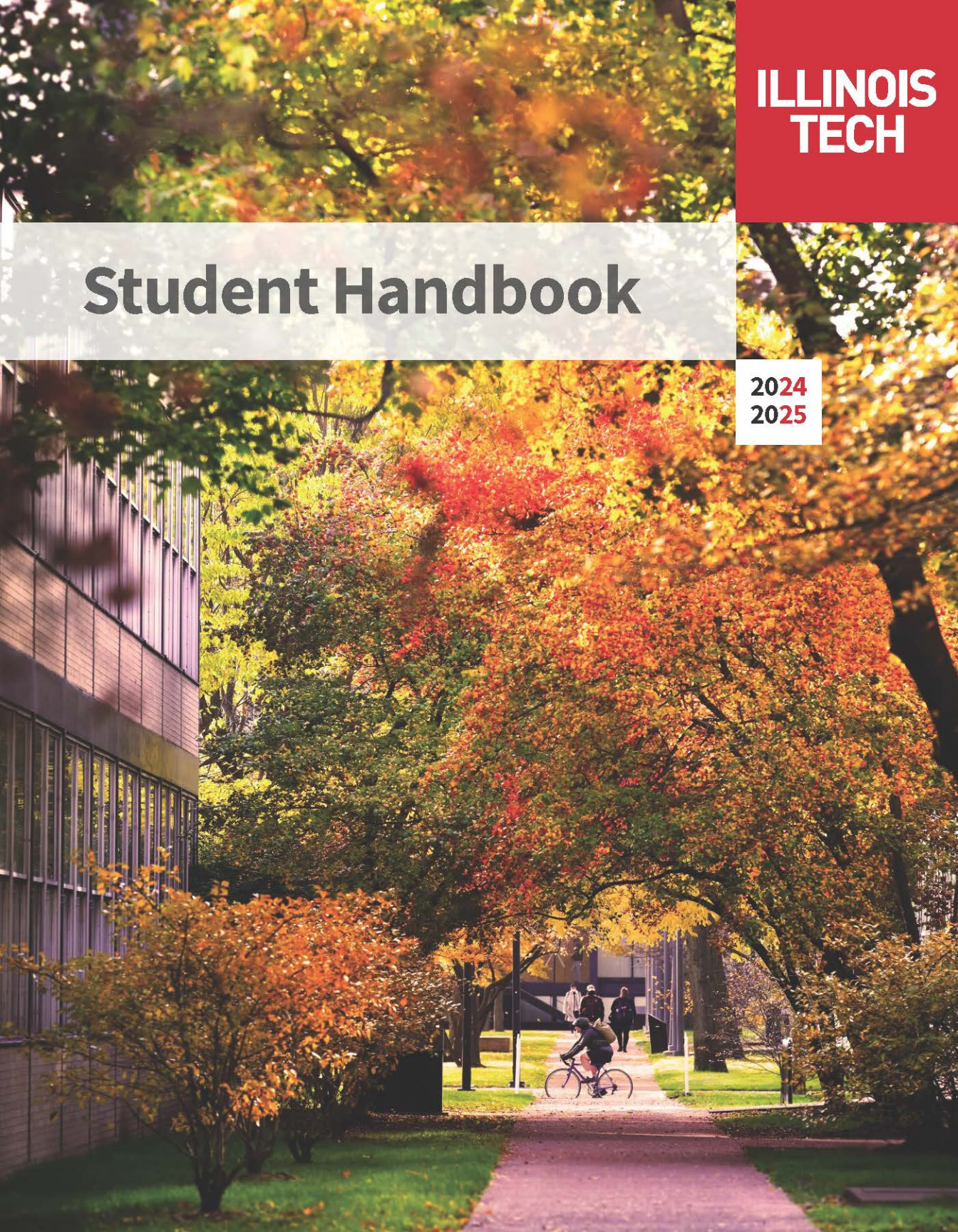
ILLINOIS TECH

Student Handbook

2024
2025



ILLINOIS TECH

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Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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Please Note: Any information contained in this Student Handbook, is subject to change without notice at the discretion of Illinois Tech. Changes will be published in the web version of this Student Handbook which can be found at web.iit.edu/student-affairs/handbook, and will become effective upon such publication.

WELCOME TO

ILLINOIS INSTITUTE OF TECHNOLOGY

AND THE 2024-2025 ACADEMIC YEAR!

Illinois Tech was founded on the premise that every person of any background could be educated here and find meaningful roles in society. Even over 100 years later, we continue to take pride in our campus, curriculum, and vibrant student life in and out of the classroom.

Our strategic plan has prioritized student success. We know that being supported by and connected to the Illinois Tech community is key to finding the quality skills and connections needed to find meaningful roles in society today. Illinois Tech is a place where excellence meets innovation and students have many opportunities to discover their talents, create a pathway for their success, and solve the world's most difficult problems.

This Student Handbook contains important information that identifies support resources for students and specifies expectations for appropriate behavior at Illinois Tech. All students are responsible for the contents of the handbook. Please read this document to become familiar with its contents.

Our university is vibrant with many student organizations that directly contribute to student life at Illinois Tech. This handbook also contains information that will allow you to get to know these various organizations and services. I encourage you to get involved.

The Student Affairs team is ready to assist students with any needs inside and outside of the classroom. We look forward to meeting you in the coming months and years. Please feel free to contact us with any questions, comments, needs, or concerns at dos@iit.edu.

We look forward to a great year.

Sincerely,

Katherine Stetz
Vice Provost for Student Affairs
and Dean of Students

A BRIEF HISTORY OF ILLINOIS INSTITUTE OF TECHNOLOGY

In 1890, when advanced education was often reserved for society's elite, Chicago minister Frank Gunsaulus delivered what came to be known as the "Million Dollar Sermon." From the pulpit of his Southside church (near the site Illinois Tech now occupies), Gunsaulus said that with a million dollars he would build a school where students of all backgrounds could prepare for meaningful roles in a changing industrial society. Philip Danforth Armour, the Chicago meat packer and grain merchant, heard Gunsaulus' sermon and came to share the minister's vision. He agreed to finance the endeavor with the stipulation that Gunsaulus become the first president of the Armour Institute. When Armour opened in 1893, the Institute offered professional courses in engineering, chemistry, architecture and library science. Illinois Tech was created in 1940 by the merger of Armour Institute with Lewis Institute (1895), a West Side Chicago college that offered liberal arts as well as science and engineering courses. The Institute of Design, founded in 1937, merged with Illinois Tech in 1949.

In 1969, Illinois Tech became one of the few technology-based universities with a law school when Chicago-Kent College of Law, founded in 1888, became an integral part of the university. Stuart School of Business was also added in 1969 with a gift from the estate of Lewis Institute alumnus and Chicago financier Harold Leonard Stuart. Midwest College of Engineering, founded in 1967, joined in 1986, forming the nucleus for Illinois Tech's west suburban campus.

Today, Illinois Tech is a private, Ph.D. granting university, with programs in engineering, science, psychology, architecture, business, design and law. One of the 17 institutions that constitute the Association of Independent Technological Universities, Illinois Tech offers exceptional preparation for professions that require technological sophistication. Through a committed faculty and personal attention, Illinois Tech provides challenging academic programs focused by the rigor of the real world. Illinois Tech's fourth site is Illinois Tech's Moffett Campus, the location of the National Center for Food Safety and Technology, a multidisciplinary food safety research facility in southwest suburban Bedford Park. A Master of Science degree and a certificate program in food safety and technology are offered at Moffett Campus.

Students also may take classes through the William F. Finkl Interactive Instructional Television Network (IIT Online), which enables students to take classes at more than 50 remote TV receiving sites.

ILLINOIS TECH'S MISSION

To provide distinctive and relevant education in an environment of scientific, technological, and professional knowledge creation and innovation.

ILLINOIS TECH'S VISION

Illinois Tech will be internationally recognized in distinctive areas of education and research, using as its platform the global city of Chicago, driven by a professional and technology-oriented focus, and based on a culture of innovation and excellence.

ILLINOIS TECH'S COMMITMENT TO DIVERSITY AND INCLUSION

Illinois Tech is a community that values and respects its members. We appreciate that our faculty, staff, students, alumni/ae and trustees come from many backgrounds and many parts of the world. We embrace the contributions that differences offer. We are committed to providing a working and learning environment in which all students and all members of the faculty and staff are able to realize their full potential.

TELEPHONE DIALING DIRECTIONS

When dialing from non-Illinois Tech phones, use the entire area code and prefix 312-567 or 312-808 for Mies Campus; or 312-906 for Conviser Law Center Campus; 630-682 for Rice Campus. To call Illinois Tech extensions from Illinois Tech phones, dial only the last five digits of the telephone number.

ILLINOIS TECH CAMPUS ADDRESSES

Illinois Institute of Technology
Mies Campus
10 W 35th Street
Chicago, IL 60616
312.567.3000

Conviser Law Center
565 W. Adams Street
Chicago, IL 60661
312.906.5000

Daniel F. and Ada L. Rice Campus
201 E. Loop Road
Wheaton, IL 60187
630.682.600

Fulton Labs
400 North Aberdeen
Chicago, IL 60642

Institute for Food Safety and Health
Moffett Campus
6502 S. Archer Road
Bedford Park, IL 60501-1957
708.563.1576

MIES CAMPUS BUILDINGS

Campus Buildings

Alumni Memorial (AM)
3201 S. Dearborn

Carr Chapel (CH)
65 E. 32nd Street

The Commons (CO)
3200 S. Wabash

Crown Hall (CR)
3360 S. State Street

Farr Hall (FH)
3300 S. Michigan

Paul V. Galvin Library (GL)
35 W. 33rd Street

Hermann Hall (HH)
3241 S. Federal Street

Michael P. Galvin Tower (IT)
10 W. 35th Street

Kaplan Institute (KI)

3137 S. Federal Street

Keating Sports Center (KH)
3040 S. Wabash

Pritzker Science Center (PS)
3105 S. Dearborn

Machinery Hall (MH)
100 W. 33rd Street

McCormick Tribune Campus Center (MTCC)
3201 S. State Street

Perlstein Hall (PH)
10 W. 33rd Street

Rettaliata Engineering Center (RE)
10 W. 32nd Street

Siegel Hall (SH)
3301 S. Dearborn

Stuart Building (SB)
10 W. 31st Street

Technology Business Center (TBC)
3440 S. Dearborn

Tech Park Central (TC)
Tech Park South (TS)
Tech Park North (TN)
3424 S State Street

Wishnick Hall (WH)
3255 S. Dearborn

STUDENT HOUSING

Residence Halls

Carman Hall
60 E 32nd

Cunningham Hall
3100 S Michigan Ave

George J. Kacek Hall
3101 S. Wabash

Gunsaulus Hall
3140 S. Michigan

Jeanne and John Rowe Village
3301 S. State Street

McCormick Student Village
3241 S. Wabash

3241 S Wabash

Fraternity & Sorority Houses

Alpha Sigma Alpha Sorority
3340 S. Michigan

Alpha Sigma Phi Fraternity
3361 S. Wabash

Delta Tau Delta Fraternity
3349 S. Wabash

Phi Kappa Sigma Fraternity
3366 S. Michigan

Pi Kappa Phi Fraternity
3333 S. Wabash

Kappa Phi Delta Sorority
3330 S. Michigan

Triangle Fraternity
3360 S. Michigan

ILLINOIS TECH MIES CAMPUS ACADEMIC DEPARTMENTS AND LOCATIONS

Academic Affairs
IT 2C4-2, 312.567.3300, aa@iit.edu

Applied Mathematics
220 RE, 312.567.8980

Architecture
005 CR, 312.567.3230

Armour College of Engineering
224 PH, 312.567.3009

Biological Sciences
182 PS, 312.567.3480

Biomedical Engineering
314 WH, 312.567.5324

Chemical & Biological Engineering
127 PH, 312.567.3040

Chemistry Department
106 PS, 312.567.3278

Civil, Architectural & Environmental Engineering
228 AM, 312.567.3540

College of Computing

IT 14th Floor, 312.567.3800

Computer Science
236 SB, 312.567.5150

Electrical & Computer Engineering
136 SH, 312.567.3400

Humanities
218 SH, 312.567.3465

Industrial Technology and Management
4001 TS, 312.567.3650

Kaplan Institute
IPRO Program, ipro@iit.edu

Lewis College of Science and Letters
252 PS, 312.567.3493

Mechanical, Materials and Aerospace Engineering
243 E1, 312.567.3175

ROTC: Air Force Science
208 SB, 312.567.3525

ROTC: Military Science (Army)
IT 1500, 312.808.7141

ROTC: Naval Science
215 SB, 312.567.3530

Office of Professional Development
221 PH, 312.567.5280

Physics Department
182 PS, 312.567.3579

Psychology Department
201 TC, 312.567.3500

Social Sciences
116 SH, 312.567.5128

Stuart School of Business
IT 1800, 312.906.6519

VOTER REGISTRATION INFORMATION

Voting is the cornerstone of the United States (U.S) democracy. U.S. citizens who are 18 years of age on or before the date of the election are eligible to register to vote. Students who are not citizens of the U.S. are encouraged to follow local and federal election processes and watch the results
More information is available here: https://www.iit.edu/illinois-tech-votes

STUDENT ORGANIZATIONS AND ACTIVITIES

Participating in student organizations and activities is considered an integral part of an Illinois Tech education. The co-curricular experience broadens interests, helps students develop leadership skills, and provides the opportunity to interact with others to build the Illinois Tech community. Student membership on executive boards of all registered student organizations is open to full-time, regularly enrolled students in good academic standing. However, general membership in student organizations is open to all full-time and part-time undergraduate and graduate students at Illinois Tech or VanderCook. All students are encouraged to get involved!

A complete list of organizations can be found on our student engagement platform called Suitable. Anyone interested in forming a new organization should contact the Office of Student Life at welcomedesk@iit.edu or at 312.567.3720.

OTHER LEADERSHIP OPPORTUNITIES

Students are often asked to participate in search committees for academic and administrative positions, university-wide committees for areas such as policy development (as related to student life on campus), campus life, and discipline. Workshops on student leadership and engagement are offered by the Office of Student Life and the Office of Student Affairs. These programs are designed to re-energize and rejuvenate organization members, as well as to provide training for new and returning leaders. Sessions also enable participants to reestablish ties with other student organizations and to meet students, faculty and staff from other areas of campus.

ATHLETICS - www.illinoistechathletics.com
Illinois Tech is a member of NCAA Division III and the Northern Athletic Collegiate Conference (NAAC). The Department of Athletics and Recreation (312.567.7130) offers a comprehensive program of varsity sports, intramural competition, and informal recreation activities for both men and women. The Scarlet Hawks men's varsity teams compete in basketball, baseball, cross-country, soccer, swimming and diving, track & field, lacrosse, tennis, and volleyball. Women's varsity teams compete in basketball, cross-country, lacrosse, swimming and diving, soccer, track & field, tennis, and volleyball.

All varsity athletes must be regularly enrolled, full-time undergraduates and must maintain academic eligibility. Graduates of accredited high schools or community colleges are eligible to compete in college athletics immediately upon matriculation. An athlete is permitted four full seasons of intercollegiate competition, which may accumulate at Illinois Tech or in a combination of Illinois Tech and 4 year/ junior college career over a total of 10 semesters of attendance. Illinois Tech does not award athletic scholarships. Please refer to the student-athlete handbook for details on eligibility to participate in intercollegiate athletics.

FRATERNITIES AND SORORITIES

https://www.iit.edu/student-life/get-involved/fraternity-and-sorority-life

Illinois Tech affirms that professional and social Fraternity and Sorority organizations constitute an integral part of the campus community. Recognizing that membership in a Fraternity andSorority organization is of significant educational value, Illinois Tech supports the concept that membership can be a worthwhile component to a student's life. Illinois Tech recognizes nine fraternities and two sororities which afford their members leadership development, academic support and a range of social activities. Many of these organizations have received national honors for their services and achievements. Please feel free to contact the Office of Student Life at 312.367.3720 for more information.

Fraternities
Alpha Epsilon Pi, Alpha Psi Lambda, Alpha Sigma Phi, Delta Tau Delta, Phi Kappa Sigma, Phi Mu Alpha, Pi Kappa Phi, Triangle, and Sigma Phi Epsilon

Sororities
Alpha Sigma Alpha and Kappa Phi Delta

Fraternity and Sorority Chapter Houses
The Quad, located at the southeastern corner of the Mies Campus, is home to six fraternity and two sorority chapter houses. The fraternities are generally self-governing with housing corporations staffed by alumni who oversee financial operations and advise the general workings of the organization. The sorority chapter houses are owned and maintained by Illinois Tech. While each fraternity and sorority house has its own unique floor plan and mix of amenities, all houses have a resident advisor (RA), academic liaison, and food service option internal to the chapter.

For more information about fraternity and sorority living, contact the individual organization leaders and/or the Office of StudentLife. You can find contact information on the Student Life website.

SERVICE AND LEADERSHIP AWARDS
The annual Clinton E. Stryker award ceremony recognizes students, and occasionally others, who have made notable contributions to campus life. The Richard F. Babcock Leadership Award, established in 1995, honors an outstanding sophomore or junior who has displayed significant leadership ability.

The Lincoln Academy Student Laureate award honors an outstanding senior from each of the four-year degree granting institutions of higher learning in Illinois. The award winner receives the Student Lincoln Academy Medallion and thereby becomes a Student Laureate. The recipients attend a special ceremony held in the House of Representatives of the Illinois State Capitol in Springfield, Illinois.

Criteria for these awards and others can be found on the Illinois Tech Student Affairs website: web.iit.edu/student-affairs.

SERVICES AND FACILITIES

Academic Affairs, Office of - 312.567.3300 / aa@iit.edu / iit.edu/academic-affairs / Galvin Tower 2C4-2
The Office of Academic Affairs provides a variety of academic support services for students from the time of admission to graduation. These services include academic advising, evaluation of transfer credits; official academic program audits; student petitions; change of major, including declaration of dual degree or double major; change of status from non-degree seeking to degree-seeking; certification of student's eligibility for degree conferral; granting official leave of absence or official withdrawal from Illinois Tech; reinstating former students to Illinois Tech; and monitoring academic progress for probation and dismissal. Academic Affairs is also responsible for overseeing Degree Works and eForms. DegreeWorks is accessed through a student's academic tab on the Illinois Tech portal.

Academic Resource Center - 312.567.5216 / web.iit.edu/arc/
The Academic Resource Center (ARC) is a comprehensive center with a variety of services for students and faculty. The ARC's mission is to enrich the academic experience through a student-centered approach to learning. The ARC provides peer tutoring for undergraduate courses in mathematics and the sciences on a drop-in basis and with appointment.

Undergraduate and graduate peer tutors are available during the fall and spring semesters. In addition to peer tutoring, the ARC also offers supplemental instruction, exam reviews, group study space, online tutoring, and resources to help students with assignments, homework and labs..

The ARC is located in the Galvin Library. It is open Monday through Thursday 11:00 AM to 7:00 PM,

Friday 11:00 AM to 3:00 PMduring fall and spring semesters. For more details, visit the ARC website web.iit.edu/arc or call 312.567.5216

Affirmative Action Officer - 312.567.3134
The Director of Equal Opportunity and Affirmative Action located in, the Galvin Tower 1900 SW, is the students' point of contact for complaints of discrimination based on a protected class.

Audio/Visual Equipment - web.iit.edu/event-services
Audio equipment such as laptops, TVs, projectors, and sound systems are available to student organizations and Illinois Tech departments for use in on campus event spaces only for a fee from Event Services. Student Organizations please contact the Office of StudentLife for more information. All other departments and organizations A/V can be requested through the Office of Event Services. For further information you may visit web.iit.edu/event-services.

Bicycles, Roller-Skates and Skateboards/Hoverboards
The use of bicycles, skateboards, hoverboards or roller-skates of any kind in any Illinois Tech building is prohibited. Bike racks are located outside many campus buildings. Parking bicycles in the public areas of buildings or chaining them to stairway railings is prohibited. Bicycles found unattended or creating a safety hazard anywhere on campus are subject to removal by the Public Safety Department.

Bookstore / https://www.iit.edu/bookstore
A complete line of books may be purchased online through the Illinois Tech Virtual Bookstore, powered by BNC Services, students are invited to visit the new bookstore website and select textbook and course materials.

Student Life, Office of - 312.567.3720 / https://www.iit.edu/student-life Facebook: IIT Campus Life, Instagram: IITStudent Life. The Office of Student Life is committed to fostering a student-centered and transformative campus life experience. Through our programs and services, the Office of Student Life aims to create a collaborative and inclusive environment that encourages innovation and excellence for all students.

The BOG, HH Lower Level - https://www.iit.edu/student-life/get-involved/bog
Come join us in The BOG (located on the lower level of Hermann Hall). Go bowling for free in our eight-lane bowling alley. Play video games and arcade games, darts, billiards, foosball, air hockey, and ping pong. You can also check out a band or stand-up comedy performance, or show off your karaoke skills.

Tech Connect (Family & Supporters Network) - https://www.iit.edu/resources-parents-and-families
Tech Connect is our community for parents, family members, and supporters of Illinois Tech students. Members of Tech Connect receive a monthly e-newsletter, access to our Facebook page, Illinois Tech swag, and exclusive coupons to use on campus. Additionally, all families and guests are welcome to campus for Family Weekend each year and for volunteer opportunities throughout the year.

Career Services - 312.567.6800 / web.iit.edu/career-services
Located in the McCormick Tribune Campus Center (MTCC), this office provides a comprehensive series of services designed to assist students and alumni in the areas of career development and planning. Programs and services offered include career coaching, internship advising, on-campus/virtual company recruitment activities, and access to Handshake, an online database of jobs and internships. Career Services offers programs on job search skills, resume writing, interviewing skills, and various industry panels throughout the school year. The office also sponsors job fairs during the fall and spring semesters. Note that Stuart School of Business undergraduate and graduate students should utilize the Stuart Career Management Center – 312.906.6506 stuart.iit.edu/students/career-management-center

Community Affairs and Outreach - 312.567.8850 / https://www.iit.edu/community-affairs
Illinois Tech seeks opportunities to proactively partner with its neighbors and make a difference in Bronzeville. The Office of Community Affairs leverages the assets of the university to stimulate economic development, bolster education, and amplify art & culture for residents in Bronzeville and beyond. Connect with the office if you are interested in civic engagement that ranges from volunteerism to community service or organizational partnership. The director may be reached community@iit.edu.

Community Standards – 312.567.5172 / https://web.iit.edu/community-standards Email: conduct@iit.edu
As a part of the Office of Student Affairs, the Office of Community Standards strives to create opportunities for student success. Engagement in the community and understanding the culture and expectations is critical in a college student's development. We help facilitate student development through the management of Illinois Tech's conduct process, responding to concerning behaviors as they relate to student wellness and student conduct, and provide workshops for the community.

Confidential Advisor Services
Illinois law has established the recognized role of "Confidential Advisor", which is as an individual retained by a higher education institution that has certain mandated training and has the duty and ability to provide emergency and ongoing support to students who have experienced sexual misconduct. Illinois Tech has elected to contract for Confidential Advisor services. The provider of such services is:

- **Resilience**, *located 180 N Michigan Avenue, Suite 600, Chicago, Illinois 60601. The phone number for students needing to access Resilience's 24-hour Confidential Advisor services is 773-907-1062.*

Copy and Postal Center - Post Office 312.567.3119 / Office Services 312.567.3069 /
https://www.iit.edu/office-services
The Copy and Postal Center located in the McCormick Tribune Campus Center (MTCC), provides a full range of copy and printing services, which include black-and-white or color photocopying, large format posters, fax and mail services. Mail for McCormick Student Village (MSV) residents will be distributed from the mailboxes located in the MSV McCormick lounge, all other campus housing mail will be distributed to the student mailboxes in MTCC Post Office.

Dining Services - Ext. 312.567.3098 / https://dineoncampus.com/iit
With venues centrally located on campus you can choose from the following locations for your meals: The Commons, Global Grounds, Center Court, John and Pat Anderson Cafe, and the Bog. Information about the meal plan offerings and hours of operation can be found online.

Disability Resources, Center for - 312.567.5744 / web.iit.edu/cdr
Services for people with disabilities are coordinated by the Center for Disability Resources (CDR). Students with disabilities are encouraged to consult with CDR staff about their individual needs and access to Illinois Tech facilities by calling 312.567.5744 or emailing disabilities@iit.edu. Because some accommodations require advance planning, it is advisable to arrange service in advance to or as close to the beginning of the semester as possible.

Escort Safety Service - 312.808.6310 /
http://web.iit.edu/public-safety/safety-awareness/public-safety-escorts
A Public Safety officer will provide a walking escort to members of the Illinois Tech community to any Illinois Tech facility on Mies Campus. Please refer to the website for more details on safety and transportation.

Financial Aid - 312.567.7219 or 886.901.1866 / web.iit.edu/financial-aid Email: finaid@iit.edu
The Office of Financial Aid seeks to provide financial assistance for students and families. We endeavor to demystify and educate students about the financial aid process. We are committed to providing great student service through friendly, professional, and personalized counseling.

Identification Cards - 312.567.8968 / www.iit.edu/cbsc/campus-access/hawkcard
All faculty, staff, and students of Illinois Tech are required to have an Illinois Tech ID card. Official Illinois Tech Identification cards (HawkCards) are issued through the Campus Business Service Center in the McCormick Tribune Campus Center. HawkCards are assigned access to academic buildings, residence halls, Galvin Library, and Keating Sports Center as appropriate.

When requested by a public safety officer or Illinois Tech official, an individual is required to produce an official Illinois Tech ID card. Use of ID cards by anyone other than the person to whom it is issued is prohibited. Unauthorized alteration of an ID card for any purpose is strictly prohibited. Lost, stolen, or malfunctioning ID cards should be reported immediately. A fee may be assessed for replacement HawkCards.

iitAlert - web.iit.edu/iitalert
iitAlert is a mass notification system that enables Illinois Tech to send instant alerts simultaneously to all students, faculty, and staff via cellular phones and other devices connected to a phone number. Notification via or personal email is also an option. The system is another component of Illinois Tech 's communication system (mass email, Illinois Tech portal, IIT Today), allowing Illinois Tech to reach the Illinois Tech community at a moment's notice. Along with the safety of students, privacy is a top priority, and the phone/device numbers are secure and will not be shared with anyone. iitAlert will be used for emergency notifications only, except for an occasional test. You will not receive spam or non-emergency messages.

Office of Digital Learning - online.iit.edu
The Office of Digital Learning produces, delivers, and supports Illinois Tech courses, lectures, and programs using educational technology. Through Digital Learning, academic departments offer 28 distance education degree and certificate programs to the Illinois Tech community around the world. To see if a particular course or program is offered in any given semester, please check with your department or visit online.iit.edu

Illinois Tech Today - https://today.iit.edu/
Illinois Tech Today is the central news source for the Illinois Tech community, noting important academic updates, student organization news, internship and scholarship opportunities, information about events on and off-campus, and stories about students, faculty, staff, and alumni and their accomplishments. If you have won an award, published a paper, or are involved in a project or event you think the Illinois Tech community should know about, contact Illinois Tech Today. Please use the submission form linked at the top of the Illinois Tech Today website to submit content for consideration.

Office of Global Servicer - 312.567.3680 / https://www.iit.edu/global-services / Email:global@iit.edu
The Office of Global Services provides assistance to international students, faculty, and scholars at Illinois Tech on matters pertaining to immigration status, personal, and cultural adjustment. The Office also assists Illinois Tech students who are interested in studying abroad. Throughout the year, the Office of Global Services coordinates various educational, social, and cultural programs open to all Illinois Tech students, faculty, and staff.

Kaplan Institute - kaplan.iit.edu **/** kiinfo@kaplan.iit.edu, 3137 S. Federal Street

- *Idea Shop* - ideashop.iit.edu / ideashop@kaplan.iit.edu
  The Idea Shop helps to ignite ideas with cutting-edge tools to enable students to transform their designs, products, and inventions into reality. In this state-of-the-art, rapid-prototyping lab, full-time staff and a diverse group of student workers advise users on equipment use, mechanical and electrical design, embedded systems programming, and much more. As a campus wide resource, students can use the Idea Shop for a class, research project, or their own personal endeavor.

  The Idea Shop is comprised of two spaces: The Grainger Maker Space, which houses the

general shop tools, laser cutters, and CNC router, and the Janet & Craig Duchossois Idea Shop - also known as the Assembly Area - which houses the 3D printers, CAD and electronics workstations, and ample workspace and storage space.

- *Interprofessional Projects (IPRO) Program* - ipro.iit.edu **/** ipro@iit.edu
  Teamwork, communication, innovation, and complex problem-solving skills make successful professionals. Since 1995, the IPRO team project course has been teaching Illinois Tech students how to excel in the workplace by providing them the practical tools that can make a difference in their professional lives. The IPRO Program engages multidisciplinary teams of undergraduate students in semester-long projects. Corporations, entrepreneurial ventures, non-profits, governmental agencies, Illinois Tech students and faculty bring their organization's problems/project ideas to us and we put a team of students to work on it.

  The interprofessional course is an Illinois Tech general education requirement. All undergraduates must complete at least two, 3-credit IPRO courses. Graduate students are encouraged to enroll in an IPRO project course as well, and may receive elective credit toward their degree.

- *Startup Studio* - www.iit.edu/kaplan/programs/startup-studio / Email: startupstudio@kaplan.iit.edu
  Every year, the Startup Studio educates, equips, and inspires student entrepreneurs by providing the hands-on support and mentorship that they need to bring their ideas to life. Participate in our events, our community, and our courses as you work your way through the venture design process. We close each academic year with our annual pitch competition—the Kaplan Pitch Tank—where we award Illinois Tech's top startup teams with more than $50,000 in prizes.

Keating Sports Center - 312.567.3296 / www.illinoistechathletics.com
Facilities for basketball, racquetball, volleyball, badminton, swimming and general exercise are available in the university's sports center. The building is open during the academic year every day of the week. Ecko Pool free swim hours vary. Building and Pool hours are subject to change during school breaks, holidays and special events.

Libraries - library.iit.edu
Illinois Tech's libraries include Paul V. Galvin Library (Mies Campus); the Center for the Study of Ethics in the Professions (Mies Campus); the Graham Resource Center (Mies Campus); the Chicago-Kent College of Law Library (Conviser Law Center); and University Archives and Special Collections (UASC) (Mies Campus).

Paul V. Galvin Library - 312.567.6847 / (Mies Campus) - library.iit.edu
As Illinois Tech's central library, Paul V. Galvin Library combines digital access with traditional library services. Galvin Library provides welcoming, student-oriented spaces that accommodate both individual and collaborative learning including reservable group study rooms and spaces for students participating in interviews or video conferences. In addition to 3-D printing, Galvin Library facilitates the use of an electronic cutter and button makers for student and student group use. In addition, laptops, Wi-Fi hotspots, and calculators are available for check-out. Galvin Library's extensive collections of print materials are enhanced by virtual services that are provided 24 hours per day allowing seamless access to online databases as well as thousands of full text e-journals and e-books. Galvin Library also facilitates access to I-Share, a statewide resource sharing system of more than 90 academic libraries, and provides web-based delivery of materials via interlibrary loan. Galvin Library also manages an institutional repository, open to all Illinois Tech students. Librarians have expertise to support a broad range of subjects and majors and are available for online or in-person assistance. Students can make research appointments for one-on-one research help with a librarian who specializes in their area of study.

University Archives and Special Collections - 312.567.5993 - / archives.iit.edu
Part of the Paul V. Galvin Library, University Archives and Special Collections (UASC) holds materials relating to every aspect of Illinois Tech's history, including non-current university records, papers of faculty

members, alumni, and student organizations; publications, photographs, audiovisual materials, artifacts, and more. UASC holdings are non-circulating, and no special credentials or permissions are necessary to use the materials; UASC is open to the Illinois Tech community and general public for research and reference use. UASC staff are also able to assist students, faculty, and staff with archival research, and are available for classroom instruction sessions using primary source materials. Holdings can be searched at archives.iit.edu.

Graham Resource Center (GRC) - 312.567.3256 / (S.R. Crown Hall) - arch.iit.edu/about/library
Located in the heart of Crown Hall, the Graham Resource Center (GRC) serves the College of Architecture, as well as students and faculty from all programs. Its space, collections, and services support the CoA's research, curricula and curiosity. The GRC's librarian offers expertise in architecture research–from sourcing precedent documents to historical and site research; they are available for virtual and in-person assistance, from one-on-one to large class instructions. IIT Library users have access to materials from over 90 other academic libraries via I-Share. Hours, contacts, and essential resources are found on its main webpage

Architecture is represented, from prehistory to the present, by the collection of about 19,000 volumes in a variety of languages and formats. Modernist and contemporary architecture, landscape architecture, and urban design are primary focuses. Complementary disciplines such as art, photography and film, construction and engineering, and sustainability are also well-represented. The GRC has collections of specialized research interest: Chicago's history, built environment, land, and culture; the "Mies Collection", a comprehensive bibliography of Mies van der Rohe and the College of Architecture's faculty and history; and Special Collections/Rare Books.

Center for the Study of Ethics in the Professions (CSEP) - 312.567.6913 / ethics.iit.edu/
The center, located on the second floor of the Michael Paul Galvin Tower, contains a variety of materials dealing with professional and applied ethics, as well as how ethical and social issues arise in scientific research and emerging technologies. Home to the Ethics Codes Collection, the largest collection of codes and ethics and guidelines in the world, the library provides bibliographic assistance to students and researchers and assists visiting scholars and practitioners.

Chicago Kent College of Law Library - (Conviser Law Center) www.kentlaw.iit.edu/library
Chicago-Kent College of Law offers a Library that advances the academic and scholarly success of students and faculty by providing future-focused training and professional research assistance to our diverse community. Librarians assist faculty, students, and alums with their research and scholarship needs. The Library space includes group study rooms to enhance collaboration, and the building offers an infrastructure that embraces a practice and technology-focused curriculum.

The Law Library fosters respect for all community members and ideas; supports the learning experience with strategies, services, and space; connects community members to resources in the library, the law school, and beyond; and equips students with practice-ready, strategic skills for their legal careers.

Lost and Found - 312.808.6300
Lost and found service is maintained by the Public Safety Department, located in Tech Central.

McCormick Tribune Campus Center (MTCC)
The McCormick Tribune Campus Center is all about students. Find programs, services, and facilities such as the Welcome Desk, Mail and Copy Center, Global Grounds coffee café, The Commons dining hall, Center Court dining, student organization offices, WIIT (the student-run radio station), table tennis and pool, the campus bookstore, 7-Eleven, wireless study areas, meeting rooms, and event spaces. Go to a movie, see a concert, attend a lecture or social event, study, volunteer, grab a coffee or tea, and just hang out in the MTCC.

Events in the Campus and Conference Centers
Use of space in the McCormick Tribune Campus Center and the Hermann Hall Conference Center is available to Illinois Tech departments and recognized student organizations. Space may be requested by student organizations through the Office of Student Life. For all other departments, space may be requested through the Office of Event Services.

Meetings in Classrooms
Use of space in classroom buildings is available to university departments or recognized student organizations when classes are not in session. Classrooms can be reserved by student organizations through the Office of Student Life. Departments can reserve space through the Office of Event Services. For further information, you may visit web.iit.edu/event-services.

Notary Public - 312.567.3081
Notary service is available in the Office of Student Affairs.

Ombudsperson -312.567.3642 / web.iit.edu/student-affairs/campus-resources/ombudsperson
The Ombudsperson seeks to facilitate the resolution of disputes between students and staff at all levels within Illinois Tech's Mies Campus. In essence, the Ombudsperson is a mediator, who acts with neutrality and impartiality in an effort to achieve mutually agreed to outcomes. The Ombudsperson is committed to seeking a fair resolution of disputes, but the Ombudsperson does not have the power to impose a resolution.

Parking – 312.567.8968 / https://www.iit.edu/cbsc/parking
All faculty, staff. or students who park on campus regularly are expected to purchase a parking permit through the Campus Business Services Center located in the McCormick Tribune Campus Center (312.567.8968). Current parking permit fees, permit designations, the parking map, and online registration is available by visiting https://www.iit.edu/cbsc/parking . Parking policies are enforced at all times, and a complete copy of these policies can also be obtained online.

Post Office 312.567.3119
See Copy and Postal Center

Department of Public Safety (Tech Central 3424 S State Street)**/** web.iit.edu/public-safety
non-emergency: 312.808-6300
EMERGENCY: 312.808-6363

The Department of Public Safety (DPS), headquartered in Tech Central, provides protection services for students, faculty, staff, visitors, the general public and property at Illinois Tech. All public safety officers are employees of Allied Universal Security Service, which provides security and public safety services in many locations throughout the Chicago area.

DPS maintains an excellent working relationship with the Chicago Police Department and other law enforcement agencies. The duties of the DPS include rendering assistance in case of emergency, conducting investigations requested by administration, aiding in quelling any disturbances, enforcing Illinois Tech rules and regulations, and providing support for the escort service. They are required to enforce all regulations, the proper use of buildings and facilities, and other printed regulations.

The Department of Public Safety maintains statistics on crimes and other incidents occurring on campus which are reported in the annual Clery Report. Representatives of the Department of Public Safety are available to discuss crime statistics and to answer questions about security on the campus. Upon request, a member of the department is available to speak to groups about crime prevention and security measures that promote the safety of the Illinois Tech community. Should a member of the Illinois Tech community become the victim of a crime, they should report it immediately to the Department of Public Safety.

Any suspicious persons or suspicious activities should always be immediately reported to the Department

of Public Safety. An extensive network of blue-light emergency phones is located throughout the Mies Campus. In an emergency, these call boxes will connect you directly with a DPS dispatcher. In non-emergency situations, call the Public Safety Department at ext. 86300 from any campus phone. For more information you may visit the Public Safety web site at web.iit.edu/public-safety.

> **If you're at risk:** Pick up a campus phone and dial 8.6363. If you are calling from a regular phone, dial 312.808.6363. If you are near an emergency call box, press the button and you will be connected directly to the Public Safety Department.
>
> **If you need medical help:** On a weekday between 9 am and 5 pm, go to the Student Health & Wellness Center in GalvinTower, 10 W. 35th Street, Suite 3D9-1 (3rd floor), 312.567.7550. On the weekend call the Public Safety Department, Tech Central, Room 115, 312.808.6363.
>
> **If there's a fire:** Pull the nearest fire alarm. Leave the building as quickly as possible. Close all windows and doors and turn off lights if possible. Once outside, call the Public Safety Department, 312.808.6363.

Registrar's Office 312.567.3100 / web.iit.edu/registrar / Email: registrar@iit.edu
The Office of the Registrar serves as the official data steward of institutional academic information and student records to support the needs of students, faculty, staff, and alumni at Illinois Tech. The office maintains accurate, timely, and secure information to support and enforce academic policy, registration, grading, enrollment and degree certification, course information, the production of diplomas and official transcripts, and other related functions.

RAVE Guardian Safety APP
Rave Guardian is an application for mobile devices that integrates with the Illinois Tech Alert system to allow you to receive Illinois Tech emergency alerts based on your location, even when you don't have a cell signal. In addition, members of the Illinois Tech community can discreetly contact Public Safety by sending messages through the "Chat" feature or directly call either Public Safety or 911 with the press of a button. Rave Guardian makes it easier to find the campus resources necessary through a list of phone numbers listed in the "Call Directory" section and websites linked within the app's "Resources" feature.

There is also a "Safety Timer" feature that will notify a contact if you don't arrive at your destination within the time you've allotted. To start using Illinois Tech's customized Rave Guardian App, simply download Rave Guardian in the Apple App Store or Google Play store, input your Illinois Tech email address and password, and fill out the information it asks for.

Office of Residence Life (ORL)- 312.567.5075/ web.iit.edu/housing / Email:housing@iit.edu
The Office of Residence Life at Illinois Tech supports student residents in on-campus housing facilities. Residence Life focuses on developmental experiences and quality living environments for its residential communities to complement their academic experiences at Illinois Tech.

The residence halls offer a focused and dynamic living and learning environment. In addition, ORL coordinates operational efforts with the Greek chapters on campus.

ORL also supports summer conferences with housing options for conference attendees who wish to live on campus.

Carman Hall (CA)
Carman Hall is an apartment community for families, students with partners, graduate students, and undergraduate students over the age of 23. Residents have the option of a furnished studio or 1-bedroom with a den apartment.

Cunningham Hall (CU)
Cunningham Hall is a residence hall for primarily first- and second-year students that provides an

opportunity to connect and interact with a variety of people on a daily basis. The typical Cunningham residence hall room is a traditional double room (two students per room). Large community student and recreational spaces are available on each floor. Laundry, music practice rooms, and fitness equipment are located in the lower level of the building.

George J. Kacek Hall (KH)
George J. Kacek Hall is a first-year residence hall that provides an opportunity to connect and interact with a variety of people on a daily basis. The typical Kacek residence hall room is a traditional double room (two students per room). Large community student and recreational spaces are available on each floor. Laundry, vending machines, and additional study spaces are available in the lower level of the building.

Gunsaulus Hall (GU)
Gunsaulus Hall is an apartment community for Juniors, Seniors, and Graduate students. Residents have the option of furnished studio, 1-bedroom or 2-bedroom apartments.

McCormick Student Village (MSV)
MSV comprises interconnected residence halls that provide an opportunity to connect and interact with a variety of people on a daily basis. The typical MSV residence hall room is a traditional double room (two students per room).

Jeanne and John Rowe Village (RV)
RV consists of three, five-story buildings facing State Street and backing up to the Chicago Transit Authority's Green Line elevated train. The complex is made up of two suite-style buildings (two students per bedroom that share a bathroom with an adjoining suite) and one apartment-style building (one student per bedroom) with rooms for 1, 2, 3, or 6 students.

Fraternity & Sorority Housing
Students are also able to live in Fraternity & Sorority chapter houses, should they choose to join a Fraternity or Sorority, after living in a residence hall for, at least, one semester.

Residence Life Handbook
The Residence Life Handbook provides guidelines and expectations for residential students in tandem with the Residence Life Room and Board Contract. Students living in the residential facilities are expected to be familiar with all policies and procedures in the Handbook. The Handbook is available on the Residence Life website.

Residence Hall Guests and Visitors
Generally, Illinois Tech residence halls welcome friends and family of residents. Visitors of all on campus residential communities are expected to present a valid government issued photo ID to the Community Desk Assistant upon entering the building. They must also be escorted by their resident host while in the building.

Meal Plans
Residential students are required to participate in a meal plan. Learn more about dining options and available meal plans at web.iit.edu/housing/dining.

First and Second Year Residency Requirement
First and second-year undergraduate students, along with transfer students who will be younger than 21 by the drop/add deadline, enrolled full-time, as defined in the Illinois Tech Undergraduate Bulletin, are required to live in campus residence halls for two academic years.

Students are exempt from the housing requirement if they live with a parent or legal guardian within the Chicago metro area. The address provided must be no more than twenty (20) miles away from campus via public transit or major roadways. First and second-year students who live more than twenty (20) miles away from campus must submit a Housing Application Waiver, which will be reviewed and considered for

approval. Additional or supporting documentation may be requested.

7-Eleven 312.842.8030
The 7-Eleven convenience store provides a large array of products for the campus community. Students will find an assortment of snack foods, toiletries, and household type items.

Student Accounting Office - 312.567.3794 / web.iit.edu/student-accounting / Email: sa@iit.edu
Your live student account information is located in the Illinois Tech portal Finances tab. Follow the Manage My Student Account link in the center of the page to view and print statements, see your current balance, recent account activity, make payments or enroll in a payment plan, or establish a direct deposit account for Title IV refunds. Take a moment to read the Illinois Tech Statement of Financial Responsibility, which is set forth in Article IV, Section G.

Student Affairs - 312.567.3081 /www..iit.edu/student-affairs / Email: dos@iit.edu
Illinois Institute of Technology was founded on the premise that every person, of any background, could be educated here and find meaningful roles in society.

Our strategic plan has prioritized student success as the most important initiative. We know that being supported by and connected to the Illinois Tech community is key to finding the level of success needed to find meaningful roles in society today. Illinois Tech is a place where excellence meets innovation and students have many opportunities to discover their talents, create a pathway for their success, and solve the world's most difficult problems.

The Student Affairs team members are your advocates to assist you with any needs inside and outside of the classroom. We look forward to meeting you. Please feel free to contact us with any questions, comments, needs, or concerns at dos@iit.edu.

Student Employment (on-campus) - 312.567.6802 / https://web.iit.edu/student-employment/welcome
Email: seo@iit.edu
The Office of Student Employment, oversees on-campus jobs at Illinois Tech. An on-campus job is more than just a paycheck. On-campus jobs assist students with developing valuable skills for their future career(s). View resume and cover letter resources for tips on standing out in any job market, or speak with a career coach or professor about your job application. You can find both Federal Work Study (FWS) and non-FWS jobs through Handshake- https://iit.joinhandshake.com/login.

Student Health & Wellness Center (SHWC) - 312.567.7550 / web.iit.edu/shwc - GalvinTower, 3rd floor, room 3D9-1 Email: student.health@iit.edu
The SHWC at Illinois Tech provides quality health and counseling services tailored to the unique and diverse needs of our students. The goal of SHWC is to provide campus health and wellness resources that enable students to achieve their academic goals and promote lifelong wellness. The SHWC provides primary care; laboratory services, psychotherapy, mental health support, health promotion, and outreach programming.

The SHWC provides diagnosis and treatment of common illnesses and injuries with the ability to prescribe medication and/or provide appropriate prescriptions. We also provide immunizations, allergy injections with a preexisting prescription, and offer walk-in appointments. In addition, SHWC provides gynecological care and sexual health screening for men and women. A small fee may incur for labs, diagnostic tests, immunizations and medication(s) given on site.

Our counseling services include psychotherapy, psychiatry, referrals and medication management for those engaging in concurrent psychotherapy. The SHWC does not have a session limit. Our counselors are experienced to address many issues students may face and include, but are not limited to: loneliness, relationship concerns, family issues, self-esteem, depression, anxiety, concentration difficulties, sleeping difficulties, eating disorders, addiction, sexual concerns, anger management, cultural adjustment and other

personal issues.

The SHWC clinical services are provided by a team of culturally sensitive professionals. We provide comprehensive clinical services and outreach programs to Illinois Tech students. In addition, SHWC is a resource for consultation to faculty, staff and parents of Illinois Tech students.

Medical appointments, including immunizations and behavioral health counseling appointments can be scheduled by phoning the clinic at 312-567-7550. All services are confidential.

Off campus medical and mental health care options that are available 24-hours per day, every day of the week (including holidays) are listed below:

Physician's Immediate Care Center	312.566.9510
Michigan Avenue Immediate Care Center	312.201.1234
Academic Live Care Student Assistance Program	866.349.5575
National Suicide Prevention Lifeline	988
Illinois Tech Public Safety Department	312.808.6363
Chicago Rape Crisis Hotline	888.293.2080
City of Chicago Emergency	911
Hazelden Betty Ford Foundation	844.702.6083

Study Away - 312.567.3694 / web.iit.edu/study-away / Email: studyaway@iit.edu
Illinois Tech offers a wide range of study away programs for undergraduate students, specifically geared to the financial needs and course requirements of Illinois Tech students. Understanding cultural differences in today's increasingly interconnected world is an important and invaluable skill. Illinois Tech's study away programs provide excellent opportunities to help you increase your global awareness, and international research and internships allow you to gain a new perspective of your career field. Not only will the experience enhance your job marketability after you graduate, but you'll learn new ideas, explore other regions of the world, and be better prepared to meet the challenges of a global workforce.

Technology Services (OTS) - 312.567.3375 (OTS Support Desk) / www.iit.edu/ots
OTS supports the Illinois Tech community by providing and maintaining the university's technology services, including applications (administrative and academic), identity and access management, networks, PC labs and kiosks, printing, security, and more, all with the goal of enhancing the student experience.

In addition to the above-mentioned services, OTS provides annual, mandatory, cybersecurity training for all community members to protect the university from bad actors and establish a culture of cybersecurity at Illinois Tech.

OTS manages Access Illinois Tech (access.iit.edu), which provides two-factor authentication access to the a majority of the Microsoft 365 applications, the Illinois Tech portal (for online course registration, financial aid, students accounts, and more), Canvas, Apporto (i.e., the Virtual Computer Lab (VCL)), Banner, Handshake (jobs), Zoom, Google Workspace environment, including Gmail and other Google Apps, and other content.

During the Fall Semester, Illinois Tech will be transitioning from Google to Microsoft 365 (M365) for email and other collaboration tools. For this reason, OTS encourages you to use M365's OneDrive for your schoolwork instead of Google Drive. Upon your graduation and transition to an alumnus/a, the only service you will continue to benefit from is your Illinois Tech email for life, which will be forwarded to the email service of your choice.

Course materials are available through Canvas, Illinois Tech's learning management system (LMS), in which instructors post notes and other course information. Video lectures can be viewed on Panopto and accessed through Canvas.

While the physical computer labs are available across campus with lab software refreshed each semester with instructor-directed offerings, OTS highly encourages you to use the Virtual Computing Lab (VCL), which has the vast majority of the physical labs' applications and is accessible 24/7 from anywhere. Free computer software downloads, such as Mathematica, Autodesk, and ANSYS Multiphysics, are also available.

Color, black-and-white, and plotter printers are available throughout campus, including in some residence halls. Every degree-seeking student receives a set amount of $5.00 in free printing credits, or the equivalent of 100 black-and-white, letter-size (8.5" x 11") prints, for each semester they are enrolled in classes. (Law students receive $28.00/semester or the equivalent of 400 black-and-white prints.) To access the university-wide printing system, please visit https://print.iit.edu. Members of the Illinois Tech community can send a print job from their personal device (PC, Mac, tablet, or smartphone) to any printer.

The OTS Support Desk is the central point of contact for technology support at Illinois Tech. Support Desk staff provide technical problem solving and administrative support for our community. Services include troubleshooting, account management, and configuration assistance, though personal hardware support is not offered. A request for technical support may be submitted by opening a ticket via email to supportdesk@iit.edu calling 312-567-3375 (on-campus 7-DESK), or stopping by our locations on the upper level of the Galvin Library or room 540 of the Conviser Law Center to speak with a Support Desk staff member in person. OTS Support is also available through a knowledge database on the OTS website (www.iit.edu/ots) with how-to information for common technical issues and questions.

Ubiquitous wireless service is available university-wide. Please see these instructions for connecting to the Internet through the Illinois Tech network, including how to configure your devices. A virtual private network (VPN) is also available to students through the Cisco AnyConnect client.

Title IX Compliance, Office of - 312-567-5725 / https://www.iit.edu/title-ix/title-ix-compliance / Email: titleix@iit.edu
The Office of Title IX Compliance support students and employees involved in instances of sex discrimination, including sexual harassment and misconduct, covered by Title IX, a federal law that prohibits discrimination in education on the basis of sex. It receives and resolves these types of complaints pursuant to the process set forth in Appendix A of this Student Handbook and provides educational training to the campus community. Instances of sexual harassment and misconduct that are not covered by Title IX are handled pursuant to the processes set forth in Article II of this Student Handbook.

Unauthorized Keys or Keycards
Unauthorized use or possession of keys or keycards for access to Illinois Tech spaces/facilities is prohibited.

UPass -312.567.8968 / https://www.iit.edu/cbsc/u-pass-program / Email: campusbusiness@iit.edu
The CTA UPass program is administered by the Campus Business Services Center. Students who are registered for full time academic hours (Grad students - 9 hours, Undergrad students -12 hours) are required to participate in the U-Pass program. The U-Pass fee is a mandatory fee for all full-time students and can only be waived by distance learning students who reside 50 miles or more from Mies Campus. All requests to waive the UPass fee must be submitted through email each semester, by the end of the 4th week of classes. If you have questions or concerns, please contact the Campus Business Services Center Office (MTCC 514, or campusbusiness@iit.edu).

VanderCook College of Music - www.vandercook.edu
Full-time Illinois Tech students in good standing may take courses offered at VanderCook College of Music. Illinois Tech students can opt to earn a Music Minor or register for individual courses which include Music Theory, Music History, Symphonic Band, Concert Choir, Orchestra, private lessons on a wide variety of instruments and more. Please contact the VanderCook Admissions Office for further information (admissions@vandercook.edu). Admission to courses at VanderCook are on a space-available basis and

students may be asked to audition or to satisfy other requirements prior to acceptance.

Writing Center - https://www.iit.edu/humanities/student-resources/writing-center
Individual tutors are available to assist students with writing assignments with assignments in engineering, science, and technical communication courses as well as courses in the humanities (literature, history, art & architecture history, philosophy) and social sciences. Students may use the sign-up sheets on the doors of SH 232 and 233 to reserve a specific time. When possible, the Writing Center also accepts students without an appointment.

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ILLINOIS TECH

THIS HANDBOOK SETS FORTH GENERAL STRUCTURES AND PROCEDURES THAT ILLINOIS TECH HAS ADOPTED TO ENABLE IT TO OPERATE THE UNIVERSITY IN AN EFFICIENT AND EFFECTIVE MANNER. ILLINOIS TECH EXPRESSLY RESERVES THE RIGHT, AT ITS DISCRETION, TO REVIEW AND TO MODIFY THESE REGULATIONS, POLICIES, PROCEDURES AND REQUIREMENTS AT ANY TIME AND FOR ANY REASON, ALL WITHOUT PRIOR NOTICE OR CONSULTATION. ANY SUCH CHANGES WILL BE DULY PUBLISHED IN THE WEB VERSION OF THIS HANDBOOK WHICH CAN BE FOUND AT

WWW.IIT.EDU/STUDENT-AFFAIRS/STUDENT-HANDBOOK AND ANY SUCH CHANGES SHALL BECOME EFFECTIVE UPON PUBLICATION. TO BE CLEAR, THE VERSION OF THIS HANDBOOK SO POSTED SHALL BE DEEMED, FOR ALL PURPOSES, THE MOST CURRENT VERSION, AND IT SHALL CONTROL IN ALL INSTANCES, MEANING THAT IN THE EVENT OF A CONFLICT BETWEEN THE PRINTED VERSION OF THIS HANDBOOK OR ANY EARLIER POSTED VERSIONS OF THIS HANDBOOK AND THE THEN CURRENTLY POSTED VERSION OF THIS HANDBOOK ON THE WEBSITE, THE MOST CURRENTLY POSTED VERSION OF THIS HANDBOOK ON THE WEBSITE SHALL GOVERN AND CONTROL.

THE FINE PRINT

As members of the Illinois Tech community, all students, groups of students, and student organizations are expected to exemplify principles and values, to engage in socially responsible behavior, and to model exceptional conduct, character, and citizenship on campus and beyond.

Upon learning of conduct or behavior that may not meet the standards set forth in this Student Handbook or in Illinois Tech bulletins, published or posted policies, publications and announcements and other materials that may be distributed to students from time to time, students are expected to take an active role in upholding our community's principles and values.

Academic advisors assist students in pursuing academic programs of study so that all requirements may be successfully met and will provide counsel as requested in academic and other matters. It is, however, the individual student who has final responsibility for fulfilling the requirements of the program leading to the degree being sought and for abiding by all Illinois Tech policies, procedures, rules and regulations.

I. CODE OF ACADEMIC HONESTY

With respect to matters covered by this Article I, students enrolled in or otherwise attending programs of Illinois Tech's Chicago-Kent College of Law, and only such students, are subject to the policies, procedures and provisions of the IIT Chicago-Kent College of Law Student Handbook, and all such students should refer to the IIT Chicago-Kent College of Law Student Handbook for policies, procedures and provisions applicable to them
(*https://www.kentlaw.iit.edu/current-students/academic-affairs/student-handbook*).

A. CODE

Illinois Tech expects students to maintain high standards of academic integrity. Students preparing for the practice of a profession are expected to conform to a code of integrity and ethical standards commensurate with the high expectations society places upon the practitioners of a learned profession. In sum, no student may seek to gain an unfair advantage over another.

It shall be a violation of this Code of Academic Honesty for a student to engage in conduct that violates the established standards of their major academic discipline, the established standards of the academic discipline in which they are engaged, the established standards of the profession for which they are training, or the standards of Illinois Tech set forth herein. In addition, it is a violation of this Code of Academic Honesty for a student knowingly to engage or attempt to engage in any of the following or to engage or to attempt to engage in a course of action that would cause a reasonable person to conclude a violation of any of the following:

1. The misrepresentation of any work submitted for credit or otherwise as other than the product of a student's sole independent effort, such as using the ideas of others without attribution and other forms of plagiarism;
2. The use of any unauthorized assistance in taking quizzes, tests or examinations;
3. The acquisition, without permission, of tests, answer sheets, problem solutions or other academic material when such material has been withheld from distribution by the instructor;
4. Deliberate and harmful obstruction of the studies, research or academic work of any member of the Illinois Tech community;
5. Making a material misrepresentation in any submission to or through any office of Illinois Tech to a potential employer, agency, professional society, meeting, or organization, which includes, without limitation, any unauthorized access to Illinois Tech's digital or electronic systems for the purposes of altering or seeking to alter or submitting or seeking to submit false, misleading or inaccurate information; or
6. The intentional assistance of others in the violation of the standards set forth in this Code of Academic Honesty.

B. ACADEMIC DISCIPLINE

1. General. Any member of the Illinois Tech community who is aware of a violation of the Code of Academic Honesty, or who has evidence that a violation has occurred, is urged to inform the appropriate course instructor, academic unit head or dean or send an email to academichonesty@iit.edu. Faculty members or administrators who are aware of a violation, or who have good faith evidence of a violation, must report the infraction to the Designated Dean of Academic Discipline (DDAD) via https://web.iit.edu/ugaa/academic-honesty (both graduate and undergraduate) or at academichonesty@iit.edu. As discussed below, punitive actions on the part of the course instructor in relation to academic honesty must also be reported to the DDAD.

For the Mies Campus, the Rice Campus, the Moffett Campus, and Institute of Design, the DDAD is the Vice Provost for Academic Affairs. For Chicago-Kent College of Law, the DDAD is the Assistant Dean of Students, and for the Stuart School of Business, it is the Dean.

2. Action by a Course Instructor. If a course instructor believes that a violation described in Section A.1, A.2 or A.3, or that is otherwise prohibited by this Code of Academic Dishonesty and directly relates to a course has occurred, they are advised to meet with the student. During the meeting, the instructor must inform the student of the nature of the infraction and explain why it is an issue of academic honesty. After that allowance, the student has an opportunity to respond to the alleged violation. Following the meeting, if the course instructor determines the violation occurred, they are required to report the violation, a summary of the facts evidencing the violation (including the course syllabus and or course materials that explain or point to sources that explain academic honesty and plagiarism appropriate to the discipline) and the sanction to the DDAD. Appropriate sanctions include:

- Reduction in grade. A reduction in grade for the assignment or exam involved or for the course may be applied.
- Expulsion from a course. The student is assigned a punitive failing grade of 'E' for the course and can no longer participate in the course or receive further evaluation of coursework from the instructor; provided, however, the course instructor may only impose this sanction after discussing it with and securing the written agreement of the DADD.

A course instructor may consult with the unit head or dean for the appropriate unit or faculty colleague during the process so long as they do not disclose personally identifiable information about the student. This consultation is expected to be for the sole purpose of seeking input to assist in making an equitable decision based on the infraction and supporting evidence.

3. Duties of and Actions by the DADD. The DDAD will provide a record of all incidents to the Office of Student Affairs. A student who believes that their record is factually inaccurate must inform the Dean of Students (dos@iit.edu) within seven calendar days of the date they become aware or should have become aware of such inaccuracy. Assuming timely notification, the Dean of Students or designee will investigate, as they deem appropriate, and, if they determine necessary, in their sole discretion, will correct any factual inaccuracies in the record. The decision of the Dean of Students as to such matters shall be final.

In addition to any punitive action taken by a course instructor pursuant to Section B, if a student has been found to have committed one or more prior violations under this Code of Academic Honesty or if the DADD is made aware of a violation set forth in Section A.4, A.5 or A.6 or that is otherwise prohibited by this Code of Conduct and has occurred outside of a particular course, the DDAD will consult with the Chair of the Academic Grievance Committee of the University Faculty Council to determine whether the matter should be referred to a hearing before the Academic Grievance Committee for further sanctions. The DDAD's decision to refer a matter to the Academic Grievance Committee shall be made in their sole discretion and shall be final. If the matter is referred for a hearing, the Academic Grievance Committee shall supplement its membership as necessary so that said Committee includes at least one faculty member from the Academic Honesty Committee of the academic unit where the violation occurred, one faculty member from the student's major, one other faculty member, two students, and the Dean of Students or their designee. The Academic Grievance Committee so supplemented will form an academic disciplinary committee for the purpose of investigating the matter and making findings and a recommendation to the DDAD. The chair of the Academic Grievance Committee shall chair this academic disciplinary committee.

A student who is to appear before such an academic disciplinary committee shall be notified in writing of the charges placed against them and the time and place of the hearing. This notice will come from the Office of Student Affairs and shall be delivered to the student at least five calendar days before the hearing. A student appearing before the academic disciplinary committee has the right to be accompanied by an advisor of their choosing, witnesses on their behalf, and/or their parents/guardians. The advisor and parents/guardians are limited to advising the student and may not participate in presenting the case, question witnesses, or make statements during the hearing. A student shall have the right to make an oral statement both at the start and the conclusion of the hearing and to submit written evidence to the academic disciplinary committee. Further, as a general rule, a student shall have the right (i) to present and to question any witnesses of their choosing that have information relevant to the charges against them; provided that the chair may, in their sole discretion, disallow witnesses whose testimony would be redundant or not germane to the charges; and (ii) to cross-examine any witness that is called to testify in support of the charges; provided that the chair may, in their sole discretion, limit such cross-examination to the extent it is not germane to the charges, is redundant or becomes abusive or harassing. Members of the academic disciplinary committee may, as each deems appropriate, ask questions of anyone providing testimony to the committee or regarding any evidence submitted. To the extent deemed necessary to maintain decorum or to protect students from harassment or to ensure the integrity of the process, the chair may require a student to direct questions to the chair who will then ask them of a witness or witnesses.

An electronic recording of the hearing will be made. The recording will remain the sole property of Illinois Tech. No other record of the hearing may be made.

Once proper notification has been given, Illinois Tech reserves the right to hold the hearing whether or not the student elects to participate. **Email correspondence sent to the student's registered iit.edu e-mail address will be considered, and will be deemed for all purposes, sufficient delivery of written notification in any and all instances where written notification is required by or under this Code of Academic Honesty.** It is the student's sole responsibility to monitor their email. The date any such notification is emailed will serve as the start date for any time period within which or after which any subsequent action or proceeding is to commence.

Upon receipt of the findings of the academic disciplinary committee, which findings may include recommended sanctions, the DDAD shall determine the appropriate action to be taken and shall notify the student. The academic disciplinary committee may recommend, and the DDAD may impose, any of the following sanctions:

- **Expulsion from a course.** The student is assigned a punitive failing grade of 'E' for the course and can no longer participate in the course or receive an evaluation of coursework from the instructor.
- **Corrective action.** Action that aims to remedy the academic honesty violation and, to the extent feasible, rectify any consequence of the violation, while deterring future violations, which actions could include a disciplinary warning, conduct probation, fine and/or education sanctions, all as defined in Article II, Section C of this Handbook.
- **Suspension.** Suspension is a status assigned for a specific period of time in which a student's enrollment is interrupted. A suspended student may not attend day or evening classes, participate in student activities, or live in campus housing. A suspended student may apply for reinstatement at the end of the period of suspension. If reinstated, the student may be placed on disciplinary probation for a period of time designated by the DDAD.
- **Expulsion.** Expulsion is the complete severance of association with Illinois Tech. Notation of the violation of the Code of Academic Honesty is generally made on the student's transcript.

In any matter where the DDAD's determination is to impose a sanction of suspension or expulsion, the DDAD's determination shall automatically be stayed and the matter referred to the Provost for review. With respect to such a proposed determination by the DDAD, the Provost may make any of the determinations set forth under the Appeals Procedures heading immediately following. Once the Provost's review has been completed, the DDAD's determination, as it may have been modified by the Provost, shall become effective. Notwithstanding any other provision of this Student Handbook, no matter so referred to the Provost shall be subject to any further appeals on the basis that the sanction imposed was inappropriate to the offense.

With respect to any and all proceedings noted above, an individual accused of violating the Code of Academic Honesty will be notified of the decision of such proceeding via electronic notification. The decision will be sent to their registered iit.edu e-mail address. Such notification will serve as the individual's formal and official notification of the decision in the relevant proceeding. It is the individual's sole responsibility to monitor their email for the decision. The date any such decision is e-mailed will serve as the start date for any time period within which a student must take action to commence any subsequent action, proceeding, or appeal.

C. APPEAL PROCEDURES

An appeal of a decision regarding academic honesty made pursuant to Sections B.2 or B.3 must be submitted in writing to the Dean of Students (dos@iit.edu) within five calendar days of notification of the decision. Supporting information must be submitted with the appeal. An appeal or submission made after this deadline will not be considered, and issues not raised in a timely submitted appeal will also be

deemed to have been waived. In both cases, this means that any decision(s) and sanction(s), as the case may be, shall be final.

Decisions rendered by the DDAD without referral to the University Faculty Council's Academic Grievance Committee and sanctions (excluding non-punitive grades) imposed by a course instructor may be appealed to the Academic Grievance Committee, which in the latter instance only may either affirm or overturn the finding of academic dishonesty. Upon such an appeal, the Academic Grievance Committee will supplement its membership to form an academic disciplinary committee that is composed as described above and that follows hearing procedures as described above. The decision of such committee with respect to these matters shall be final.

Decisions of the DDAD following an academic disciplinary committee hearing may be appealed to the Provost, whose decision shall be final. An appeal to the Provost is limited to the following reasons:

- The procedures outlined above were not substantially followed and such occurrence reasonably could be deemed to have impacted the outcome;
- Subject to the limitation noted in Section B.3 above relative to sanctions of suspension and expulsion, the sanction imposed was inappropriate for the offense; and
- New evidence that was not available at the time of the original decision, not due to the fault or lack of diligence of the student, has become available.

Within 30 calendar days of receipt of the appeal, the Provost may make one of the following determinations:

- Uphold the decision and the sanction;
- Reverse the decision and/or modify, enhance or lessen, the sanction; or
- Uphold the decision, but return the matter to the DDAD to reconsider the sanction.

II. CODE OF CONDUCT AND CONDUCT DISCIPLINE

With respect to matters covered by this Article II, except for the making of allegations of Sexual Misconduct (as defined in Article II, Section A(12) and Article IV, Section N) and Title IX sex discrimination including sex-based harassment (as defined in Appendix A) and the investigation, adjudication and disciplining of such allegations, students enrolled in or otherwise attending programs of Illinois Tech's Chicago-Kent College of Law, and only such students, are subject to the policies, procedures and provisions of the IIT Chicago-Kent College of Law Student Handbook (www.kentlaw.edu/depts/acadadm/handbook.html), and all such students should refer to the IIT Chicago-Kent College of Law Student Handbook for policies, procedures and provisions applicable to them. For the avoidance of doubt, any allegations of Sexual Misconduct and Title IX Sexual Harassment to be made against any student of Illinois Tech, including students enrolled in or otherwise attending Chicago-Kent College of Law, must be made, investigated adjudicated and disciplined only in accordance with this Article II and Appendix A, as applicable, and other provisions of this Student Handbook relevant thereto.

Illinois Tech is a community of scholars that strives to strike a balance between the freedom to pursue intellectual endeavors and a respect for the rights of all community members to enjoy such freedom to the same extent.

A. Code of Conduct

Becoming a member of the Illinois Tech community is a privilege, and by joining in this community, Illinois Tech students assume an obligation to conduct themselves in a civil and responsible manner compatible with Illinois Tech's function as an educational institution. Remaining a member of the Illinois Tech community requires and is conditioned upon each student continuously complying with the policies governing students' academic progress, social interactions, health and safety issues, and personal behavior. By this Code of Conduct, Illinois Tech aims to foster an environment of learning through respect, honesty and integrity for both individuals and organizations alike, and all students are expected to follow and to uphold the policies set forth in this Code of Conduct. Individuals are held responsible for their own

actions. Representative officers of any student organization are held responsible for the group action of the organization to the fullest degree they are judged to have control of such action.

To the extent provided for in the Code of Conduct, Illinois Tech reserves the right to investigate and resolve any report or incident in which a student, multiple students, or a student organization affiliated with Illinois Tech or any of its schools or departments (undergraduate or graduate) is alleged to have violated any of the principles or policies set forth in this Code of Conduct or otherwise published by Illinois Tech regardless of the location where the incident occurs; provided such alleged violation occurred at any time after a student's application for admission has been accepted but prior to the actual awarding of a degree. For the avoidance of doubt, Illinois Tech will not investigate and resolve incidents that occur prior to or after this time period. Illinois Tech reserves the right to investigate and resolve such an alleged violation regardless of whether it occurred on campus, off campus or via the Internet or other electronic means. In addition, students are expected to follow the policies and procedures of institutions that they may visit, including, without limitation, during international travel.

Illinois Tech and residence hall guests are expected to follow all Illinois Tech policies, including without limitation, those in this Code of Conduct. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of Illinois Tech policy resulting from the conduct of their guests. This applies to individuals, groups and student organizations.

Students are encouraged to alert Illinois Tech officials of emergencies and of behavior that is inconsistent with this Code of Conduct and published Illinois Tech policies. All emergencies should be reported to the Department of Public Safety at 312-808-6363; all such behavior may be reported to any of the officials listed in Article II Section B (2). All members of the Illinois Tech Community may also file an electronic incident report, which can be filed anonymously. The reporting form is found online at www.iit.edu/incidentreport.

The Following Actions Constitute Violations of the Code of Conduct:

1. Alcohol and Other Drugs

A caring, safe, and well-informed community fosters an environment in which we can all live and learn. To that end, the Illinois Tech community aims to share responsibility for promoting healthy behavior. In an effort to support each individual's health and wellbeing, we assist students, staff and faculty in understanding the risks associated with consuming alcohol and other drugs while seeking to minimize the harm to self and others caused by the misuse and abuse of these substances. To this end, Illinois Tech has adopted a Policy on Drugs and Alcohol, which is detailed in Article III, Section F of this Student Handbook and is posted at web.iit.edu/sites/web/files/departments/general-counsel/policies/Drug-FreeSchoolsPolicy.pdf.

This Policy is incorporated herein, and any violation of its terms is a violation of this provision. In addition, the actions listed below are also considered a violation of this Policy's principles and, thus, this Code of Conduct:

(a) Misconduct related to alcohol and alcoholic beverages that occurs on Illinois Tech property or property under its control or at an Illinois sponsored event or activity including:

i. Use or possession of alcohol or containers that previously contained alcohol, by individuals under the age of 21 (or the age of majority in the jurisdiction);
ii. Manufacturing alcoholic beverages on Illinois Tech property, premises or facilities, except as specifically authorized by Illinois Tech, regardless of age;
iii. Providing or distributing alcohol to individuals under the age of 21;
iv. Severe intoxication resulting in disruptive behaviors or concern for the student's well-being, regardless of age;
v. Driving under the influence of alcohol or while intoxicated;
vi. Possession of open containers of alcohol on Illinois Tech property and public ways

immediately adjacent there to, in Illinois Tech facilities, or in Illinois Tech vehicles or transportation, except as specifically authorized by Illinois Tech;

vii. Violations of other Illinois Tech alcohol policies pertaining to alcohol; and

viii. When a student is on campus or at an event affiliated with Illinois Tech or an Illinois Tech student organization, (i) possession of kegs or other large storage devices, quantity dispensing containers, or common sources of alcohol, except as specifically authorized by Illinois Tech, regardless of age; (ii) drinking practices or games that encourage participants to consume alcohol or promote intoxication and any paraphernalia that supports such activities are prohibited, regardless of age; (iii) in any dry or alcohol-free spaces on campus including, but not limited to, designated fraternity/sorority houses and areas in the residence halls and academic buildings; or (iv) in a manner inconsistent with the Residence Life Policy related to alcohol which can be found online at web.iit.edu/housing.

(b) Misconduct related to drugs (i.e., all illegal drugs and controlled substances) listed in the Policy, that occurs on Illinois Tech property or property under its control or at an Illinois sponsored event or activity including:

i. Possession or use of illegal drugs or controlled substances, except as expressly permitted by all levels of legal authority and provided such use and possession is consistent therewith;

ii. Sale, manufacturing, or distribution of illegal drugs or controlled substances;

iii. Sale, possession, use or distribution of drug paraphernalia, which includes, but is not limited to, hookah, bongs, pipes, rolling papers, deseeding trays, roach clip, scales, or any item used to inhale/digest illegal substances or any item used to disguise the use of drugs;

iv. Driving under the influence of any illegal drug or controlled substance;

v. Being in the presence of the use of illegal drugs or controlled substances on campus; and

vi. Violations of other Illinois Tech drug policies pertaining to illegal drugs and controlled substances.

(c) Although Illinois' Compassionate Use of Medical Cannabis Pilot Program Act and the Illinois Cannabis Regulation and Tax Act respectively allows patients to possess and consume limited amounts of marijuana for certain medical conditions and allows legal possession of marijuana by those over the age of 21, these state laws conflict with federal laws governing marijuana. Illinois Tech is subject to the federal Drug-Free Schools and Communities Act Amendments, which mandates that campus communities be free of controlled substances (including marijuana). Therefore, the use, possession, manufacture, cultivation, dissemination, or being under the influence of medical marijuana on Illinois Tech property or at Illinois Tech-related activities is and shall remain prohibited.

2. Destruction of Property

Destroying, damaging, defacing, or vandalizing (or attempting to do any of the foregoing) property of Illinois Tech, property under Illinois Tech's control or belonging to an Illinois Tech affiliate, employee, faculty member, student, alumni or guest.

3. Defamation

libel and slander

4. Discrimination and Harassment

Discrimination by any member of the Illinois Tech community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by applicable law (each a "status") in matters involving admissions, employment, housing, services, or in the educational programs or activities the university operates is prohibited.

Harassment, whether verbal, physical, electronic, including, without limitation, texting and social media, or visual, which is based on any of the above-referenced status is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance, or creating what a reasonable person would perceive to be an intimidating, hostile or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence. (For more information about Title IX sex discrimination including sex-based harassment please see Appendix A, and Article IV, Sections E, M and N, the terms of which are hereby incorporated into this provision.)
Examples of harassment may include, but are not limited to:

- Teasing or practical jokes directed at a person based on the person's status;
- Jokes or epithets about a person's status or about sex or gender specific traits;
- Displaying or circulating written materials or pictures that degrade a person or group based on their status;
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals of a particular status;
- Suggestive comments, insults, or sexual propositions; and
- Electronic or written media including any of the above.

General bullying or uncivil behavior that is not based on a protected status may not fall within the purview of harassment as set forth herein, but may still violate other principles or policies set forth in this Code of Conduct or otherwise published by Illinois Tech, and therefore may be actionable.

5. Endangerment
Physical abuse of any person; or any action (or threat of action) that endangers, threatens to endanger or is reasonably likely to harm the health, safety, or mental well-being of any such person (including oneself); or the failure to seek emergency assistance for an Illinois Tech employee, faculty member, student, alumni or guest when it is reasonably clear such assistance is needed and the person who could seek such assistance was interacting or otherwise involved with the activity or circumstances necessitating such assistance. The possession and/or use of firearms or weapons on campus, as all such terms are defined in the *Concealed Carry and Prohibition Regarding Firearms and Weapons on Campus Policy* (See Article III, Section C hereof) may be considered conduct that endangers self or others.

6. Failure to Comply
Failure to comply with the reasonable request or instruction of an Illinois Tech official or emergency personnel acting in an official capacity, including, but not limited to, refusing to provide identification, refusing to dispose of or turn over prohibited items, failing to respond, leaving the scene of an incident or refusing to comply with instructions related to public health matters. This also includes disorderly or abusive conduct toward Illinois Tech officials acting in the performance of their duties. Students/guests/visitors are expected to cooperate with and may not knowingly give false information to an Illinois Tech employee or representative acting within the scope of their employment or official capacity; failure to do so is a violation of this provision.

7. Fire Safety
In order to avoid possibly jeopardizing the safety or security of Illinois Tech and the Illinois Tech community, the following acts are prohibited:

a. Damaging or destroying property of or under the control of Illinois Tech or an Illinois Tech affiliate, employee, faculty member, student, alumni or guest by fire or explosives;
b. Maintaining, constructing or operating open fires, including bonfires, fire pits, chimneys and the like on Illinois Tech property or property under its control;
c. Creating or maintaining on Illinois Tech property or property under its control a fire or fire hazard (except as specifically authorized), including burning candles or incense or use of unauthorized (or misuse of authorized) appliances or heating devices, including toasters, microwaves, hot plates, and space heaters;
d. Tampering with or misuse of emergency or fire safety equipment, including emergency call devices, fire alarms, fire exits, firefighting equipment, smoke/heat detectors, or sprinkler systems

located on Illinois Tech property or property under its control;

e. Failing to exit immediately any Illinois Tech facility or building when a fire alarm or other emergency notification has been sounded, or hindering or impairing the orderly evacuation of any Illinois Tech facility, building, or premises;
f. Smoking in any enclosed Illinois Tech facility, in any smoke-free designated outdoor areas, or within 25 feet of an entrance, open window, ventilation intake, or similar feature of any enclosed Illinois Tech facility;
g. Vaping or the use of e-cigarettes is prohibited in all Illinois Tech facilities;
h. Violations of state or local fire and fire-related ordinances or the life safety policies outlined in the Residence Life handbook listed online at web.iit.edu/housing.

8. Guest and Visitors

Knowingly allowing one's visitors or guests to violate Illinois Tech policies or failing to monitor the behavior of one's visitors or guests to assure their adherence to such standards may result in the host student being held responsible for the actions of their visitors or guests. Students living in the residence halls and sororities are expected to also know and follow the guest policy outlined in the Residence Life handbook.

9. Hazing

It is the responsibility of all students and student organizations to encourage an atmosphere of learning, social responsibility and respect for human dignity and to provide positive influences and constructive development for all members and aspiring members of the Illinois Tech community. Students and student organizations are expected to use good judgment to determine the abilities of individual students as they relate to organization activities and requirements. Accordingly, Illinois Tech prohibits acts of hazing. (Illinois law also prohibits hazing. See 720 ILCS §5/12C50. Hazing can be a Class 4 felony, which carries criminal penalties of up to three years' imprisonment and a $25,000 fine.)

At Illinois Tech, hazing is defined as any action taken or situation created, intentionally or unintentionally, whether on or off Illinois Tech premises and whether presented as optional or required, to produce: mental, physical, or emotional discomfort; servitude; degradation; embarrassment; harassment; or ridicule for the purpose of initiation into, affiliation with, admission to, or as a condition for continued membership in an Illinois Tech group, team, or other organization, regardless of an individual's willingness or consent to participate. To be clear, Illinois Tech may hold individuals as well as groups of students and student organizations responsible for hazing.

Though not intended as an exhaustive list, the following actions and situations constitute hazing, if they are undertaken for or in connection with the above-noted reasons and purposes:

- Any physical abuse expected of or inflicted upon another, including paddling, tattooing or branding in any form;
- Any strenuous physical activity expected of or inflicted upon another, including calisthenics;
- Creation of excessive fatigue, sleep deprivation, or interference with scholastic activities, including late night work sessions, meetings or sleepovers;
- Physical and psychological shocks, including line-ups, berating, verbal abuse, threats and name calling;
- Sexual violations or other required, encouraged or expected sexual activity, whether actual or simulated;
- Prolonged exposure to severe or inclement weather;
- Periods of silence or social isolation;
- Kidnapping, road trips, abandonment, scavenger hunts or any other involuntary excursions;
- Wearing of uniforms or apparel that is conspicuous and not normally in good taste;
- Engaging in degrading or humiliating games, activities, stunts or buffoonery; including requiring, encouraging or expecting individuals to carry, possess or maintain objects or items;
- Requiring or compelling the consumption of liquid (including alcohol), food, drinks or other substances;
- Servitude or placing another in a position of servitude, including requiring, encouraging or expecting a new member to do the tasks of, or to do tasks for, an experienced member, or to

address members with honorary or formal titles;
- Taking, withholding or interfering with an individual's personal property;
- Falsely leading an individual or individuals to believe that they will be inducted or initiated by participating in particular activities;
- Depriving an individual of any privileges of membership or affiliation to which one is entitled;
- Removing, stealing, taking or damaging public or private property; and
- Requiring, encouraging or expecting individuals to participate in activities that are illegal or unlawful or are not consistent with the group's mission or values or the policies of Illinois Tech, including this Code of Conduct.

10. Disruptive and Disorderly Conduct

Disorderly or disruptive conduct that impacts or could have impacted the educational environment and/or the efficient operations of Illinois Tech. Examples of the type of conduct intended to be covered hereby include, but are not limited to:

a. Yelling, cursing, or causing a disturbance;
b. Participating in an on-campus or off-campus demonstration or activity that disrupts the normal operations of Illinois Tech and/or infringes on the rights and opportunities of the members of the Illinois Tech community;
c. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other Illinois Tech activities and other authorized activities on Illinois Tech premises;
d. Leading or inciting others to disrupt scheduled and/or normal activities in the classroom or in any campus building or areas;
e. Behavior such as public urination, "streaking", "mooning", "flashing", and indecent exposure in a public area is prohibited;
f. Unauthorized production of audio, video, or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to: residence hall rooms, locker rooms and restrooms. This includes the use of devices such as digital cameras, cell phones, Google Glass, iPads/tablets, and the like. For safety reasons, Illinois Tech notes that it has security cameras installed in public areas of its campuses; and
g. Flying of an Unmanned Aircraft Systems (UAS) within 10 feet of any Illinois Tech building or any individual(s) who are present on Illinois Tech property.

11. Misrepresentation

Acts of fraud, misrepresentation, or dishonesty, including, but not limited to the following:

a. Forgery, alteration, or misuse of Illinois Tech documents, records, identification or other materials;
b. Knowingly furnishing false, forged or inappropriately altered information to Illinois Tech, any Illinois Tech official, or emergency response personnel;
c. Intentionally misrepresenting to Illinois Tech or any Illinois Tech official, your status at Illinois Tech or utilizing Illinois Tech's brand, trademarks and the like without permission;
d. Possession, use, manufacture, or distribution of identification cards or devices that are false or fraudulent or that misrepresent an individual's identity, age or other personal characteristics, including using another individual's identification; and
e. Altering or attempting to alter any electronic record of Illinois Tech via any means of unauthorized access, including, without limitation, "hacking."

For matters related to academic dishonesty, please refer to the Code of Academic Honesty.

12. Title IX Sexual Harassment

a. Title IX Sex Discrimination including Sex–Based Harassment is defined and shall have the meaning set forth, in Appendix A of this Student Handbook. Complaints of Title IX Sex Discrimination including Sex–Based Harassment must be made in accordance with the Title IX Process set forth in Appendix A, and any such complaint will be exclusively investigated, adjudicated, and sanctioned in accordance with said Process.

13. Sexual Misconduct (Non-Title IX)

Exclusive of allegations that would constitute Title IX Sexual Harassment, violation of Illinois Tech's policy on Sexual Misconduct (see Article IV, Section N and specifically Section N(6), which include the following:

a. Sexual penetration without consent (e.g., rape);
b. Sexual contact without consent (e.g., fondling);
c. Incest;
d. Statutory rape;
e. Sexual exploitation;
f. Stalking; and
g. Dating and domestic violence.

14. Theft

Theft or unauthorized use of the property of Illinois Tech or an Illinois Tech affiliate, employee, faculty member, student, alumni or guest, including being in possession of stolen property.

15. Unauthorized Access

Unauthorized access or entry to, presence in or use of Illinois Tech properties, physical and virtual, including the following:

a. Illinois Tech facilities, property, electronic or digital systems, or services;
b. Roofs, balconies or fire escapes of any Illinois Tech building or facility for any purpose except in case of an emergency;
c. Hosting an event in an Illinois Tech-owned or Illinois Tech-operated facility, property or space that exceeds policies governing that space, including capacity or time restrictions; and
d. Possession, duplication, distribution or use of keys, access codes, access cards or other means of entry or access to any Illinois Tech property, premises or location.

16. Violation of Published Regulations

Violation of published Illinois Tech regulations, including, without limitation, the Use of Technology Resources, Use of University Provided Mobile Internet, Concealed Carry and Prohibition Regarding Firearms and Weapons on Campus, No Smoking Policy and policies and regulations relating to entry and use of Illinois Tech facilities. (See, for example, Residence Life Handbook, Illinois Tech Bulletins, Illinois Tech Policies & Procedures Manual, and such similar policies and manuals of general applicability.) All of the foregoing policies and regulations are hereby incorporated into this Code of Conduct. It is the expressed obligation of all students to familiarize themselves with these policies and regulations. To this end, all are available on the Illinois Tech website.

17. Non-Compliance with COVID-19 Policies.

In accordance with and in response to currently effective State of Illinois and City of Chicago public health guidelines, Illinois Tech may issue measures to minimize the risks associated with the continuing COVID-19 pandemic, which include, but are not limited to, requirements concerning the wearing of face coverings, social distancing, and/or self-isolation and self-quarantine. Currently effective measures are publicly posted or published at https://www.iit.edu/COVID-19, and all such posted and published measures are incorporated herein. **Changes to these measures should be expected, and each student has the responsibility to review regularly this website to keep themselves informed of the most current measures.** Changes to these measures will be deemed incorporated herein upon publication. Failure to follow such posted or published measures is a violation of this Code of Conduct. All students and their guests are expected to follow the published measures and/or posted in campus facilities.

18. Violation of Law

Violations of federal, state or municipal laws that occur on or off campus and that impact the operations of Illinois Tech, disrupt the education environment of Illinois Tech or are perpetrated against Illinois Tech or an Illinois Tech affiliate, employee, faculty member, student, alumni or guest.

19. Complicity

Encouraging, assisting, conspiring, or hiring another to engage in, or being an accessory to any conduct prohibited by this Code of Conduct will be considered a violation of this policy.

B. Conduct Discipline

The student conduct process, which exists in order to maintain the safe and efficient operations of Illinois Tech and to aid in advancing its academic mission, is based on the assumption that disciplinary procedures, when required, should aim to be an educational process, while also maintaining the safe and efficient operations of Illinois Tech and protecting its community. Disciplinary sanctions are primarily imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of all members of the Illinois Tech community. Hearings or appeals processes are not courts of law and are not governed by criminal or civil court procedures; however, the processes aim to provide for the timely, fair and impartial investigation and resolution of each matter. In adjudicating any alleged violation(s) of the Code of Conduct, the preponderance of the evidence standard is employed, meaning the facts and circumstances and reasonable inferences drawn therefrom indicate that it is more likely than not the violation occurred. The only process to which a student is entitled is the process provided for in this Student Handbook. However, because some violations of the Code of Conduct are also violations of the law, students may be accountable to both law enforcement agencies and Illinois Tech for their actions. Illinois Tech's student discipline process will normally proceed notwithstanding any external civil or criminal proceeding.

1. Amnesty Policy

In an effort to encourage students to help one another by contacting the appropriate administrative department or authority in critical situations (Public Safety, Residence Life, Office of Student Affairs, Student Health & Wellness Center) or 911 Emergency Assistance, a student who seeks assistance for another student, who is experiencing a drug or alcohol emergency, will generally not be subject to disciplinary action by the Office of Student Affairs. This provision applies only to individuals, not organizations. To be clear, this policy is not meant to promote unlawful drug or alcohol use among students. Rather, it is intended to provide a provision within the Code of Conduct to encourage responsible reporting to an appropriate authority when a student is in need of help. Accordingly, it is expected that any reporting will be done in good faith. Amnesty matters will be determined by the Dean of Students or designee.

a. Applicability

The Amnesty Policy acknowledges that as members of this community, students have a responsibility to each other. Therefore, students should directly seek medical assistance for another person (or for themselves) during an alcohol or other drug-related emergency. In such an instance, the student who seeks medical assistance will not face disciplinary action for the mere possession or use of alcohol or drugs, if they remain with the individual until medical assistance arrives and the person can be assisted. In order to qualify under the Policy, the student, after securing medical assistance, must also contact the appropriate administrative department or authority. Depending on the facts and circumstances, a student who seeks medical assistance for another may be required to meet with a member of the Student Affairs staff and/or a counselor. As long as the student complies with all directives, they will not face disciplinary actions for the mere possession or use of alcohol and/or drug; failure to comply can result in the revocation of the amnesty and referral to the normal disciplinary process.

b. Limits of the Amnesty Policy

The Amnesty Policy applies only to alcohol or other drug-related medical emergencies but does not apply to other prohibited conduct under the Code of Conduct. If other prohibited conduct occurs, then a student can be charged with a violation of the Code of Conduct. The use and/or abuse of alcohol or drugs will not be considered a mitigating circumstance for any other violation of this Code of Conduct. In cases where an individual fails to seek emergency medical assistance when it is clearly needed, disciplinary action may be taken against the individual.

Reporting pursuant to the Amnesty Policy will be monitored, and the Dean of Students retains the authority to pursue, in accordance with the Code of Conduct and applicable law, disciplinary action against and/or contact the parents of the students who abuse it.

The Amnesty Policy applies only to Illinois Tech's response to a medical emergency. Criminal/police action may still occur separately from the Dean of Students office.

2. Complaints

Anyone – student, staff member, faculty member or non-Illinois Tech individual – may initiate a complaint under the Code of Conduct against an admitted or enrolled student for misconduct. (A complaint may also take the form of an Illinois Tech Department of Public Safety Incident Report regarding student conduct.) Complaints must be in writing and may be filed at www.iit.edu/incidentreport or with any of the following offices:

Office of Student Affairs;
Office of Residence Life;
Office of Community Standards;
Public Safety; or
Greek Council.

Though individuals are encouraged to come forward and report complaints, reports may also be made anonymously by contacting the Public Safety Department at 312-808-6300 or by filing a report at www.iit.edu/incidentreport. All complaints will be reviewed by the Office of Student Affairs; however, Illinois Tech's ability to investigate and to address anonymously reported complaints is generally significantly limited, which may inhibit Illinois Tech's ability to pursue disciplinary proceedings against potential or alleged responsible parties. Accordingly, the more information that can be provided, the more thorough the investigation will likely be.

All complaints will be processed through the Office of Student Affairs. This Office will review and investigate, as it deems appropriate, the complaints to determine if the gathered evidence provides a reasonable basis upon which a determination that a violation of this Code of Conduct may have occurred could be made (i.e., merit) and, if so, to determine the appropriate course of action. It is possible that the initial facts and circumstances known or discovered by Illinois Tech may be deemed to have sufficient merit so as to warrant an investigation and/or interim measures, including an investigatory meeting with the responding party; nonetheless, the facts and circumstances developed as a result of such an investigation may cause or result in Illinois Tech concluding that sufficient merit does not exist for an actual hearing to occur. Less serious offenses involving fraternity or sorority regulations may be heard by the Greek Council, while less serious offenses related to student housing may be heard by Residence Life.

For the avoidance of doubt, sexual misconduct offenses, exclusive of Title IX Discrimination including Sex-Based Harassment, which are processed pursuant to Appendix A of this Student Handbook, are per se deemed serious and will be processed by the Office of Student Affairs as provided for in this Student Handbook.

3. Disciplinary Proceedings

a. Notification and General Procedures

If a complaint is deemed to have merit, meaning the gathered evidence provides a reasonable basis upon which a determination that a violation of this Code of Conduct may have occurred could be made, students will be notified in writing by a member of the Office of Student Affairs at least five calendar days before any hearing and/or at least three calendar days before an investigatory meeting; provided, however, when the alleged violation relates to Article II.A(16), Non-Compliance with COVID-19 Policies, students will be notified in writing by the Office of Student Affairs at least three calendar days before any hearing and/or at least one calendar days before an investigatory meeting. **In person delivery or e-mail correspondence sent to the student's registered iit.edu e-mail address will be considered sufficient written notification in all instances where written notification is required under this Code of Conduct or Student Handbook. To be clear, email correspondence sent to the student's registered iit.edu e-mail address will be considered, and will be deemed, for all purposes, sufficient delivery of written notification in any and all**

instances where written notification is required under this Code of Conduct. It is the student's sole responsibility to monitor their email. The date any such notification is e-mailed will serve as the start date for any time period within which or after which any subsequent action or proceeding is to commence. All meetings and hearings are closed to the public. Only those individuals contemplated or permitted to be in attendance pursuant to the provisions of this Student Handbook and such other Illinois Tech officials deemed reasonably necessary to the process may attend any particular hearing. Any student may waive any time period required herein by executing a written waiver to such effect.

As set forth herein, notification of an investigatory meeting and/or conduct hearing will be provided by the Office of the Vice Provost for Student Affairs and will include: (i) in the case of an investigatory meeting, a summary of the alleged complaint, including, to the extent known, when, where and, if applicable, against whom it occurred, possible or potential violation(s) of the Code of Conduct implicated thereby, and the time and place of the meeting; and (ii) in the case of a conduct hearing, the specific violation(s) of the Code of Conduct with which they are being charged and either a copy and/or summary of the evidence and witnesses that will be presented to substantiate the violation(s) and the time and place of the hearing. Once proper notification has been given, Illinois Tech reserves the right to hold the meeting and/or hearing whether or not the student elects to participate. Notwithstanding any time period specified herein, if reasonable circumstances prevent any step from occurring within an identified time frame or if there are unanticipated delays (school breaks, including summer, inclement weather, witnesses or hearing board members are unavailable, illnesses, health and safety concerns, and the like), Illinois Tech's right to adjudicate violations of the Code of Conduct shall not be negated. In such instances, Illinois Tech will notify all parties of the delay and will proceed with due diligence to complete the adjudication as quickly as reasonably possible given the circumstances, giving due notice to all impacted parties of the revised timing for completion of the process.

In any investigatory meeting, as defined in Section 3(c) below, and any conduct hearing, whether before the Dean of Students or their designee or the Campus Judicial Board, the student alleged to have violated the Code of Conduct will have the right (A) to attend the conduct hearing, (B) to be accompanied by their parents and one other advisor of their choosing, and (C) at the appropriate time in the hearing, present witnesses on their behalf. If a proceeding relates to an alleged sexual misconduct violation, then the student who experienced such alleged sexual misconduct will also have these rights, therefore, in such cases, the accused and accuser will be notified of the time and place of the hearing in the same manner.

Upon receipt of a complaint, and pending an investigation and/or a hearing, the Dean of Students may issue a temporary "no contact" order to any involved party not to have any contact (written, oral, electronic and/or in-person) with the accuser, accused and/or potential witnesses whenever the Dean determines that such order is reasonable to maintain the integrity of the process, to prevent undue influence, to avoid the imposition of undue stress on any party to the hearing, and/or to maintain the academic environment or efficient administration of Illinois Tech.

b. Role of Advisor

In order to maintain the integrity, civility and efficiency of the process under this Code of Conduct, any advisor and/or parents attending a meeting or hearing will be limited to advising the student and will not be allowed to participate in the meeting and/or hearing; this includes, but is not limited to, presenting the case, answering questions, questioning witnesses or making statements during the hearing. Failure of an advisor or parent to adhere to these standards may result in their removal from the hearing. Illinois Tech, at its discretion, reserves the right to have a member of its Office of General Counsel present during any part of the disciplinary process, especially when an attorney serves as an advisor to a student.

c. Meetings and Hearings

i. **Investigatory Meeting.** Prior to a hearing for violation(s) of the Code of Conduct and as part of its investigation of a complaint, the Office of Student Affairs may, at its discretion,

hold an investigatory meeting with the student who has been accused of violating one or more provisions of the Code. This meeting between the accused student and the Dean of Students or their designee is to discuss the matters in the complaint. (For the avoidance of doubt, any other fact-finding and/or investigatory activities that may occur with respect to any particular alleged violation are not deemed, and shall not be considered, "Investigatory Meetings" as such term is used in this Section 3(c).) If an investigatory meeting is held, it will generally occur any time within 15 calendar days of receipt of the complaint, but in any event, the student will be notified in writing at least three calendar days before the scheduled meeting. (For the avoidance of doubt, this does not mean that an investigation will be completed within 15 calendar days, only that it is Illinois Tech's intent that the student who is the subject of the complaint will be asked to attend an Investigatory meeting within such time frame.) Investigatory meetings shall not be recorded and any notes or materials of any investigatory meeting made by the Dean of Students or their designee will be the sole property of Illinois Tech and may, at Illinois Tech's discretion, be submitted as evidence at any subsequent conduct hearing.

If an investigatory meeting is not held and the alleged misconduct could result in a sanction of suspension or expulsion, then, unless waived by the student as provided in (ii) below, the matter will proceed to a hearing before the Campus Judicial Board. If an investigatory meeting is held, but the student fails to attend the investigatory meeting, or one was not held and the alleged misconduct will not result in a sanction of suspension or expulsion, then the matter may, at the discretion of the Dean of Students or designee, be heard administratively and a determination of responsibility made. Finally, regardless of whether an investigatory meeting is held or not, any alleged violations of Article II.A.16, Non-Compliance with COVID-19 Policies, will, in all cases, only be adjudicated pursuant to an administrative hearing.

ii. ***Investigatory Meetings in Sexual Misconduct Matters.*** With respect to an alleged violation of sexual misconduct, the expectation is that an investigatory meeting will occur unless the responding party (i) is not a then-registered Illinois Tech student, (ii) is incarcerated or otherwise lawfully detained, or (iii) the determination is made that the substantive value of such meeting to the process is outweighed by the physical or mental health or safety risks to the campus or one or more staff members or students. If an investigatory meeting is held, it will generally occur any time within 15 calendar days of receipt of the complaint, but in any event, the student will be notified in writing at least three calendar days before the scheduled meeting. (For the avoidance of doubt, this does not mean that an investigation will be completed within 15 calendar days, only that it is Illinois Tech's intent that the student who is the subject of the complaint will be asked to attend an Investigatory meeting within such time frame.) With respect to any investigatory meetings and hearings related to alleged sexual misconduct violations, but only with respect to such violations, the Dean of Students will provide or will have provided to both the reporting party and responding party as well as appropriate Illinois Tech officials involved with such matters timely and equal access to any information that will be used during such meetings and hearings.

Investigations of alleged violations of sexual misconduct will be conducted by individuals who have received training, as required by law, on issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability and other such matters.

iii. Types of Hearings

There are two types of disciplinary hearings: Administrative Hearings and Campus Judicial Board Hearings. At the discretion of the Dean of Students, any hearing under this Code of Conduct may be held virtually so long as all parties are able to see, hear and speak to one another.

Administrative Hearings: A one-on-one meeting between the student and hearing administrator designated by the Dean of Students to discuss the alleged violation(s). The student may present witnesses and/or witness statement(s) on their behalf. Witnesses are defined as individuals who were at the incident in question and/or have information pertinent to the incident in question. The administrator may, in their sole discretion, disallow witnesses whose testimony would be redundant or not germane to the charges or do not meet the requirements set forth in the immediately preceding sentence. The administrator determines responsibility and imposes any applicable sanction(s). Administrative hearings are typically used for cases that are deemed less serious in nature or when health and safety concerns make use of an administrative hearing prudent.

Campus Judicial Board Hearings: The accused student and reporting party (if applicable) appear before the Campus Judicial Board to discuss the alleged violations. The Campus Judicial Board determines responsibility and imposes any applicable sanction(s). Students appearing before the Campus Judicial Board will be notified of a pre-hearing meeting to review the allegations and the process with the Dean of Students or their designee; this pre-hearing meeting is separate and distinct from an investigatory meeting and conduct hearing. The student will be notified of the date of the pre-hearing meeting at least three calendar days in advance of their scheduled hearing date, and their hearing before the Campus Judicial Board will proceed regardless of whether they attend the pre-hearing meeting. Campus Judicial Board hearings will be used for cases where the alleged violation(s) could result in sanctions of suspension or expulsion or the allegations are deemed complex in nature. The Dean of Students or their designee may at their sole discretion determine which cases are deemed complex in nature. Students who are referred to the Campus Judicial Board may waive their right to a board hearing and select an administrative hearing. Prior to the student waiving their right to appear before the Board, the Dean of Students or their designee must inform the student if the alleged misconduct could result in a sanction of suspension or expulsion. If such sanctions could result and the student wants the matter to be heard administratively by the Dean of Students or their designee, the student must sign a statement waiving their right to a hearing before the Campus Judicial Board.

Hearings are generally expected to commence at any time within 60 calendar days after the investigatory meeting or 45 calendar days after receipt of the complaint if no investigatory hearing is held. However, additional time may well be needed to investigate thoroughly and fairly a complaint, especially, by way of example, when the complaint involves multiple parties, requires a number of witnesses to be interviewed, is reported during or shortly before a break period and/or involves parties or agencies that are not part of the Illinois Tech community. With respect to alleged violations of sexual misconduct, hearings will be conducted by individuals who have received training, as required by law, on issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability and other such matters.

The Campus Judicial Board (i) may, as appropriate, be advised by a designee of the Dean of Students, (ii) aim to conduct itself in a manner consistent with applicable policies, and (iii) will be composed of members who do not have a conflict of interest or bias for or against the accuser or the accused. A Campus Judicial Board will generally include two faculty members, at least one of whom is not in the student's major department, two students, one Illinois Tech staff member, and either one Illinois Tech staff member from the Office of Student Affairs or a designee appointed by the Vice Provost for Student Affairs, who will serve as chairperson of the Board and preside over the hearing but do so as a non-voting member, though they will be present during

deliberations. Parties to the proceeding will be alerted to the identity of Campus Judicial Board membership at least five calendar days in advance of a hearing, and they must notify, in writing, the Dean of Students or their designee of any claimed conflict of interest or bias that a member may have against them within two calendar days thereafter, which notice must specifically detail the nature of the alleged conflict or bias. Failure to comply with the foregoing notice provision shall constitute a waiver of one's right to raise subsequently such an objection. After review of any such notification, it is the decision of the Dean of Students or their designee whether to remove any member of a Campus Judicial Board. All members of a Campus Judicial Board will be appointed by the Dean of Students or their designee. A member of a Campus Judicial Board as well as participants before a Campus Judicial Board may participate by teleconference, Skype, Zoom or such other electronic or virtual means that permits them to see and/or to hear the proceedings and participate in them.

A student will have the right to submit written documentation for the Campus Judicial Board to review, but in order to have such documentation reviewed, it must be submitted to the Dean of Students or their designee at least two calendar days prior to the hearing. At the hearing, a student will have the right to make an oral statement both at the start and the conclusion of the hearing. Further, as a general rule, a student will have the right (i) to present and to question any witnesses of their choosing that have information relevant to the charges against them, provided that the chair may, in their sole discretion, disallow witnesses whose testimony would be redundant or not germane to the charges; and (ii) to cross-examine any witness that is called to testify in support of the charges, provided that the chair may, in their discretion, limit such cross-examination to the extent it is not germane to the charges, is redundant or becomes abusive or harassing. Members of the Campus Judicial Board may, as each deems appropriate, ask questions of any witness called or regarding any evidence submitted. To the extent deemed necessary to maintain decorum or to protect students from harassment or to ensure the integrity of the process, the chair, in their sole discretion, may require a student to direct questions to the chair who will then ask them of a witness or witnesses. Further, for the same reasons, the chair may separate and/or shield parties from one another, and such actions shall be permissible as long as the parties can hear and respond to one another in real time.

A recording of the hearing will be made and will remain the sole property of Illinois Tech. No other record of the hearing may be made. Students will be notified in writing of the decision of conduct proceedings, including sanctions imposed. For additional information on the hearing process, contact the Office of Community Standards (312.567.5172).

Solely with respect to any conduct hearing, whether before the Dean of Students or their designee or the Campus Judicial Board, concerning an alleged sexual misconduct violation, the foregoing procedures shall be supplemented by those set forth in Article IV, Section N of this Handbook.

iv. ***Admission by Student:*** Notwithstanding any other provision of this Disciplinary Proceeding section, if a student admits in writing to a violation of the Code of Conduct and waives their right to a hearing, then the Dean of Students or their designee may impose such sanction as they deem appropriate without any hearing but after affording the student an opportunity to explain their actions, including any mitigating factors that the student may deem relevant; provided, however, if the violation could result in a sanction of suspension or expulsion, then the student's written admission and waiver must acknowledge this fact. If the violation concerns sexual misconduct, then the person who experienced the misconduct will be provided the opportunity to meet with the Dean of Students or designee to discuss the matter, including its impact on them. In such cases, the student should be advised of the sanction(s) imposed within seven calendar

days of receipt of their written admission and waiver.

v. ***Student Withdrawal from School***: A student who withdraws from school while disciplinary action is pending, or who is involved in misconduct after withdrawal that would subject them to disciplinary action, may be required to appear in a disciplinary proceeding under this Article II with respect to such action before permission to resume studies is granted.

C. Conduct Sanctions, Including Temporary Conduct Sanctions

1. Sanctions

Sanctions that may be applied by the Greek Council are described in its Constitution. Sanctions that may be applied by the Office of Residence Life are described in the Residence Life Handbook. The Dean of Students or their designee or the Campus Judicial Board is authorized to impose one or more of the following sanctions when a violation or violations of the Code of Conduct has been found to have occurred; provided, however, the Dean of Students may only impose suspension or expulsion if the student has received the notice required above and waived their right to a hearing before the Campus Judicial Board:

Disciplinary Warning. An official written notification that a student's behavior is in violation of Illinois Tech regulations or standards, which will also clarify expected behavior in the future. This sanction may or may not carry with it conditions or restrictions of privileges.

Restitution. A student is required to make monetary restitution for theft of or damage to Illinois Tech property or to that of a member of the Illinois Tech community, or for expenses incurred as a result of the student's actions.

Fines. Illinois Tech reserves the right to assess a fine for misconduct.

Suspension of network access. A student's access to the Illinois Tech computer network or the web may be denied for violations that involve the use, directly or indirectly, of the network. Offenses to which this sanction may apply include, but are not limited to, violation of the Use of Technology Resources and Use of University Provided Mobile Internet policies, harassment and stalking.

Educational sanctions. A student is required to perform one or more educational sanction(s) appropriate to the offense. These may include a formal apology (in writing and/or in person), a public presentation or research paper on a designated topic, assigned campus and/or community service, participation in a workshop for alcohol, drug-related or sexual misconduct or completion of an on-line tutorial.

Mutual No Contact Order (MNCO): Mutual No Contact Orders are designed so that students do not have communication, interact or come into contact with one another, to minimize further incidents. Specific details are provided in the Mutual No Contact Order that is received by the involved student(s). An interim Mutual No Contact Order can be put in place by the Vice Provost and Dean of Students or designee if deemed reasonably appropriate and/or prudent to maintain the educational environment of Illinois Tech and/or the parties. Unless otherwise noted in the order, MNCOs will be reviewed each semester to determine the appropriate expiration date.

Conduct probation. This is a form of probation imposed on a student for misconduct within the Illinois Tech community. The intent of Conduct Probation is for a student to self-correct their behavior and learn to become a productive member of the Illinois Tech community. Certain restrictions and/or educational sanctions may also apply to this form of probation. Conduct Probation also is designated to remain in effect for a specified duration (e.g., one semester or one academic year).

Disciplinary probation. This is the most serious form of probation issued by Illinois Tech. A student placed on Disciplinary Probation is required to correct their behavior immediately in order to remain a member of the Illinois Tech community. This form of probation may also include additional restrictions and/or educational sanctions and is designated to remain in effect for a specified time (e.g., one semester, one academic year).

Pending a hearing, the Dean of Students may place a student on temporary disciplinary probation when the facts and circumstances of the allegations against them are sufficient to reasonably assume, given the academic and/or campus environment, immediate, preventative action is advisable to maintain the safety or efficient operation of the campus or the physical, mental, and emotional health of one or more

members of the campus community. Allegations that are sufficiently alarming include, but are not limited to, violations of the Policy on Drugs and Alcohol, Policy and Procedures on Sexual Harassment, incidents involving felony-level criminal charges, incidents of Sexual Misconduct and matters that reasonably pose a risk to the safety of other students, Illinois Tech property and/or the efficient administration of Illinois Tech. Failure to comply with disciplinary probation sanctions could result in recommendation for Suspension or Expulsion from Illinois Tech. (See Suspension and Expulsion.) Imposition of temporary disciplinary probation will be based upon a review of the particular facts and circumstances and reasonable efforts, given the circumstances, will be made to meet with a student prior to such imposition so that they may present their case as to why such action should not be taken. A student may appeal the imposition of temporary disciplinary probation in writing to the Provost within three calendar days of its imposition. The student will remain on temporary disciplinary probation during the appeal, and the Provost's decision regarding the matter will be final. If an appeal is not filed by the student within the requisite time period, the right to appeal will be deemed waived, and the decision to impose temporary disciplinary probation will stand.
Disciplinary probation also impacts a student's ability to participate in certain Illinois Tech activities. Students on disciplinary probation may not hold an office within a student organization (see Student Organization policies) or travel on behalf of Illinois Tech or in connection with any Illinois Tech sanctioned event or activity (see Travel Policy).

Relocation/Suspension/Ban from Campus Housing. A student is required to relocate, for disciplinary reasons, to another residence hall or other campus housing. The timing of such relocation is at the discretion of the party imposing this sanction, but it may be immediate. A student may also be prohibited from entering the residence hall/campus housing from which they were relocated or which was otherwise connected or related to the violation. The timing of such prohibition is also at the discretion of the party imposing this sanction, but it may be immediate. Further, a student may be denied, for disciplinary reasons, housing in the residence halls, in campus apartments or in fraternities or sororities. Notwithstanding any other provision of this Conduct Discipline and in addition to any other sanction imposed by the Dean of Student or their other designee or the Campus Judicial Board, the housing contract of any student who either admits to or is found to have used or possessed illegal drugs in any Illinois Tech residence hall may be immediately canceled, and such student must move out of the residence hall as promptly as possible, but in any event within 72 hours.

Suspension. Suspension is a status assigned for various periods of time in which a student's enrollment is interrupted. A suspended student may not attend day or evening classes, including classes taught on-line, or participate in student activities. A suspended student may only be present in or on property owned by Illinois Tech with written approval from the Dean of Students or their designee. A suspended student may apply for reinstatement at the end of the period of suspension. If reinstated, the student may be placed on disciplinary probation for a period of time.

Pending a hearing, the Dean of Students may issue a temporary suspension when the facts and circumstances of the allegations against them are sufficient to reasonably assume, given the academic and/or campus environment, immediate separation is required to avoid or to minimize physical, mental, or emotional pain to one or more other students, to maintain the integrity of the educational environment; an/or to maintain the safety of the campus and its community. Allegations that are sufficiently alarming include, but are not limited to, violations of the Policy on Drugs and Alcohol, Policy and Procedures on Sexual Harassment, incidents involving felony-level criminal charges, sexual misconduct and matters that poses a risk to the safety of other students, Illinois Tech property and/or the efficient administration of Illinois Tech. Imposition of temporary suspension will be based upon a review of the particular facts and circumstances and reasonable efforts, given the circumstances, will be made to meet with a student prior to such imposition so that they may present their case as to why such action should not be taken. A student may appeal the imposition of temporary suspension in writing to the Provost within three calendar days of its imposition. The student will remain on temporary suspension during the appeal, and the Provost's decision regarding the matter will be final. If an appeal is not filed by the student within the requisite time period, the right to appeal will be deemed waived, and the decision to impose temporary suspension will stand.

Expulsion. Expulsion is the complete severance of association with Illinois Tech.

In addition to the foregoing, additional sanctions, as set forth in Article VI, Section E, may be imposed on student organizations.

2. Conditions/Restrictions.
Any of the sanctions set forth in Section C(1), including any temporary sanction, may carry additional conditions and/or restrictions, including, but not limited to, a referral for counseling of specified type and duration as appropriate; a requirement to refrain from contact or communication -- including in person, via email, telephone, text messaging, social networking, third party, or any other method of communication - with one or more individuals; denial of use of Illinois Tech facilities; denial of parking privileges; being barred from such activities as representing Illinois Tech on any athletic team or participating or holding office in any student organization or committee; or being barred from receiving employment or scholarship aid from Illinois Tech funds.

3. Review of Sanction of Suspension or Expulsion
In any matter where the Dean of Students or the Campus Judicial Board seeks to impose a sanction of suspension or expulsion, the imposition of the sanction will automatically be stayed and the matter referred to the Provost for review. With respect to the proposed sanction, the Provost, within 21 calendar days of receipt thereof, may make any of the determinations set forth under Section D(3) below. Once the Provost's review has been completed, the Dean of Students' or the Campus Judicial Board's proposed sanction, as it may have been modified by the Provost, will become effective. Notwithstanding any other provision of this Student Handbook, no matter referred to the Provost shall be subject to any further appeals on the basis that the sanction imposed was inappropriate to the offense.

D. Appeal Procedures

An appeal of a sanction for violation of the Code of Conduct must be submitted in writing to the Office of Student Affairs (dos@iit.edu) within five calendar days of notification of the decision. Supporting information must be submitted with the appeal. An appeal or submission made after this deadline will not be considered, and the student will be deemed to have waived his right thereto. Issues not raised in a timely submitted appeal will be deemed to have been waived. In both cases, this means that any decision(s) and sanction(s), as the case may be, shall be final.

1. Levels of Appeal
Decisions rendered by the Greek Council or Residence Life Staff, or their respective designee, may be appealed to the Office of Student Affairs, and the decision of the Dean of Students with respect to such matters shall be final. Disciplinary sanctions imposed on students for misconduct by the Dean of Students or their designee or by the Campus Judicial Board may be appealed to the Provost, whose decision shall be final.

2. Basis for Appeal
An appeal may be made only for one of the following reasons:

- The procedures outlined above were not substantially followed and such occurrence reasonably could be deemed to have impacted the outcome;
- Subject to the restriction set forth in Section C(3) above, the sanction imposed was inappropriate for the offense; and
- New evidence that was not available at the time of the original decision, due to no fault or lack of diligence of the student, has become available.

3. Determinations
Within 30 calendar days of receipt of the appeal, the decision-maker may make one of the following determinations:

- Uphold the decision and the sanction;
- Reverse the decision and/or modify (enhance or lessen) the sanction; or
- Uphold the decision and return the case to the Campus Judicial Board or the Dean of Students to

reconsider the sanction.

E. Information for Crime Victims about Disciplinary Proceedings

With respect to hearings related to an alleged violation(s) of sexual misconduct, the Dean of Students will simultaneously notify both the accused and the accuser of (i) any results of the hearing, any sanctions imposed and the general rationale for the results and sanctions, (ii) any available appeal options, (iii) any changes as a result of the appeal, and (iv) when the result has become final.

Upon written request, Illinois Tech will disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by it against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

III. Title IX Sex Discrimination Policy and Process

The university has adopted a Title IX Sex Discrimination Policy that addresses the reporting and processing of complaints of "Title IX Sex Discrimination," as defined therein in Appendix A. Any person may report Title IX Sex Discrimination under that Policy, whether or not the reporting party is the person alleged to be the victim of the conduct. The Title IX Sex Discrimination Policy is attached in Appendix A, and is incorporated herein by reference. More information is also available on the Title IX Office website at https://www.iit.edu/title-ix/title-ix-compliance.

IV. POLICIES AND PROCEDURES

A. Alcohol Use for Campus Events Policy

Illinois Tech students are subject to the laws of the State of Illinois. PERSONS UNDER 21 YEARS OF AGE CANNOT POSSESS OR DRINK ALCOHOLIC BEVERAGES. IT IS ALSO ILLEGAL TO PROVIDE, SELL OR DISTRIBUTE ALCOHOL TO PERSONS UNDER 21 YEARS OF AGE. Inappropriate behavior resulting from the consumption of alcohol, such as disorderly conduct, intoxication and harassment, will constitute an independent violation of the Code of Conduct and will result in appropriate sanctions. As stated in Section F below, all students should review and must adhere to Illinois Tech's Policy on Drugs and Alcohol. Further, any student organization that will host any event (as defined in Article VI, Section G) at any location at which any alcohol will be served and/or consumed must follow the rules established in Illinois Tech's policy governing the Serving of Alcohol, which are incorporated by this reference, at

web.iit.edu/sites/web/files/departments/generalcounsel/policies/procedure_c4_service_of_alcoholic_beverages.pdf.

All questions regarding the use or sale of alcohol should be directed to the Office of Student Affairs (312.567.3081).

B. Certification of Immunization Policy

In accordance with Illinois law, all students born on or after January 1, 1957 who are taking at least half-time credit hours per semester must supply evidence documented by a health care provider of vaccination for diphtheria, tetanus, meningitis, measles, rubella and mumps and such other vaccination as the State of Illinois elects to mandate. In addition, International students must provide a recent Interferon Gamma Assay (IGRA) through T SPOT or Quantiferon Gold serum testing prior to their arrival to the United States. Blood tests must be drawn no earlier than 4 weeks prior to arrival. Immunization records must be submitted to Student Health and Wellness by or before the first day of class. A registration hold will be placed on the accounts, which will have the effect of prohibiting registration for the subsequent semester, of all students who are non-compliant with the immunization requirement. As and to the extent allowed by Illinois law, exemption from one or more of the specific requirements may be granted based on documented medical or religious reasons. Please complete and submit the appropriate exemption form,

which can be found online at https://web.iit.edu/shwc. Anyone with a vaccine exemption may be excluded from Illinois Tech in the event of a measles, rubella, mumps, meningitis or diphtheria outbreak in accordance with public health law. Please contact the Student Health and Wellness Center with any questions regarding the immunization policy or requirements at 312-567-7550 or via e-mail at student.health@iit.edu.

C. Concealed Carry and Prohibition Regarding Firearms and Weapons

Illinois Tech has established a *Concealed Carry and Prohibition Regarding Firearms and Weapons* on Campus Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act and its enabling regulations. The terms and provisions of this Policy are posted online at web.iit.edu/sites/web/files/departments/general-counsel/policies/procedure_q9_weapon_prohibition.pdf, are incorporated by this reference.

In sum, as Illinois Tech is committed to providing a safe and secure environment for the Illinois Tech community and its guests, it has established broad restrictions on the ability to carry Firearms or Weapons, concealed or otherwise, on its Campus. In short, this means that no person covered by this Policy, unless authorized by law or specifically exempted by federal or state law or this Policy, is authorized to possess a Weapon or Firearm while engaged in Illinois Tech-related business or activities or otherwise present in, on or about the Property of Illinois Tech located on the Campus.

D. Disciplinary Proceedings Due to Receipt of Digital Millennium Copyright Act Notice

If Illinois Tech receives from a content owner a notice of copyright infringement, i.e., a DMCA (Digital Millennium Copyright Act) notice, then the person to whom the Internet Protocol (IP) Address and/or computer system is registered and to which such notice is attached, shall be charged with violating Illinois Tech Procedure No. Q-3, entitled *Use of Technology Resources*, and its provisions regarding copyright infringement and Item 14 of the Code of Conduct. (See Section R below and Article II, Section A of this Student Handbook, respectively.) Notwithstanding any other provisions of this Student Handbook, a student so charged shall be subject to discipline in accordance with the following procedures:

> FIRST OFFENSE: If the student has never before been referred to the Office of Community Standards for such violations, the student has the option of an “expedited resolution”. To take advantage of this option, the student must accept responsibility for the offense, complete an on-line tutorial about copyright within 7 days of being notified of the violation and pay a fine of $100. Once the tutorial is completed, the matter will be closed with a “P2P Warning”.
>
> SECOND OFFENSE: If the student acknowledges that they are responsible for these violations and they have been referred to the Office of Community Standards previously for such violations, the student must, within 7 days of being notified of the violations, schedule a meeting with the Office of Community Standards to explain their behavior. Additionally, the student must pay a $200 fine and a disciplinary warning will be issued by the Office of Community Standards. This warning will become part of the student's disciplinary file.
>
> THIRD OFFENSE: If the student has at least twice previously admitted to improper use of the Illinois Tech computer network (See points 1 and 2 above), the student’s access to the Illinois Tech network from the offending IP Address and/or computer can be terminated for a period of 90 days, and the student may be subject to further disciplinary action consistent with the Code of Discipline.

If the student does not believe that they have committed the alleged violations, they may submit a written appeal within 7 days of being notified of the violation to the Office of Community Standards. Upon receipt of such appeal, an official of the Office of Community Standards will review the evidence to determine whether it is reasonably supported by the facts and circumstances; the decision of the official shall be final.

If a student fails to elect one of the punishments provided for above and fails to submit an appeal, then their access to the Illinois Tech network from the offending IP Address and/or computer can automatically be terminated for a period of 90 days, and the student may be subject to further disciplinary action in accordance and consistent with the Code of Conduct.

The foregoing penalties are separate and distinct from any legal action that may be brought by a content owner or government entity. Illinois Tech will comply with lawfully issued subpoenas from a content owner or government entity seeking to identify the individual to whom the Internet Protocol (IP) Address and/or computer system is registered.

E. Procedures for Student Grievances Involving Charges of Discrimination

Any student at Illinois Tech who believes that they have received discriminatory treatment in violation of Illinois Tech's stated policy of equal opportunity in education should communicate, either in writing or in person, with the Director of Equal Opportunity and Affirmative Action (for purposes of this Section E, the "Director"), IIT Tower, 10 W. 35th Street, 19th Floor, 312.567.3134. It will be expected that the grievant shall have exhausted all available recourse through normal channels of communication for arriving at a resolution within the department or the organizational unit within which the discriminatory treatment is alleged to have occurred prior to lodging a formal complaint of discrimination hereunder. Such complaint shall, in any event, be filed in writing with the Director within 15 calendar days of the occurrence of the alleged treatment. (Note: The Grievance Committee procedures outlined in Subsections 2 through 4 below are not intended to replace or to serve as a substitute for or to allow for the re-adjudication of matters that have been brought before and resolved by other recognized formal methods for addressing the grievance (as defined below), such as, but not limited to, those provided by the Code of Conduct, the Human Resources Policies and Procedures Manual and comparable methods.)

1. Preliminary Procedures

The grievant shall prepare and present to the Director a written statement describing in detail the nature of the grievance and identifying the person, organizational unit or institutional practice or regulation against which the charge of discrimination is lodged, including the facts and circumstances that the grievant deems relevant to the charge (which will be termed the "grievance"). The Director will inquire into facts pertaining to the grievance and will make informal attempts to resolve the matter to the satisfaction of both the grievant and the person or organizational unit against which the charge of discrimination has been brought. Subject to any required legal obligations and to the extent practicable while still allowing for the investigation of the grievance, this preliminary process will be conducted with the degree of confidentiality that the aggrieved person wishes.

2. Composition of Grievance Committee

If resolution is not accomplished by informal means, a copy of such grievance shall be sent to the individual or organizational unit alleged to have engaged in a discriminatory practice and the Director will then refer the grievance to a "Grievance Committee" to be comprised as follows:

- A tenured faculty member from within the college, institute or school with which the grievant is associated, to be appointed by the Provost;
- The chair of the University Faculty Council Committee on Student Affairs or a member of that committee whom the chair shall designate to act in the chair's stead;
- The chair of the University Faculty Council Committee on Academic Grievances or a member of the committee whom the chair shall designate to act in the chair's stead;
- A member of the staff from outside the college or school with which the grievant is identified, to be appointed by the Associate Vice President for Human Resources; and
- A student not from the same department as the grievant, appointed by Vice Provost of Student Affairs and Dean of Students/designee after consultation with the Student Government Association.

After the grievance is disclosed to those selected to serve on the Grievance Committee, any member who believes that a conflict of interest might be inferred by their participation in hearing the specific grievance may submit to the Provost a request for replacement along with the reasons for making such request. The

Provost or designee will make the decision as to whether the member should be excused from or retained on the committee. If the decision is to excuse the petitioner, a replacement will be appointed in the same manner as the person who was excused.

After composition of the Grievance Committee to hear a specific grievance has been determined, the Grievance Committee shall select a chair from among its membership.

3. Grievance Committee Procedure

At the initial meeting of the Grievance Committee, where the chair is selected by the Committee's members, the Grievance Committee will also establish a hearing date. The chair will communicate to the parties the date of the hearing and names of the members of the Grievance Committee. Notice of the hearing date and members must be provided to the parties within at least five calendar days of the date for the hearing. Any involved party who believes a member of the Grievance Committee may have a conflict of interest may request that such person be excused; provided that the party must do so within two calendar days of receipt of the notice or the party will be deemed to have waived their right to so object. Such a request must be submitted in writing with reasons for the request to the Provost or designee, who will decide whether or not to grant the request. If the decision is made to excuse that person, a replacement will be appointed in the same manner as the person who was excused.

Each involved party may be accompanied by an advisor of their choosing, but the advisor is limited to advising and may not participate in presenting the case, questioning witnesses, or making statements during the hearing. At the hearing, the grievant and the involved parties will be given an opportunity to make a statement as to the facts and circumstances surrounding the alleged discriminatory practice. Each party may present any witnesses whose statements would be helpful in presenting or defending the charge. At the discretion of the Grievance Committee, additional witnesses may be granted the opportunity to make statements. The Grievance Committee may question any of the participants in the hearing, as it deems such inquiry necessary to its determination of the issues involved. An audio tape recording of the hearing will be made. The tape will remain the property of Illinois Tech. No other recording of the proceeding may be made.

After the hearing, the Grievance Committee will review the grievance and submit a written report to the Provost. Such determination will include a summary of the operative facts and an opinion as to the validity of the grievance. The report may include a recommendation as to any further action to be taken.

The Provost will then consider the Grievance Committee's findings and decide on feasible and appropriate action for Illinois Tech to take in the disposition of the charge. Such decision shall be communicated to the grievant, the charged party and the Director. In the event that the Provost should be named in the grievant's charge, the President shall designate the Provost's replacement for implementing these procedures. The decision of the Provost shall be final, except that the grievant or the charged party may request, within five calendar days of the decision's communication, that the Provost reconsider their decision; provided, however, any such request must be based only on one or both of the following considerations: (i) the procedures outlined above were not substantially followed and such occurrence reasonably could be deemed to have impacted the outcome; and (ii) new evidence that was not available at the time of the original decision, due to no fault or lack of diligence of the grievant, has become available.

4. General Rules
    a. Illinois Tech will not be responsible for any expenses incurred by students pursuing any grievances.
    b. Students will have the right to present a grievance without prejudice or retaliation.
    c. The time limitations established herein are deemed to be binding on all parties involved and will not be waived without the written consent of all parties.

F. Policy on Drugs and Alcohol

Illinois Tech is committed to preventing the use of illicit drugs and abuse of alcohol by members of its community. In accordance with this commitment and in compliance with the Drug Free Schools and Campuses Act of 1989, Illinois Tech has adopted a *Policy on Drugs and Alcohol* that affirms its goal to maintain an environment that is free of illegal usage of drugs and alcohol. This Policy is at the following link: web.iit.edu/sites/web/files/departments/general-counsel/policies/Drug-FreeSchoolsPolicy.pdf, and the terms of the policy are expressly incorporated into this Student Handbook by this reference. All students are expected to comply with this Policy. The following is intended to provide a summary introduction to this Policy as well as to establish the fine structure noted below, which is one of the sanctions that may be imposed for violations of this Policy. In the event of any conflict between the provisions of this Section F and the Policy, the Policy shall control.

Per applicable law, students receiving Title IV grants, loans, or federal work-study who are convicted of a drug offense involving illegal drugs while enrolled at Illinois Tech will lose their eligibility for such funds.

1. **Legal sanctions**. Federal and Illinois law prohibits the unlawful manufacture, possession, use or distribution of controlled substances, including, but not limited to, marijuana, narcotics, barbiturates and cocaine. Violation of such federal or Illinois law may result in arrest and conviction. An individual so convicted may be fined and/or imprisoned in accordance with applicable federal and Illinois law. The Policy details the specific potential sentences and/or fine that can possibly be imposed for the manufacture, possession, use or distribution of various controlled substances. Illinois Tech reserves the right to contact the Chicago Police Department for assistance with respect to the violation of any Illinois law.
   THE SALE OR DISTRIBUTION OF ALCOHOL TO OR POSSESSION OF ALCOHOL BY PERSONS UNDER THE AGE OF 21 IS PROHIBITED UNDER ILLINOIS LAW. A PERSON WHO VIOLATES THIS LAW MAY BE CHARGED AND PUNISHED ACCORDINGLY.
2. **Health Risks**. Individuals who use illegal drugs or abuse alcohol risk adverse physical and psychological effects. In general, such individuals may suffer from illnesses and are less productive, less reliable and more prone to accidents and absenteeism. Ingestion of drugs or alcohol by a pregnant woman may cause harm to the fetus. A more specific explanation of the possible health effects of certain types of drugs as well as alcohol is available in the Student Health and Wellness Center and in the Policy.
3. **Counseling**. Illinois Tech has a comprehensive drug-free awareness program to inform students about the dangers of drug and alcohol use and to assist them in obtaining counseling and treatment that includes full availability of the Student Health and Wellness Center to all students for counseling and/or referral for treatment; educational programs for students, including forums, dissemination of educational materials, and awareness periods (e.g., Alcohol Awareness Week); and other programs and publications as needed. Students are encouraged to contact the Student Health and Wellness Center for information or assistance regarding drug or alcohol use. If you suspect a fellow student is involved in illegal drug or alcohol use, encourage them to seek assistance from the appropriate office.
4. **Sanctions**. Any student suspected of violating this Policy is subject to disciplinary action in accordance with the Illinois Tech Code of Conduct. Sanctions will depend upon (a) the severity of the infraction; (b) if personal injury is involved; (c) if property damage occurs; (d) whether the student is a repeat offender; and (e) if the campus learning environment is compromised. Students may also be subject to criminal prosecution where appropriate. Further, for students, a fine structure may accompany disciplinary proceedings for all violations of the Policy. The fine imposed must be paid in full in order for a student to continue in good academic standing, and therefore, be allowed to register for classes and receive grades. The fines are as follows:
   First offense: $50.00
   Second offense: $100.00
   A third documented violation of the Policy: $250 and possible immediate suspension of campus housing privileges as well as suspension or expulsion from Illinois Tech.

Notwithstanding any other provision of this Policy and in addition to any other sanction that may be imposed by the Dean of Students or their designee or the Campus Judicial Board, the housing contract of

any student who either admits to or is found to have used or possessed illegal drugs in any Illinois Tech residence hall may be immediately canceled, and in such circumstance, the student must move out of the residence hall within 72 hours. The student will be financially responsible for the remainder of their room and board contract and their parents may be notified.

G. Statement of Financial Responsibility

Illinois Tech is providing you this information to ensure you understand the commitment that you are making with respect to the payment of your tuition, fees and other costs during your terms of enrollment at Illinois Tech, and by registering for courses at Illinois Tech, you are acknowledging that you have received, read and understood this information and agreed to these terms and conditions.

1. Your student account includes charges and credits assessed to you during your enrollment at Illinois Tech, including, without limitation, tuition, room, board, fees, expenses, health insurance premiums, financial aid credits and adjustments, payments made to your account, service charges for late payment, and various fines. You may view your student account at any time through the Illinois Tech portal.
2. Each semester, a billing statement will be made available to you and such other responsible party that you designate (e.g., parent or guardian) through the Illinois Tech portal. The bill will detail charges, payments and other credits to your account, including the amount you must pay and the date such payment is due. All notifications of new billing statements will be sent via email to your Illinois Tech email address. You are expected and you agree to monitor your Illinois Tech email account regularly.
3. If any payments that you make overpay the charges on your account, a credit will be placed on your student account to be applied toward future charges, unless you contact the Student Accounting Office to request a refund of the overpayment or you cease to be enrolled.
4. By registering for classes, you are expressly promising to assume and to take financial responsibility for the payment of all your education related charges and fees that become a part of your student account, when those charges are due, regardless of your expected reliance on third-party resources such as financial aid, family gifts, employer reimbursement, private loans, outside scholarship, grants, awards or sponsorships. Any balance due as the result of adjustments made to your estimated or confirmed financial aid or your refusal to apply for any or all of your financial aid or your inability to complete the financial aid verification shall be your responsibility to pay. You agree to supply the Financial Aid Office with any reasonable information or documents that they may request to complete the verification process in a timely manner.
5. By registering for classes, you acknowledge and agree that any outstanding balance due on your student account that is not timely paid when due is subject to service charges in the amounts or at the rates established and published by Illinois Tech from time to time and that, to the fullest extent allowed by law, you will be prevented from registering for additional courses at Illinois Tech or obtaining official documents such as diplomas or transcripts until that outstanding balance has been paid in full. You also acknowledge that failure to pay any amount due by the due date may result in an unfavorable report with credit bureaus and collection activities against you, including litigation and that Illinois Tech has the right to recover any collection and/or litigation costs so incurred.

H. Health Insurance Requirement Policy

All students registered for one academic credit or more are required to have health insurance. Additionally, Illinois Tech requires all international students to purchase Illinois Tech's health insurance, provided through Aetna Student Health. All students will be enrolled in the Student Health Insurance Plan (SHIP) when they register for at least one credit hour during the Fall 2023-2024 academic year. Coverage for the Fall semester will begin August 10, 2023.

The premium for the insurance will be added to student tuition and fees as a charge. To avoid this charge, a student must submit proof of comparable coverage online, before the add/drop deadline of the first semester you wish to waive coverage for at http://web.iit.edu/shwc/insurance. To be clear, the onus is on the student to demonstrate that they have comparable coverage and to make the required submission by

the add/drop date. If such information is submitted after that date, the student will be liable for the semester's health insurance charge regardless of the fact that they may in fact have comparable coverage.

Illinois Tech automatically enrolls international students registered for at least one credit hour or more into Illinois Tech's health insurance plan, provided through Aetna Student Health. Waivers for comparable health insurance plans may apply. Please review our waiver policy. Please direct questions to student.health@iit.edu.

I. Media Policy

All engagements with media representatives by Illinois Tech students on campus and/or on behalf of Illinois Tech, should be coordinated with the Office of Marketing and Communications at least three full business days in advance, in order to promote and protect the public reputation of Illinois Tech, build openness and accountability, and respect the media's role. It is Illinois Tech's responsibility to provide accurate and consistent information to the media and avoid any misunderstanding, misinterpretation, or confusion.

The Office of Marketing and Communications should be notified about all media inquiries. All Illinois Tech press releases, media notices, media outreach and advisories must be coordinated and approved by the Office of Marketing and Communications. Students have no right to invite or allow media representatives in Illinois Tech facilities or on Illinois Tech property. Media representatives may only access, use or otherwise conduct business in Illinois Tech facilities or on Illinois Tech property with the permission of the Vice President for External Affairs, or their designee.

J. Non-Discrimination Policy

It is the intention of Illinois Tech to act in accordance with all regulations of the federal, state and local governments with respect to providing equality of opportunity in employment and in education, including, but not limited to, all student-related programs and activities, graduate and undergraduate, full-time and part-time, insofar as those regulations may pertain to Illinois Tech. Illinois Tech prohibits and will act to eliminate discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, age, disability, veteran status or other statutorily protected classes. Pursuant to the foregoing, it is the policy of Illinois Tech to comply with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act. Furthermore, reasonable accommodations will be provided to qualified individuals with physical or mental disabilities. Inquiries regarding reasonable accommodations should be directed to the Center for Disability Resources: IIT Tower, 10 W 35th Street 3rd Floor Suite 3F3-1 , Chicago, IL, Tel: 312.567.5744, TDD: 312.567.5135, Fax: 312.567.3845, disabilities@iit.edu.

Any student or applicant of Illinois Tech who believes that they have received inequitable treatment because of discrimination violating Illinois Tech's stated policy of equal opportunity in employment and in education should communicate, either in writing or in person, with the Director of Equal Opportunity and Affirmative Action, IIT Tower, 10 W. 35th Street, 19th Floor, 312.567.3134. See Section E above for additional details and information.

In addition, Illinois Tech does not discriminate on the basis of sex and prohibits sex discrimination in any educational program and activity it operates, as required by Title IX and its regulations, including admission and employment. Title IX Coordinator is responsible for monitoring Illinois Tech's overall implementation of and compliance with Title IX and its regulations. Inquiries about Title IX may be referred to Illinois Tech's Title IX Coordinator, Virginia Foster. Ms. Foster's contact information is: 312-567-5725, foster@iit.edu, Room 10C3-1 of the IIT Tower, 10 West 35th Street in Chicago. Inquiries regarding Title IX may also be directed to the Office of Civil Rights of the U.S. Department of Education, whose website is www2.ed.gov/about/offices/list/ocr/index.html.

Illinois Tech's nondiscrimination policy and grievance procedures can be located in the Student Handbook, the Office of Title IX's website, the Human Resources website, and in the Faculty Handbook.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, contact the Title IX Coordinator, Virginia Foster. Ms. Foster's contact information is: 312-567-5725, foster@iit.edu, Room 10C3-1 of the IIT Tower, 10 West 35th Street in Chicago. Reporting conduct or making a complaint of sex discrimination may be submitted electronically by completing Illinois Tech's Community Report Form (Incident Report) at www.iit.edu/incidentreport

K. Posting Policy - Use of Bulletin Boards and Posting of Campus Wide Information

Illinois Tech provides various posting fixtures and locations that may be used to advertise organizations, programs, events and services of interest to the Illinois Tech community. Any party wishing to advertise is solely responsible for the content of its advertisement and must follow the policies listed below. Illinois Tech in no way endorses or approves the content of the advertisement or the program or services that a posting promotes.

1. Guidelines

Posting must be made in compliance with the following guidelines. Postings not in compliance with these guidelines will not be approved for posting and will be removed. Campuses other than the Mies Campus may have additional rules and restrictions. Questions, complaints, reports of violations, or appeals regarding the policy should be directed to the Office of Student Affairs (dos@iit.edu).

a. All items for posting including, but not limited to, flyers, posters, table tents, leaflets, handbills or similar material must receive prior approval from the Office of Student Affairs/Student Life. Additionally, student organization election materials are subject to these general regulations, as well as any election rules of the Office of StudentLife and/or appropriate governing organization. Postings that, in the opinion of Illinois Tech, are deemed to be offensive, indecent, or oppressive to others or that are incompatible with the educational mission or legal obligations of Illinois Tech are prohibited as are postings that contain material inconsistent with copyright, trademark and other such laws. Leaflets, handouts and table tent materials are to be related to an Illinois Tech departmental or recognized student organization activity. All postings must be in English or include an English translation. Postings that restrict opportunity or otherwise discriminate because of race, color, religion, national origin, gender, sexual orientation, age, disability, veteran status or other statutorily protected class are prohibited.

b. Advertisements for events sponsored by Illinois Tech departments or organizations and those taking place at Illinois Tech have posting priority. Advertisements not directly connected with Illinois Tech will be posted only as space permits. An advertisement must include the following information to be considered for posting: name of sponsoring agency, department, organization or individual; contact information in the form of phone or email; date and place of the event or meeting being announced. Programs which receive monetary allocation through the Student Activities Fund (SAF) must include "Sponsored by the Student Activities Fund" on all advertisements.

c. Advertisements may only be posted on bulletin boards specifically designed to hold advertisements. These include outdoor bulletin boards and those in the main concourse, classrooms, or lobbies of Illinois Tech buildings. General advertisements may not exceed 11" x 17". Exceptions are made for banners and A-Frame posters. Some bulletin boards located near administrative, academic, or student organization offices are controlled and maintained by those departments or organizations and may not be used for general advertising without their permission. Locked bulletin boards are not available for general advertising.

d. Advertisements may not be posted on walls, chalkboards, windows, doors, light poles, brick, elevators, sidewalks, walkways, bathrooms, trees, fences, other signs, or vehicles. Any advertisement posted improperly will be removed immediately and discarded. The responsible party will be contacted to discuss the violation. Possible fines and further disciplinary action may be taken if appropriate. Regardless of location, overlapping, covering, removing or defacing another posting is not permitted.

e. Postings are generally validated through the date of the event or deadline as shown on the posting. If no date is included, the posting will be approved for two weeks. All parties must

remove advertisements within two working days after the stamped expiration date. Posting of temporary, outdoor direction and information signs must be approved in advance by Illinois Tech Facilities. The sponsoring organization must remove these signs within one (1) working day of the event.

f. The hanging of banners is permitted only in MTCC Center Court, MTCC Commons and McCormick Student Village; A-Frames are utilized only in the MTCC for posters larger than 11x17. All banners and posters must be approved two days in advance by the Office of Student Affairs/Student Life. Banners for posting in the MTCC Commons or Center Court may be hung only by the Campus & Conference Centers Staff.

Advertisements related to alcohol will only be accepted from Illinois Tech Dining Services, and only in relation to the Bog. Said advertisements will only be allowed in MTCC Center Court and within Hermann Hall. No other organization, department or outside party may refer to, mention or advertise alcohol in any form. This includes, but is not limited to: websites, Facebook postings and e-mail messages sponsored by Illinois Tech student organizations.

2. Sanctions

Any party violating this policy for the first time will receive an official warning. A party violating this policy for the second time may lose posting privileges for at least one semester. Any violation may be subject to additional penalty as determined by the Office of Student Affairs.

L. Privacy Rights and Access to Educational Records

Illinois Tech respects the rights of privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable educational records.

1. FERPA - Family Educational Rights and Privacy Act

Please visit web.iit.edu/registrar/ferpa for Illinois Tech's official FERPA information, policies and procedures; such posted version is the version that will control in all instances. For general information about FERPA, please visit the U.S. Department of Education's website at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Students can grant permission to release all or part of their record to specific individuals by completing the FERPA release form at www.iit.edu/registrar/forms/view.php?id=12197. The following is a summary description of the policies and procedures that apply to such records.

2. Accessibility of Educational Records

Illinois Tech has adopted a policy of not disclosing personally identifiable information, other than directory information, from the educational records of a student without their prior written consent, except in the following instances:

a. To school officials, including teachers, within the educational institution who have a legitimate educational interest;
b. To officials of another school in which the student seeks or intends to enroll, provided that a documented attempt will be made to notify the student of intended disclosure prior to submission of such information;
c. To certain authorized representatives of the United States and state agencies who require such information to carry out lawful functions;
d. In connection with the student's application for, or receipt of, financial aid;
e. To organizations conducting studies for, or on behalf of, educational agencies or institutions, if these studies are conducted in a manner that will not permit the personal identification of students and if the information will be destroyed when no longer needed for the purpose for which it is conducted;
f. To accrediting organizations in order to carry out their accrediting functions;
g. To comply with a judicial order or lawfully issued subpoena, with, except as prohibited by law, reasonable notice to the student of the intended disclosure prior to submission of such information;
h. To appropriate parties in health or safety emergencies; and

i. To parents of dependent Illinois Tech students, as defined in Section 152 of the Internal Revenue Code of 1986.
j. As may otherwise be authorized by law.

For purposes of this section, all students enrolled at Illinois Tech shall be deemed to be independent of their parents. Any parent may challenge this assumption by presentation of evidence that such student does qualify as a dependent for federal income tax purposes.

The term school officials shall include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; trustees; members of committees and disciplinary boards; and a contractor, volunteer or other party to whom the school has outsourced institutional services or functions. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility as an employee of Illinois Tech; provided however, the records reviewed shall be limited to those needed to fulfill the particular responsibility at issue.

3. Student Accessibility of Educational Records

Upon written request, students and former students of Illinois Tech shall be granted access to their personally identifiable educational records originated at and maintained by Illinois Tech or submitted to Illinois Tech in connection with their admission, employment or the granting of financial assistance with the following exceptions:

a. Notes or records of instructors, advisors or counselors that would not be shown to any other individual except another faculty member, an advisor or a teaching assistant;
b. For records involving other individuals (e.g., course grade lists, disciplinary reports) only that portion applicable to the respective student will be disclosed;
c. Records or statements supplied by the individuals within or outside Illinois Tech and other educational institutions or agencies that have been submitted under the assumption of confidentiality in connection with the admission, employment or provision of financial assistance, including financial statements provided by parents for purposes of supporting the student's application for financial aid; and letters of recommendation written, for which the student has signed a waiver of the right to inspect the letter; and
d. Records of medical or psychological tests or treatment. The student nevertheless has the right to obtain a professional explanation of information in such records and to request that the records be referred for inspection to another qualified professional of the student's choice.

For records originating at Illinois Tech, any person or organization having the right of access to any educational record may also obtain a copy of that record at a reasonable fee. In general, Illinois Tech will not provide to anyone, other than authorized faculty and staff at Illinois Tech or as required by law, copies of any items in a student's educational record that have been submitted by individuals or organizations outside Illinois Tech; such copies should be requested from the source from which the record originated. An exception may be made in instances when the student can demonstrate that the original record has been lost, destroyed or is otherwise unavailable (e.g., international students from schools no longer in existence or the death of a person from whom a reference was obtained). A cumulative record of all individuals or organizations other than the individual student and authorized faculty and staff at Illinois Tech who are granted access to and/or copies of a specific educational record will be maintained along with that record. On making a request, a student may inspect the cumulative list of all those who have been granted access to their educational record.

The right to inspect educational records does not apply to applicants for admission until such time as the applicant may be admitted, has completed registration and is in attendance at Illinois Tech.

Students and former students of Illinois Tech may make an appointment to inspect individual educational records during regular office hours. To make an appointment, please contact the Office of the Registrar at 312.567.3100 or registrar@iit.edu, located at 10 W. 35th street Tower 2C8-1 Chicago IL 60616.

4. Directory Information

Illinois Tech reserves the right, absent submission of a written request by the student to the Office of the Registrar indicating that they do not want Illinois Tech to release their directory information, to release at its own discretion the following items of directory information about any student registered during a given term. Directory information includes:

- Name of student;
- Date and place of birth;
- Dates of attendance at Illinois Tech;
- Local address, phone number and e-mail address of student;
- Home address and phone number of student;
- Positions held, place of employment, and extension number of students employed by Illinois Tech;
- Department of specialization and educational level (undergraduate; non-degree-seeking student; graduate student in masters or Ph.D. program) and most recent institution previously attended;
- Membership in officially recognized campus organizations and on teams; offices held in such organizations;
- Degrees earned and special awards and recognition given, including, without limitation, Dean's List and scholarships awarded based on academic or other achievement (as opposed to those based on need); and
- Photograph of student.

Such directory information available from educational records kept by Illinois Tech may also be released concerning former students at Illinois Tech for the time during which they were registered as students at Illinois Tech.

5. Procedures for Requesting Amendment of Educational Records

A student may request that their educational records be amended if the student believes the records contain information that is inaccurate, misleading or in violation of the student's privacy rights. The request should be made in writing to the Illinois Tech official maintaining the record and state specifically which part of the records should be amended and explain why the student believes such part is inaccurate, misleading or a violation of their privacy rights. The Illinois Tech official will review the request and respond to the student within a reasonable amount of time. If there is a decision to amend the record, the student will be informed of such in writing.

If the Illinois Tech official decides against amending the record, the student may request a hearing on the matter. The request for a hearing must be in writing and be directed to the Registrar, who shall appoint a hearing officer to decide the matter. The hearing officer, a disinterested person in the matter, will conduct a hearing during which the student may be assisted, but only in an advisory fashion, by an advisor of their choosing. The hearing officer shall prepare a written decision based on the hearing, which will contain a summary of what was presented and the reasons for the decision. The decision of the hearing officer shall be final and non-appealable. If there is a decision to amend the record, the student will be informed of such in writing. If the hearing officer denies the student's request to amend their record, the student will be notified in writing of their right to place in the record a statement commenting on the challenged information or stating why the student disagrees with the decision. This statement will remain a part of the student's record along with the contested portion of the record for as long as the record is maintained. The statement will be disclosed whenever the contested portion of the record is disclosed. Students must complete an Educational Record Amendment FERPA Form to request changes to their records, which can be found on the Registrar's website.

6. FERPA Complaint Procedure

Students and eligible parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Illinois Tech to comply with requirements of FERPA. In many situations, complaints relative to FERPA can be resolved within Illinois Tech on an informal basis. Any student who wishes to discuss a FERPA complaint may contact the Office of the Registrar, located at 3424 South State Street, 2nd Floor, Chicago, IL 60616.To file a FERPA complaint with the U.S. Department of Education, contact the Office that administers FERPA at: Family Policy Compliance Office, U.S. Department of

Education, 400 Maryland Avenue, SW., Washington, DC, 20202-5920. For additional information, refer to www.ed.gov/policy/gen/guid/fpco/index.html.

M. Policy and Procedures on Sexual Harassment

1. General Statement Against Sexual Harassment

Illinois Tech is committed to ensuring an environment for all members of its community that is fair, humane, and respectful - an environment that supports and rewards student, faculty and staff performance on the basis of relevant considerations such as ability and effort. Behaviors that inappropriately assert sexuality as relevant to student, faculty or staff performance damage this environment. Sexual harassment by any member of the Illinois Tech community is prohibited. Sexual harassment includes peer harassment among students, staff or faculty. Sexual harassment by a faculty member or teaching assistant of a student over whom they have authority or by a supervisor of a member of the faculty or staff can be particularly serious. Such conduct may easily create an intimidating, hostile or offensive environment. Accordingly, Illinois Tech strives to provide for its students, faculty and staff an educational and employment environment free of sexual harassment.

2. Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications as defined and otherwise prohibited by local, state and federal law. Sexual harassment can be overt and unambiguous or subtle and indirect. Sexual misconduct, as defined in Section N of this Article, and Title IX Sex Discrimination, as defined in Appendix A, Section, are forms of sexual harassment. (As a reminder, complaints of and the investigation, adjudication and sanction of Title IX Sex Discrimination are exclusively handled pursuant to the processes and procedures set forth in Appendix A.) In general, sexual advances, requests for sexual favors or sexually-directed remarks constitute harassment when either::

1. The conduct directed against an individual persists despite its rejection; or
2. Submission to the conduct is used or threatened to be used as the basis for academic or employment decisions or is accompanied by an offer or reward or threats of reprisal.

Sexual harassment can take many forms. Some of these are overt and unambiguous, while others may be more subtle and indirect. Direct forms of sexual harassment include sexual assault and sexual advances accompanied by an offer or reward or threats of reprisal. Such behavior constitutes serious misconduct, and a single incident may well establish grounds for a complaint. Other forms of sexual harassment include sexual advances, physical or verbal, that are repeated and unwanted. Sexual harassment can also include behavior or a pattern of behavior that creates a hostile environment, which generally includes harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both the perspectives of the person reporting harassment and from a reasonable person's standard.

Romantic relationships that might be appropriate in other contexts may, within a university, create the appearance or fact of an abuse of power or of undue advantage. Moreover, even when both parties have consented at the outset to a romantic involvement, such consent does not preclude a subsequent charge of sexual harassment against the instructor or supervisor.

3. Possible Individual Actions Other than Complaint

With respect to students, in circumstances where it would not jeopardize personal safety, job status or academic status, a student subjected to unwelcome attention may communicate clearly to the offender that the behavior is not welcomed and should cease immediately.

Questions regarding the Sexual Harassment policy can be directed to:

The Title IX Coordinator, 312.567.5725, foster@iit.edu;
The Director of Equal Opportunity and Affirmative Action, 312.567.3134; jdiemer@iit.edu
The Vice Provost for Student Affairs and Dean of Students, 312.567.3080, kstetz@iit.edu; or
The Assistant Dean for Academic Administration and Student Affairs at Chicago-Kent 312.906.5289, ssowle@kentlaw.iit.edu.

4. Making a Complaint; Investigatory Possibilities

A student who believes that they were subject to sexual harassment may file a complaint alleging violation(s) of this Policy with the Title IX Coordinator, or Office of Student Affairs (contact information for both is noted above), or online at www.iit.edu/incidentreport. The privacy of the student-reporting party and those accused of violating this Policy will be protected throughout proceedings to the extent possible, and proceedings, meetings and hearings concerning harassment will, consistent with the relevant policies pursuant to which they are conducted, be closed. All reasonable measures will be taken to assure that no one involved in any complaint, investigation, or remedy shall suffer retaliation as a result of the proceedings, as Illinois Tech policy expressly forbids any such retaliation. Action will generally not be initiated without the consent of the reporting party. However, Illinois Tech must retain, and hereby retains, the right to conduct an investigation without the consent of the reporting party if it determines that such investigation is necessary to protect the interests of others or Illinois Tech or to maintain the educational environment. A reporting party who wishes to proceed with their complaint has two options: informal resolution, or formal process.

Note: Sexual misconduct (as defined in Section N below) is a form of sexual harassment, but not all sexual harassment constitutes sexual misconduct. The adjudication of claims of sexual misconduct will be handled pursuant to and in accordance with the policies and procedures applicable to sexual misconduct under Article II or, if the sexual misconduct constitutes Title IX Sex Discrimination including Sex-Based Harassment in Appendix A.

a. Informal Resolution

Where appropriate, an informal resolution process can be used to resolve allegations of sexual harassment and, in some limited cases, sexual misconduct to stop the conduct, address the effects, and prevent its recurrence without implementing the formal action. Informal resolution is voluntary, and it must be agreed to by the relevant parties and Illinois Tech. To this end, after consulting with the reporting party, the party alleged to have committed the harassment will be met with and be provided the written complaint or a summary thereof. A student has the right to initiate the formal resolution process at any time. **The informal resolution process set forth in this Section is available only for sexual harassment or sexual misconduct that does not constitute Title IX Sex Discrimination including Sex-Based Harassment.** The implementation of this informal process will be the responsibility of the Title IX Coordinator and/or the Dean of Students, with the support of and permitted designation of duties to other Illinois Tech officials. The willingness of the parties to participate voluntarily in informal resolution will be documented.

The informal resolution process is intended to be flexible so as to allow latitude for the development and use of a process that works for the parties. With that, it is typically expected that the party conducting the informal resolution process will meet with both parties separately with the aim of reaching a mutually agreed to resolution, but when warranted and agreed to by the parties can conduct joint meetings. A person may be accompanied by an advisor during the process, but the advisor is not permitted to speak or act for the person during the informal resolution process. If the parties reach an understanding to resolve the matter informally, their understanding will be memorialized in an agreement signed by the parties and Illinois Tech. Either party may request in writing that the informal resolution process be terminated at any time up until a written agreement for resolving the matter has been signed, upon such request the formal action will commence. Illinois Tech may, at its discretion, also commence the formal resolution process at any time. It is generally expected that the informal resolution process will be completed within 30 calendar days, but this period can be extended with the agreement of the parties.

The following is a list of examples, which list is not exhaustive, of the possible outcomes of the informal resolution process:

- A Mutual No Contact Order between the parties;

- Educational training for the responding party on issues related to sexual harassment or misconduct;
- Volunteering at a community-based organization;
- Changes and accommodations with work and living arrangements;
- Assistance with requesting academic accommodations; and
- An apology letter to the reporting party taking responsibility for harm caused

Once a resolution agreement has been executed by the parties, Illinois Tech will neither resume nor initiate the formal action with respect to any allegations resolved therein or arising out of the same facts or circumstances as those allegations. If a party fails to fulfill the terms of the resolution agreement, Illinois Tech may initiate a Code of Conduct violation under Article II of this Student Handbook for Failure to Comply Code of Conduct charge.

b. Formal Action

At their option, a student reporting sexual harassment or misconduct may, at their discretion, elect to forego or to cease Informal Resolution and to proceed with Formal Action. This means that the appropriate, formal Illinois Tech policies and procedures will be utilized to investigate and resolve the complaint. In the case of student-on-student sexual harassment and in cases where the accused is a student, such policies and procedures are those provided for in this Student Handbook. If an Illinois Tech faculty or staff member experiences sexual harassment, such policies and procedures are those provided for in the Faculty Handbook and Human Resources Policies and Procedures Manual, respectively.

5. Relationships between Students and Faculty/Staff

As an institution of higher education dedicated to fostering the dignity of each person, the university seeks to create an environment that is free of exploitation and unlawful harassment or discrimination as well as any appearance of conflict of interest or favoritism. In addition, the university strongly discourages consensual relationships of a dating, intimate and/or sexual nature between a university employee and a graduate student even when no power relationship or ability to influence exists, as any such relationship may give rise to the perception of favoritism or bias, which undermine the spirit of trust and mutual respect that is important in an educational environment. The University's policy on relationships with students is at the following link: https://pws.iit.edu/hr/relationships-students.

N. Sexual Misconduct

As provided for in Appendix A and noted in various sections of Article II and this Article IV, Title IX sex discrimination, including sex–based harassment, must be resvolved using the grievance process which includes an investigation, adjudication, and a determination of responsibility for policy violations is solely in accordance with Appendix A. Sexual misconduct that does not fall under Title IX and Appendix A. Sexual Harassment complaints will be investigated, adjudicated, and sanction for violations will be imposed in accordance with Article II. The specific policy and procedural provisions in this Section N are only applicable to sexual misconduct under the Code of Conduct, and not sex discrimination and sex-based harassment which falls under Title IX.

As set forth in the Code of Conduct in this Student Handbook, Illinois Tech prohibits acts of sexual misconduct, which includes sexual assault, domestic violence, dating violence, sexual exploitation, and stalking. Definitions of the foregoing terms and other relevant details, including support services and procedural considerations, are set forth in this Section N. Illinois Tech respects the fact that the decisions whether to inform authorities and which authorities to inform rests with the individual who experienced the sexual misconduct.

An individual who experienced sexual misconduct and desires to contact an authority should call the Public Safety Department (312.808.6300) or the Chicago Police Department (or relevant local police department) at 911 as soon as possible. Help can also be received from the Student Health and Wellness Center (312.567.7550), Office of Community Standards (312.567.5172), the Title IX Coordinator

(312.567.5725) (See Section M above for additional details on the Title IX Coordinator), or the Office of Student Affairs (312.567.3081). Representatives from these offices are available to assist the victim in notifying law enforcement authorities if the victim so chooses. An individual who experienced sexual misconduct may also wish to contact a community-based sexual assault crisis center, and information, including names, addresses, websites and telephone numbers, for such centers is available at web.iit.edu/student-affairs/vawa-save-acts.

1. REPORTING INSTANCES OF SEXUAL MISCONDUCT

If a person accused of sexual misconduct is an Illinois Tech student, a complaint under the Code of Conduct may be formally filed with the Office of Student Affairs, the Title IX Coordinator, or a Confidential Advisor (see Subsection 4(b) below). (Again, if the alleged sexual misconduct qualifies as Title IX sex discrimination including sex-based harassment, as defined in Appendix A, then a complaint thereof must be filed in accordance with the process set forth in Appendix A.) The privacy of the reporting party and responding party (the accused student) shall be protected throughout the proceedings to the extent possible, (see Subsection 4 below).

Though individuals are encouraged to come forward and report crimes, reports may be made anonymously by contacting the Public Safety Department at 312-808-6300 or filing a report at www.iit.edu/incidentreport. All reports of sexual misconduct against and by students will be reviewed by the Office of the Vice Provost for Student Affairs in collaboration with the Title IX Coordinator; however, the University's ability to investigate and to address alleged misconduct reported by anonymous sources is generally significantly limited. Accordingly, the more information that can be provided, the more thorough the investigation will likely be.

In cases of sexual misconduct, it is important to preserve relevant evidence as failure to do so could compromise any subsequent investigation, jeopardize the ability to punish the accused and/or complicate the ability to obtain an order of protection. Though the decision of whether and when to report is up to the individual who experienced the sexual misconduct, delayed reporting may make it more difficult to find and convict/discipline the accused. Thus, an individual who experienced sexual misconduct is encouraged to consider filing a report with the police; filing a report does not obligate the victim to press charges or pursue legal action. In order to preserve evidence, a victim should strongly consider obtaining an appropriate medical examination as soon as possible. Although Illinois Tech does not have the staff or facilities to do so, the emergency rooms at Mercy Hospital (2525 S. Michigan Avenue / (312) 567-2000) and University of Chicago Hospital (5841 S. Maryland Avenue / (773) 702-1000) do, including conducting a forensic examination. Such an examination often serves a valuable evidentiary purpose. Completion of a forensic examination does not require one to file a police report.

2. ORDER OF PROTECTION

If desired, one who has experienced sexual misconduct may seek an order of protection (750 ILCS 60/214) or no contact order (740 ILCS 22/101.1 et seq.) from an Illinois court. The decision to grant such an order in any particular instance is at the discretion of the court. If such an order is issued, Illinois Tech will honor it as and to the extent required by law. Additional information on orders of protection and the process for obtaining such an order is available on the website of the Cook County Clerk of the Circuit Court at www.cookcountyclerkofcourt.org/?section=SERVRESPage&SERVRESPage=orderprot.

3. PROCESS

Complaints will be investigated by staff of the Title IX Office or individuals designated by the Title IX Officer, in either case such individuals will have received training to conduct such investigations, and, if warranted, disciplinary proceedings will be initiated according to (i) the procedures outlined in the Code of Conduct as supplemented by the provisions of this Section N, or (ii) if the sexual misconduct qualifies as Title IX Sex Discrimination as defied in Appendix A, then the procedures set forth in Appendix A. In either case, the preponderance of the evidence standard will be used in all investigations and hearings pertaining to cases of sexual misconduct. Sanctions for cases of sexual misconduct will vary based on the nature and severity of the situation as well as the perpetrator's prior disciplinary history, if any. The full range of

applicable sanctions is listed under Article II Section C (Conduct Sanctions) of the Code of Conduct. Pursuant to applicable policy, sanctions of suspension and expulsion are automatically stayed and referred to the Provost for review. The Provost may make any determination outlined in the applicable appeals process, and such determination shall not be subject to further appeal on the basis that the sanction imposed was inappropriate to the offense.

If voluntarily agreed to by the parties and Illinois Tech, an allegation of sexual misconduct under the Code of Conduct may be subject to informal resolution pursuant to the process set forth in Article IV, Section M.4.A. (An allegation of Title IX Sex Discrimination may be subject to informal resolution pursuant to the process set forth in Appendix A.) Further, in cases of sexual misconduct under the Code of Conduct, the reporting party and responding party will not be permitted to directly question one another, unless both such parties have agreed to such questioning in writing. In the case where such mutual agreement does not exist, each may suggest questions to be posed by the chair of the Campus Judicial Board or the Dean of Students (or designee), as the case may be. Upon request of either the reporting party or responding party, at any time during proceedings under the Code of Conduct, Illinois Tech will provide reasonable accommodations to ensure that the reporting party and responding party are separated, while still being able to hear one another. Both the reporting party and responding party (i) will have equal access to the same information to be provided pursuant to the Code of Conduct in connection with a disciplinary proceeding and (ii) will be afforded the same opportunity to participate in the process equally, meaning the reporting party will have the same rights and options as are afforded to the responding party under the Code of Conduct. Finally, consistent with the process and procedures and within the timeframes provided for in the Code of Conduct, both the reporting party and responding party will have the same right to appeal a decision made and/or sanction imposed in matters involving complaints of sexual misconduct. (Again, please consult Appendix A to review the processes and procedures applicable to the Title IX Sex Discrimination Process.)

4. CONFIDENTIALITY

a. General

Illinois Tech will generally seek to protect the privacy of all parties to a complaint or other report of sexual misconduct to the extent possible, and a number of the procedures outlined in this Student Handbook are intended to facilitate Illinois Tech's ability to do so. Illinois Tech will, to the extent permitted by law, also seek to ensure that the name and identifying information of an individual who has experienced sexual misconduct is not included in any publicly available records. However, when a complaint of sexual misconduct is received, Illinois Tech may well have an independent legal obligation to investigate the same and to respond in a way that limits the effects of the sexual misconduct and prevents its reoccurrence, even if the individual who experienced the sexual misconduct has elected as is their right, not to pursue it or has declined to cooperate.

Accordingly, subject to any additional expressed obligations or limitations set forth elsewhere in this Student Handbook, including Appendix A, Illinois Tech reserves the right to share information during or after an investigation with people who reasonably need to know it in order to promote campus safety; comply with law; provide for a prompt, fair and impartial resolution; and/or institute accommodations or protective measure. Such individuals may include Illinois Tech officials, faculty members, staff, investigators, Campus Judicial Board members, witnesses, the individual who experienced the sexual misconduct and their advisor, and the person accused of committing such misconduct and their advisor. If an individual who experienced sexual misconduct is unsure of someone's duties and abilities to maintain his or her privacy, he or she should ask the individual before speaking to them. As detailed further in Subsection 4(b) below, certain, limited staff members in certain Illinois Tech departments are generally obligated by law to maintain confidentiality, including certain licensed health professionals acting in their professional capacity; pastoral counselors, meaning individuals who are associated with a religious order or denomination, recognized by that order or denomination as people who provide confidential counseling and acting within the scope of that recognition; designated confidential advisors; and staff of local rape and domestic violence crisis centers.

b. Persons with the Legal Ability to Maintain Confidentiality

Illinois Tech's Student Health and Wellness Center has licensed health professionals who can meet with victims on a professional basis and discuss matters in confidence. Staff members of the Student Health and Wellness Center, whose official responsibilities include providing mental health counseling to members of the student body, when acting within the scope of their license or certification, are generally obligated by law to maintain confidentiality, and these individuals when so acting are not required by law to report criminal offenses, including sexual misconduct, about which they are informed.

In addition, Illinois law has established the recognized role of "Confidential Advisor", which is as an individual retained by a higher education institution that has certain mandated training and has the duty and ability to provide emergency and ongoing support to students who have experienced sexual misconduct. Illinois Tech has elected to contract for Confidential Advisor services. The provider of such services is:

- **Resilience**, *located 180 N Michigan Avenue, Suite 600, Chicago, Illinois 60601. The phone number for students needing to access Resilience's 24-hour Confidential Advisor services is 773-907-1062.*

Under Illinois law, communications between a Confidential Advisor and an individual who has experienced sexual misconduct and all records related thereto are to remain confidential, unless (i) the survivor consents to a disclosure in writing, (ii) disclosure is mandated by law or court order, or (iii) failure to disclose such communication would result in a clear, imminent risk of serious physical injury to or death of the individual or another. In addition, a Confidential Advisor shall periodically report to Illinois Tech's Title IX Coordinator the number and type of incidents of sexual misconduct reported exclusively to the Confidential Advisor so as to permit Illinois Tech to fulfill its crime reporting obligations under state and federal law.

In the course of working with an individual who has experienced sexual misconduct, a Confidential Advisor will (i) inform him or her of the choice of possible next steps regarding reporting options and possible outcomes, whether through Illinois Tech's policies and procedures or local law enforcement; (ii) notify him or her of the resources and services available to him or her, both on and off campus; (iii) discuss with him or her orders of protection and no contact orders; (iv) provide confidential services to and have privileged, confidential communications with him or her in accordance with Section 8-804 of the Illinois Code of Civil Procedure; and (v) at his or her request, liaise with and assist in contacting and reporting to Illinois tech officials, local law enforcement or community-based sexual assault crisis centers as well as to secure accommodations (as defined below) from Illinois Tech.

5. SUPPORT OPTIONS

In an effort to advance the cause of deterrence and reduce the possibility of a student experiencing sexual misconduct, information concerning sexual misconduct, sexual misconduct prevention options and warning signs, and safe and positive options for bystander intervention is available at web.iit.edu/student-affairs/vawa-save-acts. In addition, a description of (i) Illinois Tech's ongoing sexual misconduct prevention and awareness campaigns for members of the Illinois Tech community, (ii) existing counseling, health, mental health, victim advocacy, legal assistance and other services available for victims of sexual misconduct both on campus and in the area, and (iii) options for, and available assistance in, changing academic, living, dining, transportation and working situations (collectively, "accommodations") will be made available. Illinois Tech will provide accommodations if they are so requested by the victim and if they are reasonably available under the particular circumstances. Requests for accommodations should be made to the Dean of Students (312-567-3080; MTCC, Room 209). The option to seek accommodations is available regardless of whether the victim has elected to report the crime to campus police or local law enforcement. (A person who experiences sexual misconduct that qualifies as Title IX Sex Discrimination including Sex-Based Harassmentt is entitled to Support Measures as defined and provided for in Appendix A.)

Upon learning that a student has experienced sexual misconduct, whether the offense occurred on or off campus, the student will be provided (and in the case of electronic reports, the reported will be responded to with) the following information in writing: (i) the possible sanctions or protective measures that could be

imposed upon an individual found, after a disciplinary proceeding pursuant to the Code of Conduct or the Title IX Sex Discrimination including Sex-Based Harassment Process, to have committed such an offense after a disciplinary proceeding; (ii) procedures an individual who has experienced sexual misconduct should consider, including, but not limited to, information about the importance of preserving evidence, to whom the alleged offense should be reported, and options regarding law enforcement and campus public safety authorities, including notifying the same, how Illinois Tech staff can assist with making such notification and the individual's right to decline to notify such authorities; (iii) the ability of an individual who has experienced sexual misconduct seek to secure an order of protection or no contact orders under Illinois law; (iv) detailed information concerning Illinois Tech's disciplinary process for cases of sexual misconduct, including the victim's rights and options thereunder; (v) information about how and to what extent Illinois Tech can and will protect the confidentiality of victims; (vi) available counseling, physical and mental health treatment options, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims of sexual misconduct both on campus and in the area; (vii) options for, and available assistance in, changing academic, living, dining transportation and working situations (collectively, known as "accommodations") or Supportive Measures pursuant to the Title IX Sex Discrimination including Sex-Based Harassment Process; and (viii) contact information for Illinois Tech's Title IX Coordinator, Confidential Advisors, Department of Public Safety as well as local law enforcement and community-based sexual assault crisis centers.

6. DEFINITIONS APPLICABLE TO SEXUAL MISCONDUCT UNDER THE CODE OF CONDUCT (DEFINITIONS APPLICABLE TO THE TITLE IX SEXUAL HARASSMENT PROCESS ARE SET FORTH IN ARTILCE III).

a. Consent

Consent represents the cornerstone of respectful and healthy intimate relationships. Illinois Tech strongly encourages its community members to communicate – openly, honestly and clearly – about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in intimate conduct. It is always the requirement of the individual initiating sexual contact (or undertaking a new type of sexual activity) to ensure that consent is present before acting and is present during sexual activity.

When determining whether consent was present, Illinois Tech will consider whether a reasonable person in the same circumstances should have known whether the other party could or could not consent to the sexual activity. Thus, to have sex with someone who you know to be, or should have known to be incapable of making a rational, reasonable decision about a sexual situation is a violation of this policy. Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (younger than 17 in Illinois), physical condition, or disability that impairs the individual's ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, incapacitation due to the consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring. To be clear, a person may appear to be giving consent but may not have the capacity to do so; in which case, the apparent consent is not effective. If there is any doubt as to another person's capacity to give consent, one should assume that the other person does not have the capacity to give consent. Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent.

With the foregoing, consent means the existence of clearly understandable words or actions that manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct by one not suffering from incapacitation (as defined below). Consent must be all of the following:

Knowing: Consent must demonstrate that all individuals are in a state of mind to understand, to be aware of, and to agree to the "who" (same partners), "what" (same acts), "where" (same location), "when" (same time), and "how" (the same way and under the same conditions) of sexual or intimate activity.

Active: Consent must be communicated in clearly understandable words or actions that reveal one's expectations and agreement to engage in specific sexual or intimate activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a "no") should not -

in and of itself - be understood as consent. Consent cannot be inferred by an individual's manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

Voluntary: Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon); threat or coercion (defined below); or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).

Present and ongoing: Consent must exist at the time of the sexual or intimate activity. Consent to previous sexual or intimate activity does not imply consent to later sexual or intimate acts; similarly, consent to one type of sexual or intimate activity does not imply consent to other sexual or intimate acts. Consent may also be withdrawn at any time by the person making known, by articulated word or concrete action, his or her intention to withdraw it, and thereupon, the sexual or intimate activity should immediately cease.

Threat or Coercion: The direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person one would have to submit. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's freedom of will or ability to choose whether or not to engage in sexual activity. When someone makes it clear that they do not want to engage in sexual activity, that they want to stop, or they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be threatening or coercive.

Incapacitation:

i. The inability to understand the nature of the activity or to give knowing consent;
ii. The inability to understand the "who, what, when, where, and how" of a situation;
iii. When a person is sufficiently intoxicated, high, intellectually disabled or the like such that the person is not capable of understanding and appreciating what is happening; or
iv. The legal inability to give effective consent because of age or declared incompetent.

b. Specific Acts of Sexual Misconduct

As set forth in the Code of Conduct, Illinois Tech prohibits sexual misconduct. Such conduct violates the community values and principles of Illinois Tech and disrupts the living, learning, and working environment for students, faculty, staff and other community members. Therefore, Illinois Tech's Code of Conduct prohibits the actions noted in the Code of Conduct as the same are defined below. An attempt to commit any such act, as well as assisting or willfully encouraging any such act, is also considered a violation of the Code of Conduct. An act may violate one or more provisions of the Code of Conduct; thus, Illinois Tech reserves the right to bring multiple charges against an individual for a single act. As circumstances warrant, a student may also be held responsible for the misconduct of their visitors and guests. The terms and definitions below are important components of Illinois Tech's Code of Conduct. The definitions are intended to give meaning to these terms in the context of the Illinois Tech community.

i. Sexual Assault

The following each are considered a form of sexual assault:

a. **Sexual Penetration without Consent (e.g., rape):** Any penetration of the sex organs or anus of another person when consent is not present, or any penetration of the mouth of another person with a sex organ when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body, specifically including cunnilingus, fellatio, vaginal intercourse, and anal intercourse.
b. **Sexual Contact without Consent (e.g., fondling):** Knowingly touching or fondling a person's genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one's own genitals, breasts or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, similarly to touch or fondle oneself or someone else.
c. **Incest:** Sexual intercourse between persons who are related to each other within the degrees

wherein marriage is prohibited by the laws of the state in which the incident occurred.

d. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred, which, under the laws of the State of Illinois, the age of consent is 17.

ii. Sexual Exploitation

Taking sexual advantage of another person for the benefit of oneself or a third party in any of the following ways or by any of the following means, including via electronic means, methods or devices, includes but not limited to:

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording or taking, without regard to any distribution, photos, imagines, video or the like of (i) any person engaged in sexual or intimate activity or who is naked or otherwise in a state of undress, (ii) who is in a private space or a place where the person has a reasonable expectation of privacy, and (iii) without that person's consent;
- Distributing in any format, including electronic and via social media, and without regard to who took or created the same, sexual information or photos, images, videos or the like, of the type described in 3 above, about or of another person without that person's consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

iii. Stalking

The following elements constitute stalking:

1. Engaging in a course of conduct, meaning two or more acts, that is directed at a specific person; and
2. In which a perpetrator – directly, indirectly or through third parties – by any action, method, device or means, including electronic: follows, monitors, observes, surveils, threatens or communicates to or about said person or interferes with said person's property; and
3. Such that a reasonable person, meaning one under similar circumstances and with similar identities to the person to whom in the conduct is directed, would: fear for their safety or the safety of others; or suffer substantial emotional distress, meaning significant mental suffering or anguish regardless of whether such anguish does or does not require medical or other professional treatment or counseling.

Provide all of the foregoing elements are satisfied, the following is a non-exhaustive list of examples of acts that could constitute stalking: following a person; being or remaining in close proximity to a person; entering or remaining on or near a person's property, residence, or place of employment; using electronic devices to monitor, observe or conduct surveillance of a person; threatening, by word or deed, a person; unwelcome, incessant electronic or telephonic communication or electronic posting to or about a person; giving gifts or objects to or leaving items for a person; and interfering with or damaging a person's possessions or pets.

iv. Dating/Domestic Violence

A pattern of physical or psychological actions by one person directed at another in the context of a dating family of household relations. The following are an example of such acts: Intimidation; harassment; physical abuse, including hitting, slapping, shoving, grabbing, pinching, biting, hair pulling or any act that would constitute a crime of violence under state law; sexual abuse, including rape, attacks on sexual parts of the body, forcing sex after physical violence, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent; psychological or emotional abuse, including any pattern of behavior undermining an individual's sense of self-worth or self-esteem through constant criticism, diminishing one's abilities, name-calling or damaging one's relationship with one's children; or interference with personal liberty of any person by someone in an intimate relationship, as

described below.

- In the case of **Dating Violence**, the following initiated relationships are covered: persons who have or have had a dating relationship; and persons who have or have had a social relationship of a romantic or intimate nature. The existence of such a relationship is determined based on the reporting party's statements and with consideration to the length of the relationship, the type of relationship and the frequency of interaction between persons involved in the relationship.
- In the case of **Domestic Violence**, the following intimate relationships are covered: current and former spouses; current and former domestic partners; intimate partners or dating partners who share or formerly shared a common dwelling; persons who otherwise have a child in common or share a relationship through a child; and any other person protected by the domestic and family laws of the State of Illinois.

7. RETALIATION

Illinois Tech strictly prohibits any material adverse action against any individual for, in good faith, reporting, providing information, exercising one's rights or responsibilities under this Section N or the Code of Conduct, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual misconduct. (The Title IX sex discrimination including sex-based harassment process contains its own prohibition on retaliation. See Appendix A) All reasonable measures will be taken to assure that no one involved in any complaint, investigation, or remedy suffers retaliation as a result of the proceedings. To this end, any retaliatory actions, including, but not limited to, intimidation, threats, coercion, denial of benefits or the like, against any such individual for having engaged in good faith in any of the above activities is prohibited and will be addressed in the most serious way by Illinois Tech. Anyone who suffers retaliation or is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or the Dean of Students; either party will investigate the matter and make findings so Illinois Tech can take appropriate actions to address such conduct in a fair and impartial manner. The Title IX Coordinator may be reached at 312.567.5725 or foster@iit.edu. The Dean of Students may be reached at 312.567.3081 or dos@iit.edu

8. AMNESTY FOR SEXUAL MISCONDUCT REPORTING PARTY AND WITNESSES

Illinois Tech encourages reporting of sexual misconduct and seeks to remove any barriers to an individual making a report. To this end, Illinois Tech recognizes that an individual who was drinking or using drugs at the time of such an incident may be hesitant to make a report because of potential consequences for their own conduct. Accordingly, an individual(s) who, in good faith, reports sexual misconduct that was directed at them or another person, either as a reporting party or a third party witness, will not be subject to disciplinary action by Illinois Tech solely for their own personal consumption of alcohol or drugs.

O. Sexual Offender Registration Act Compliance

Any student who is required by the Illinois Sexual Offender Registration Act (730 ILCS 150/1 et seq.) to register is expected to do so promptly in accordance with the terms of the Act. With respect to registering with Illinois Tech, such student is to register with Illinois Tech's Director of Public Safety (or designee), and appointments to so register may be made by contacting the Department of Public Safety at (312) 808-6300 or by visiting its office, which is located at 3424 South State Street, Suite 115. Notwithstanding any other provision of this Student Handbook to the contrary, Illinois Tech reserves the right to expel or take other disciplinary action provided for herein, including, but not limited to, temporary suspension, against any student who is required to register and fails to do so.

P. Smoking Policy

Illinois Tech is subject to the Illinois Clean Indoor Air Act and Chicago Clean Indoor Air Ordinance, which stipulates that smoking, including the use of e-cigarettes and comparable devices, is banned in all enclosed public places and places of employment as well as student residence halls. On Illinois Tech campuses, these places include:

- Any Illinois Tech residential building;
- All enclosed workplaces;
- The Bog and all dining facilities;
- Public places;

- Public restrooms, lobbies, reception areas, hallways and other common use areas in public buildings, apartment buildings and condominium buildings;
- Within 25 feet of the entrance to enclosed public buildings or places; and
- Recreational areas including enclosed sports arenas, stadiums, swimming pools, ice and roller rinks, arcades and bowling alleys.

Further, Illinois Tech requires students, faculty members, employees and guests wishing to smoke to do so at least 25 feet away from the entrances, windows and air intakes to any building.
Violations of the no smoking policy should be reported to the building representative who shall forward them to the appropriate administrative officer.

Q. Student Intellectual Property

1. Work Done for Course Credit or Degree Requirement
Work done for course credit by students, including IPROs, and work done by a student as a degree requirement, including master's theses, Ph.D. theses and comparable final projects, as such theses and projects are required to be substantially the original work of the students, are not considered university-owned for purposes of Illinois Tech's copyright and patents policies. All such works belong exclusively to the students, and in such situations, the fact that a faculty member may provide constructive criticisms, editorial suggestions or other forms of guidance does not change this fact, as such undertakings are a normal and customary part of a faculty member's duties. Faculty or staff members wishing to use any such student-created work for their own purposes or for Illinois Tech purposes must obtain the student's consent and, at a minimum, provide adequate credit to the student.

In general, if work done for course credit by students is a collaborative effort among a group of students (e.g. IPROs), meaning each such student actively participated and contributed to the creation of the work, then, each student will likely be deemed a creator/inventor of the work, and each student will have the right to use and allow others to use the work without the need to secure the consent of and without obligation to the others. Prior to commencement of a collaborative effort, participating students should consider the merits of entering into a written agreement among themselves setting forth various matters related to the ownership and use of such works, including, without limitation, how and when such work may be used. In any event, even absent an agreement, students should always give appropriate attribution to all team members involved whenever the work is used or authorized for use. The foregoing is intended as merely a general statement. Students must understand that the actual rights of each student participating in a particular collaborative effort will ultimately be determined by applicable patent, copyright or other intellectual property rights statutes and the facts and circumstances of the particular collaborative effort.

Notwithstanding the foregoing, if the course description contained in the Undergraduate or Graduate Bulletin clearly states language akin to the following:

> *"The applicable academic unit hereby gives notice of its desire to secure a non-exclusive, perpetual, royalty-free license solely to use, at its discretion, student-created work produced in [Insert Course Name and Number], with appropriate attribution, for its own non-commercial and educational purposes, including to promote the programs of the academic unit. Unless the student submits a written notice to the Dean of the College indicating that they do not agree to grant such a license by the last regularly scheduled day of the course, then the student shall be deemed to have granted the foregoing described license."*

then the academic unit may so use work done for course credit by a student. The foregoing exception does not apply to work done by a student as a degree requirement, such as a master's thesis, Ph.D. thesis and comparable final project.

2. Work Done with Third-Party Sponsorship
Ownership of and the right to use work created as part of a research project that is sponsored or funded by a third party, whether a government agency, foundation or corporation, generally qualifies as university research, and the ownership of and use rights associated therewith will be determined in accordance with

the applicable terms and provisions of the sponsorship agreement. In such instances, the ownership of and the rights to use the work will generally vest with Illinois Tech and/or the sponsoring entity, not the student. Any invention, creation or copyrightable work, including software, stemming from a sponsored research project must be disclosed to Illinois Tech in accordance with the procedures set forth in Appendix K of the Illinois Tech Faculty Handbook. Appendix K can be found at - web.iit.edu/general-counsel/faculty-handbook.

In general, because IPROs are done for course credit, IPROs are not considered sponsored or funded research projects. This means that the ownership of and the rights to use works created in connection with an IPRO are governed by the preceding Section Q(1), Work Done for Course Credit. So an entity supporting a particular IPRO would need to negotiate with the student or students that created a work to secure ownership of or the right to use a work coming out of an IPRO.

3. Work Done Outside of Course Credit

To the extent that any work created by a student or students is other than for course credit or to satisfy a degree requirement and qualifies as "personal research", as defined in Appendix K of the Illinois Tech Faculty Handbook, such work belongs to the student or students and any other individuals, including, but not limited to, Illinois Tech faculty members, who created it. The rights in any such work will be determined by applicable patent, copyright or other intellectual property rights statutes and the facts and circumstances of any particular collaborative effort. As such, anyone wishing to use such work must obtain the student's or students' or others' consent, which they may grant as they deem appropriate.

To the extent that any work created by a student or students and any other individuals, including, but not limited to faculty members, is other than for course credit or to satisfy a degree requirement and qualifies as "university research", as defined in Appendix K of the Illinois Tech Faculty Handbook, such work belongs to Illinois Tech, and the rights of the student or students and others with respect to such work are as set forth in Appendix K. Any invention, creation or copyrightable work, including software, stemming from university research must be disclosed to Illinois Tech in accordance with the procedures set forth in Appendix K. Appendix K can be found at web.iit.edu/general-counsel/faculty-handbook.

4. Illinois Tech Policy

The rules established by this Section shall apply across all academic units of Illinois Tech. Although academic units may adopt policies that supplement, but not contradict or limit, the rules established by this Section, in the event of any conflict between the rules of this Section and the policies of an academic unit, the rules of this Section shall for all purposes govern and control.

R. Use of Technology Resources Policy

Illinois Tech's information technology resources are provided with the understanding that all members of the Illinois Tech community will use them in a spirit of mutual cooperation. Resources are limited and must be shared. All users are required to abide by the terms and provisions of Illinois Tech's policies regarding the Use of Technology Resources, and Use of University-Provided Mobile Internet which are incorporated by this reference, posted at https://web.iit.edu/general-counsel/resources/policies-and-procedures, sections Q3 and Q10. In sum, use of Illinois Tech's technology resources and access to its networks are privileges granted by Illinois Tech to authorized users and may be suspended with or without notice when, in Illinois Tech's judgment, continued use of these resources may interfere with the work of others, place Illinois Tech or others at risk, or violate federal, state or local laws, including without limitation, those related to copyright protection, or Illinois Tech policy.

S. Prohibition Against Retaliation

Illinois Tech expressly prohibits any employee, including a student employee, or faculty member from taking any retaliatory action against a student because they, acting in good faith, (i) disclose, threaten to disclose or are about to disclose an activity, policy or practice that the student reasonably believes violates the law or Illinois Tech policy or procedures; or (ii) initiate or to initiate any complaint, process or procedure provided by Illinois Tech policies. This prohibition against retaliation also prohibits a student from taking any retaliatory action against another student because they, acting in good faith: (i) initiated a complaint,

process or procedure under the Illinois Tech Code of Conduct and Conduct Discipline; (ii) participated in an investigation of a complaint; or (iii) testified at a hearing regarding the complaint.

T. Use of Bathroom Facilities

Illinois Tech strives to create a campus environment that supports and values all members of our community. As one aspect of creating a supportive environment is providing safe, accessible and convenient bathroom facilities, students as well as staff, faculty, and campus guests should use the bathroom facilities that correspond to their sex or gender identity or utilize bathrooms that are designated gender-neutral or gender-inclusive.

U. Students with Disabilities

It is the policy of Illinois Tech to provide students with reasonable accommodations in a timely manner when such accommodations are necessary to afford goods, services, facilities, privileges, advantages or accommodations to students with disabilities, unless providing the accommodation would fundamentally alter the nature of the good, services, facilities, privileges, advantages or accommodation. To this end, students with disabilities may request academic accommodations; housing and dining accommodations; modifications to Illinois Tech policies, rules and regulations; environmental adjustments, such as the removal of architectural, communication or transportation barriers; and/or auxiliary aids and services. Requests for accommodations should be made to the Center for Disability Resources, and the specific procedures for the making of such requests are set forth on the Center's webpage at https://web.iit.edu/cdr/services. With respect to such requests, Illinois Tech, through the Center, will conduct, as more fully detailed on the Center's webpage, an individualized assessment of each student to determine whether and what accommodation(s) can be made to allow students with disabilities to participate in the goods, services, facilities, privileges, advantages, and accommodations at Illinois Tech.

Any student with a disability at Illinois Tech who believes that they have received discriminatory treatment in violation of Illinois Tech's stated policy should communicate, either in writing or in person, with the Director of Equal Opportunity & Affirmative Action, IIT Tower, 10 W. 35th Street, 19th Floor, 312.567.3134.

V. Pregnant Students

Illinois Tech is committed to creating an accessible and inclusive environment for pregnant and parenting students. Students may request reasonable accommodations as a result of pregnancy, childbirth, or related conditions. Reasonable accommodations vary based on the student's circumstances, but may include: academic accommodations and flexibility (such as breaks during class, excused absences, rescheduling of tests, extensions of deadlines, and alternatives to make up missed work); leaves of absences or changes in work schedules; changes to housing; or other types of accommodations. A student seeking such an accommodation should make such a request to the Center for Disability Services, which, because of its expertise in the area of accommodations, administers such requests. The specific procedures for making such a request are set forth on the Center's webpage at - https://web.iit.edu/cdr/services.

To file a report of discrimination based on pregnancy or parental status, students should be made to Illinois Tech's Title IX Officer, Virginia Foster. Ms. Foster's contact information is: 312-567-5725, foster@iit.edu, Room 2D7-1 of the IIT Tower, 10 West 35th Street in Chicago.

W. Demonstrations

Illinois Tech is committed to freedom of inquiry, open expression, and the exchange of ideas in a civil and inclusive manner by students, faculty and staff. Discourse is central to Illinois Tech's mission, and our community of students, faculty and staff should engage in dialogue in a spirit of mutual respect, civility and care. Although Illinois Tech's campus is not a public forum, Illinois Tech may permit at its discretion responsible and safe demonstrations and rallies organized and conducted by eligible students and recognized student groups, provided that they comply with the requirements described in this policy and any other applicable Illinois Tech policies. However, Illinois Tech reserves the right to intervene whenever it has reason to believe a demonstration presents a clear danger to students, faculty, or staff, or when a

demonstration disrupts university operations, or is contrary to applicable law or the university's mission and values.

Students organizing or participating in demonstrations on campus and at Illinois Tech-sponsored events are required to abide by this policy, which requires registration and approval. This policy applies to all Illinois Tech property and facilities including, without limitation, the Mies Campus, the Conviser Law Center, Rice Campus, Moffett Campus, and Fulton Labs, as well as Illinois Tech-sponsored events occurring off campus.

To ensure that a demonstration does not violate directly or indirectly the rights of others by preventing or disrupting the operations of the university, all activities in the nature of a rally, demonstration, protest or other coordinated event (collectively, a "Demonstration") must be registered and approved by the Office of the Dean of Students (dos@iit.edu), or designee.

Approval Process: All demonstrations must have an Illinois Tech-affiliated sponsor, whether one or more currently enrolled student in good standing or an authorized officer of a university-recognized student organization ("Sponsor"). The Sponsor must submit a fully completed application no less than ten (10) calendar days in advance of the proposed Demonstration date in a form approved by the Office of the Dean of Students. The Dean of Students, or designee, in consultation with other Illinois Tech officials as they deem necessary, shall consider the time, place, and manner of the proposed demonstration and, in their collective discretion, may approve, conditionally approve, or deny the request. If an application is conditionally approved, the Office of the Dean of Students and applicant shall work together in an attempt to resolve outstanding concerns before the application can be fully approved. The Demonstration must be conducted consistent with all special conditions reflected in the approval, the guidelines set forth herein, all applicable Illinois Tech policies including, without limitation, the Student Code of Conduct, as well as applicable federal, state and municipal laws. The Sponsor is responsible for taking all necessary steps to ensure compliance with these requirements by all participants, and may be held accountable for violations by any person involved in the Demonstration.

Conduct of Demonstration. Illinois Tech reserves the right to regulate the time, place and manner of a proposed Demonstration, and to withhold approval if it reasonably appears that the Demonstration is to be organized by or on behalf of individuals or organizations that are not affiliated with Illinois Tech, or which are intended or deemed likely to disrupt or interfere with Illinois Tech operations or the mission of the university. By way of example only, Demonstrations, even those that have received prior approval, involving any of the following activities will not be permitted:

- Prevent, delay, impede or disrupt university functions or activities, such as classes, lectures, meetings, ceremonies, performances, or other similar events, or the conduct of university business.
- Obstruct the legitimate movement of any person or vehicle on Illinois Tech premises;
- Be within 200 feet of another Demonstration;
- Be near places where minors or other vulnerable populations are present including, without limitation, the Student Health and Wellness Center;
- Be violent or harassing, or create, or have the potential to create, a hostile or threatening environment, or threaten individual or public health and safety;
- Deface or damage, or pose a reasonable possibility to damage, Illinois Tech property or personal property, including but not limited to buildings and their contents, utilities, security systems, vehicles, signage, artwork and landscaping;
- Involve burning objects or combustible substances;
- Involve the construction or placement of structures, however temporary, including encampments;
- Use sound amplification equipment;
- Result in unauthorized access to an Illinois Tech facility, or obstruction of the entrance or exit to a university facility or roadway; or
- Failure to follow the reasonable instructions of an Illinois Tech representative including, without limitation, an order to vacate university property or a university facility.

The Sponsor is responsible for all associated costs of the Demonstrations (including security if deemed necessary by Illinois Tech in its sole discretion), as well as securing any permits required by applicable law. Organizing or participating in a Demonstration without prior authorization may result in disciplinary action.

V. ACADEMIC AND DEPARTMENT REGULATIONS

Rules and regulations are a necessary part of life, even in an academic environment, for they define boundaries of conduct that allow an individual the maximum degree of freedom consistent with the effective functioning of that community. The following regulations, derived from applicable laws and regulatory requirements and the experience of operating and maintaining an institution of higher education, summarize some of the academic-related boundaries at Illinois Tech. It is important that all students familiarize themselves with this material. In addition, undergraduate students should become familiar with the regulations and procedures listed in the current Undergraduate Bulletin and other publications from the Office of Undergraduate Academic Affairs; graduate students should become familiar with the regulations and procedures listed in the current Graduate Bulletin and other publications from the Office of Graduate Academic Affairs. Law students should become familiar with the regulations and procedures listed in the current Chicago-Kent Bulletin and Chicago-Kent Student Handbook. It is the responsibility of all students to know and to adhere to relevant academic regulations and procedures outlined in these publications. In the event of any conflict between the provisions of Article V of this Student Handbook and the referenced Bulletins and other materials, the terms and provisions of the referenced Bulletins and other materials shall control and govern. Illinois Tech retains the right, in its sole discretion, to modify, from time-to-time, any academic rule, regulation policy or procedure, which modification shall become effective upon the online publication thereof; this includes the absolute right to modify the means, methods and/or location of instruction, extracurricular activities and related Illinois Tech services and offerings

A. Academic Loads

1. Undergraduate Students: The average full-time academic load during the fall or spring semester is 15 credit hours. The minimum registration required for full-time status for those semesters is 12 credit hours. Full-time degree-seeking students who wish to enroll for more than 18 credit hours or part-time degree-seeking students who wish to enroll in nine to eleven credit hours must obtain permission from their academic dean.

Students who wish to enroll in more than two courses during the summer term at Illinois Tech must obtain permission from their academic dean. Non-degree students requesting a course overload (more than eight credit hours) must obtain permission from the Office of Academic Affairs.

2. Graduate Students: The minimum registration required for full-time status for the fall or spring semester is 9 credit hours. Non-degree graduate students are limited to a maximum of 9 credit hours prior to a formal admission decision. Graduate students who wish to enroll for more than 15 credit hours in a semester, or more than two courses during the summer session, must obtain written permission from Academic Affairs.

B. Academic Program Audit, Undergraduate

An academic audit provides a summary of a student's academic status to date and lists the courses to be completed in order to receive a degree. Students can request an official academic audit from the Office of Academic Affairs after they have earned a minimum of 60 credit hours or 90 credit hours for architecture students and have completed at least one semester at Illinois Tech. Students may request an official academic audit through the Undergraduate Academic Affairs channel in the Illinois Tech portal (portal.iit.edu). Students may also review academic progress towards their degree through Undergraduate Degree Works in the Undergraduate Academic Affairs channel in the Illinois Tech portal. **Please note that Degree Works is not an official report for academic progress.**

C. Academic Progress, Probation and Dismissal

The following are general Illinois Tech policies and procedures. Individual colleges and departments may

have their own policies and procedures, which, if violated, may lead to probation or dismissal from the applicable academic program.

1. Undergraduate Students: All students who are degree candidates are expected to maintain satisfactory academic progress. This includes earning satisfactory grade point averages and maintaining a satisfactory rate of progress toward the completion of their degree programs. Students who do not earn at least a 2.00 cumulative GPA, a 1.85 term GPA, or a 2.00 major GPA are placed on academic probation. Further, degree-seeking students are required to maintain a satisfactory rate of progress as noted below.

Full-time students must earn a minimum of 12 credit hours per semester applicable to their degrees.

Part-time students must maintain a satisfactory rate of progress which will enable them to graduate within 12 academic years after achieving degree-seeking status.

Students who do not maintain a satisfactory rate of progress in a given semester may be placed on probation upon the recommendation of the student's academic advisor, department associate chair (or designee), and academic dean (or designee). Probation may affect financial aid. Students on probation are not permitted to:

- Register for more than 16.5 (15 hours plus 1.5 hours of GLS) credit hours per semester unless they receive approval from the associate dean of their college (or designee).
- Hold an elected or appointed office in any student organization. Probation does not affect membership in a student organization
- Participate in the Cooperative Education Program unless approved by the Academic Standing Committee.
- Academic probation may affect a student's eligibility to participate in varsity athletic sports.

Students who are enrolled in a dual degree program and are placed on academic probation must schedule a meeting with the Office of Academic Affairs.

Students who are on academic probation for two consecutive semesters are candidates for academic dismissal from Illinois Tech.
The progress of non-degree students also is reviewed, and any student who does not maintain good academic standing is subject to being placed on probation or academic dismissal. A student placed on academic dismissal by Illinois Tech may petition the Academic Standing Committee to review the dismissal. The student must present substantial academic or other relevant new evidence not available at the time of dismissal in support of the petition for reinstatement. The chair of the Academic Standing Committee will determine whether the new documentation warrants a further review of the case.

2. Graduate Students: A student whose cumulative GPA falls below 3.0/4.0 is no longer in good standing. Probationary students who receive “E” grades will be required to repeat courses, subject to the limits specified within this bulletin, to improve the cumulative and/or program GPA. Registration is restricted to nine credit hours during the probationary period.

Dismissal will occur when a student fails to make the requisite academic progress during the probationary period. Students may not register for an internship while on academic probation. If a student’s GPA in their program is below 3.0 after all course requirements are completed, then graduate courses (approved by the adviser, academic unit, and Academic Affairs) may be added to the program until the corresponding GPA is at least 3.0.

3. Co-terminal Students: Co-terminal students are held to the academic standing requirements of all of their degree programs. Please consult the Co-terminal handbook for more information.

D. Advising

Each **undergraduate** student is assigned a faculty and/or professional academic advisor who is available

to discuss opportunities and career plans in the student's chosen field and to plan and approve coursework to meet departmental and university requirements.

Department advisers and advisers in the Office of Academic Affairs are also available to answer questions and interpret policies regarding university requirements and academic procedures.

A **graduate** student is required to complete any necessary forms with the approval of the appropriate staff of the Office of Academic Affairs. Special advisors are available to counsel undergraduates on preparation for entry into advanced programs in law, medicine, and education. Special advisors will be assigned to students working in combined undergraduate/graduate degree programs with the associated medical schools, Chicago-Kent College of Law, the Graduate College or Stuart School of Business. Stuart School of Business graduate students are assigned academic advisors from the Stuart Office of Academic Advising. It is the sole responsibility of the student to know, understand, and satisfy all departmental, college, and university academic requirements relevant to their degree.

E. Application for Degree Conferral - web.iit.edu/commencement

A student must submit an application to express their intent to have their degree conferred at the beginning of the semester in which they plan to graduate. Failure to do so may result in the postponement of the student's graduation. The application deadline to have a degree conferred at the end of a given term can be found in the Academic Calendar on the registrar's website. Students can consult the Office of Academic Affairs for degree checkout planning.. Stuart graduate students can contact the Stuart Office of Academic Advising. Students are required to be actively enrolled in the semester they intend to graduate.

F. Change or Declaration of Additional Majors

Students considering either a change of major or concurrently pursuing a second undergraduate degree or major should consult the departmental associate chair regarding program requirements and career opportunities in the new degree program.

Students may also review requirements for the new degree program by performing a "What If" audit using Degree Works. Students may access Undergraduate Degree Works through the Undergraduate Academic Affairs channel in the Illinois Tech portal (portal.iit.edu).

An adviser in the Office of Academic Affairs can also assist a student in the selection of a suitable major. A student who wishes to change or declare a major or concurrently pursue an additional undergraduate degree program must obtain these forms iit.edu/ugaa. Approval from the intended major department is required.

G. Change of Grade

The change of grade request form is available on the Office of the Registrar's portal site. This form is intended for the exclusive use of Illinois Tech faculty and authorized academic administrators to request a student's official final grade be changed. Online submissions of final grades are due on the published deadline following final exams. Grades of "X" are posted for all missing (blank) grades at that time and are resolved through this grade change process. All grade changes are initiated by the instructor of record or authorized academic officer. Using this form, temporary grades of "I", "R", and "X" can be changed by the instructor directly with the Office of the Registrar to a final letter grade of: "A", "B", "C", "E", or "S/U" if the class has a pass/fail grading basis of satisfactory/unsatisfactory. Temporary grades of "I" or "R" cannot be changed by the instructor to another temporary or non-letter, administrative grade of "I", "R", "NA", "AU", "W", or "X. Other grade changes may require an additional level of approval by an academic officer or appeals committee. The student should check with their academic college dean's office for details. Changes to final grades cannot be made once a degree has been posted for the career in which the course was taken, or in the case of a student's involuntary separation from the university. Grade change submissions through this form are recorded in Banner once the submitting instructor and/or administrative academic authorization is verified. The instructor is notified when the process is complete.

H. Change of Status

Students who wish to change a classification and/or registration status must complete the applicable procedures listed below no later than two weeks prior to registration.

Students changing from full-time degree-seeking status to part-time degree-seeking status must notify the Office of Financial Aid if they are receiving financial aid. International students with student visas must be registered as full-time students and are not permitted to change to part-time status.

Students changing from part-time degree-seeking status to full-time degree-seeking status must inform their department and obtain the necessary adviser's approval for a full-time course load. Also, students in this category who wish to apply for financial aid must notify the Office of Financial Aid regarding their change of status.

Students changing from non-degree status to full-time or part-time degree-seeking status must contact the Office of Academic Affairs. Students must have completed at least one semester of relevant coursework at the university and must be in academic good standing in order to be eligible for changing their status.

Students changing from graduate status to undergraduate full-time or part-time status must submit an application for reinstatement to the Office of Academic Affairs.

I. Class Attendance and Registration

Students are required to be registered for all classes in which they participate, attend, and/or submit coursework for evaluation. No credit will be granted for any course for which the student did not properly register before the last day to add a class for the semester. Students are required to be registered to make use of university facilities. Students who are in an exchange, study abroad, or cooperative education program also must be registered for their particular programs.

All students are expected to attend classes regularly. Excessive absences may be grounds for a failing grade. Non-attendance does not constitute an official withdrawal. When illness or emergency requires a student to miss an exam and/or more than two days of class, the student must notify the course instructor. It is also recommended that the student contact the office of the Dean of Students (dos@iit.edu) to request an *excused absence*. It will be necessary to provide written documentation of the reason for the absence(s). The Office of Student Affairs manages the process for requesting and documenting excused absences but the decision to excuse an absence is generally made by the Professor. Faculty members determine their own policies for attendance and make-up work.

J. Complaints (Academic)

Students should refer concerns about academic matters to the instructor of the course, then to the chair of the department or director of the institute in which the course is offered, then to the academic dean, the Associate Vice Provost for Academic Affairs, the Assistant Dean at Chicago-Kent College of Law or the Dean at Stuart School of Business. Those students who believe they received unfair treatment, as the result of discrimination should follow procedures as outlined in Article IV, Section E of this Student Handbook.

K. Continued Eligibility for Financial Assistance

All students receiving federal and/or state financial aid funds must demonstrate reasonable academic progress toward graduation from Illinois Tech. As summarized above, reasonable academic progress includes both a satisfactory cumulative and major grade point average and sufficient credit hours earned each semester toward the completion of a degree program. Illinois Tech has established a Reasonable Academic Progress Policy in compliance with federal and state regulations. Failure to comply with Illinois Tech's Reasonable Academic Progress Policy will lead to the student losing eligibility for financial assistance.

L. Courses at Other Colleges or Universities

Refer to Residence Requirements set forth in Section AA of this Article V.

M. Course Numbering – Academic Degree / Certificate Programs

Academic Degree Programs

000 – 099	No Credit
100 – 299	First/Second Year Undergraduate Level Courses
300 – 399	Third Year Undergraduate Level Courses
400 – 499	Advanced Undergraduate/Introductory Graduate Level Courses
500 – 699	Graduate Level Courses
700 – 799	Intensive Graduate Level Courses

Non-Degree / Continuing Education (CEU) Programs*

001 – 999	Intensive English Program (IEP)
300 – 999	Information Technology Training Programs (IT)
300 – 999	Industrial Technology Training Programs (INT)
001 – 999	Professional Learning Programs (PL)
001 – 999	Short Courses (SC)
001 – 999	Short Course Online (SCO)

*All CEU courses are graded on a pass/fail basis only. Letter grades do not apply

N. Dean's List, Undergraduate

The names of all undergraduate students who have completed at least 12 graded hours and who have a semester grade point average of 3.50 or better appear on the Dean's List.

O. Dropping or Adding Courses

Changes in a student's schedule of classes, including a transfer from one course section to another, must be made no later than the relevant semester's specified Add/Drop deadline. Please consult the Academic Calendar for exact deadlines. A course dropped during the first two weeks of the semester will not appear on a student's transcript and tuition will be refunded. Failure to drop a course formally will result in a grade of 'NA' (apparent withdrawal due to non-attendance) for that course. A student attending courses without being formally registered will receive no credit for the course. Students may withdraw from a course with the grade of 'W' (withdraw) until the specified Withdrawal deadline. Please consult the Academic Calendar for exact deadlines.

P. Final Exams

1. Final examinations are generally expected to take place during the final exam week immediately following the last week of regular classes. The time and location of the exam may differ from the regularly scheduled room for class meetings. Students should view the final exam schedule for details at web.iit.edu/registrar/important-dates/final-exam-schedule.

All final grades must be submitted online by the primary instructor assigned to the course. The grading window remains open from the start of final exams until noon on the Wednesday following finals week. Only students officially registered in the course are permitted to attend class, participate, or submit course work for evaluation. All students must abide by the add, drop and withdrawal dates specified in the academic calendar.

2. Final Exam Conflicts

- Online Exam Conflict: Students who are taking online courses may elect to take the final exam on campus with the on-campus section. Students who have exam conflicts between the online exam and an on-campus exam must contact Charles Scott, student service manager for the Office of Digital Learning, at scott@iit.edu to arrange to take the online final exam with a proctor at another time.
- On-campus Exam Conflict: Students who have an exam conflict between two or more on-campus

sections are to contact the instructors of the courses to arrange to take one of the final exams at another time. If the exam conflict is not resolved, then students may contact the Registrar's Office at registrar@iit.edu where a staff member will assist you and your instructors in resolving the exam conflict.

- Three or More Exams on Same Day: Students who have three or more exams on the same day may request relief by contacting the instructors of the courses to request one of the exams be rescheduled to a different day. If the issue is not resolved, then students may contact the Registrar's Office at registrar@iit.edu where a staff member will assist you and your instructors in making special arrangements for you to take one of the exams on a different day.

Q. Financial Obligations

To the fullest extent allowed by law, any student who is delinquent in the payment of tuition or other fees, or against whom Illinois Tech holds a record of indebtedness, is not given a diploma, a certificate of scholastic standing, or a copy of their transcript until such indebtedness has been fully paid. While indebted to Illinois Tech, students are not allowed to register or attend classes for an ensuing semester. Illinois Tech may affect the withdrawal of any student who, through oversight, has been allowed to register contrary to this regulation. Student loans that are due during a semester or summer session and are not paid or renewed by the end of the term are also subject to this regulation.

R. Grade Appeal Process, Undergraduate

The assignment of letter grades (A, B, C, D, and E) is at the discretion of the course instructor, and except for unusual circumstances, the assigned course grade is final. Undergraduate students who want to appeal a letter grade assigned in a course should first confer with the course instructor. If the student and instructor cannot come to an agreement, the student should contact the chair of the instructor's department. If agreement still is not reached, the student should contact the dean of the instructor's college.

S. Graduate Course Enrollment, Undergraduate

All undergraduate students who wish to enroll in a graduate 500-level course must obtain approval from their faculty adviser. All undergraduate students who enroll in graduate courses are governed by the graduate grading system for those courses.

T. Graduation with Honors

A student must complete a minimum of 60 graded credit hours at the university in order to receive the award of summa cum laude, magna cum laude, or cum laude. A student who has a GPA of 3.90 and higher will graduate with summa cum laude honors; a student who has a GPA between 3.80-3.899 will graduate with magna cum laude honors; and a student who has a GPA between 3.50-3.799 will graduate with cum laude honors.

U. Incomplete Grades

The "I" grade is a temporary grade requested by the student, or the instructor, through the incomplete grade request process, prior to the week of finals. An "I" grade is automatically posted when the Office of the Registrar receives the approved request. A written agreement between the student and instructor must detail the remaining requirements for successful completion of the course. A grade of "I" will be assigned only in case of illness or unforeseeable circumstances that prevent the student from completing the course requirements by the end of the term. Grades of "I" will automatically lapse to "E" on the published deadline of the subsequent term.

V. Leave of Absence From Illinois Tech

Undergraduate degree-seeking students who wish to withdraw from Illinois Tech with the intention of returning to complete their degree program may apply for a Leave of Absence. This request is made through the Undergraduate Academic Affairs channel in the Illinois Tech portal (portal.iit.edu). All requests for a leave of absence will be reviewed by the Office of Academic Affairs and requests must be submitted by the end of the 12th week of the semester to take effect that semester. Any request submitted after the

12th week will take effect the following semester; however, exceptions can be made due to extenuating circumstances. In general, a leave of absence cannot exceed one academic year, but a leave can, at the discretion of Illinois Tech, be extended if appropriate documentation of extenuating circumstances is submitted.

Students requesting a leave of absence due to medical reasons must be made and will be evaluate in accordance with Section W of this Article

Graduate Degree-seeking students who intend to leave Illinois Tech for one semester or more must complete the online leave of absence form in the Illinois Tech portal (portal.iit.edu) by selecting the Academics tab, followed by the Graduate Academic Affairs channel. A leave of absence will not be granted for more than one year, at which time, a request for an extension of leave may be submitted by filing a Form 701 Graduate Student Petition. A leave of absence will not extend the time limit required for the completion of a degree. A leave will not be approved after the sixth week of the current semester. A student who has not renewed their leave of absence must petition for reinstatement to the Office of Academic Affairs. Degree-seeking students who do not plan to return to the program should submit a Withdrawal From the University Request, also located as noted above. Non-degree students are not required to file a Leave of Absence Form, but will require reinstatement by petition on Form G701 after a lapse in
registration. Students should consult the procedures for filing a petition under the section Right of Appeal by Petition in the Graduate Bulletin.

Note: *International students must comply with additional regulations when requesting a leave of absence. See iit.edu/international-center for additional details. International students must also receive approval from the Office of Global Services. If an international student wishes not to enroll in a given term, the leave of absence must be approved by the Office of Global Services, by the registration deadline of that term.*

W. Medical Leave of Absence

1. The Process. A student should consider a medical leave of absence if their health problems are such that continuing in courses becomes unmanageable. Where a mental/physical health condition causes a student (i) to become or reasonably appears to be a threat to others; (ii) to significantly disrupt the Illinois Tech community and/or its safe and efficient operation; or (iii) to be unable to comply with the policies generally applicable to students, Illinois Tech may recommend and encourage the student to avail themselves of the opportunity to take a voluntary medical leave. Illinois Tech may seek an involuntary withdrawal of or other safety intervention measures for a student in accordance with the policy set forth in Section BB below.

Prior to the grant of a voluntary medical leave of absence, the student must provide a letter from a health professional, physician or therapist recommending such leave. The student will be asked to sign a release so that the appropriate Illinois Tech representative may speak with the health professional regarding the student's condition. Requests for and approval of medical leaves of absence must be issued by the last day of classes in the semester. Once classes have ended and exams have begun, a medical leave will not be granted.

Any student considering a medical leave should speak with the Dean of Students or the relevant Vice Provost as soon as possible to discuss options and initiate the process. If the leave is approved, the student will receive the grade of W for each of their classes during the semester. While on leave, the student is expected to use the time for treatment and recovery so that they will be mentally and physically healthy upon their return. A medical leave normally will be granted for two semesters (not including summer); however, a student may request from the Dean of their academic department approval for an extended absence. Any need for reinstatement and/or readmission will be handled in accordance with the applicable policies of the Office of Undergraduate or Graduate Academic Affairs as appropriate.

It is important for a student contemplating a medical leave to inquire about matters such as health insurance, housing and tuition contract obligations, financial aid and immigration (visa) requirements prior

to finalizing their leave. The Office of Student Affairs will assist in facilitating such communication.

2. Return from Medical Leave. To return from a voluntary medical leave, a student must submit the requisite documentation to either the Office Academic Affairs prior to the deadline specified on the Illinois Tech academic calendar. The required documentation includes: a statement from the student describing the reasons they believe they should return to school; a release to allow the Student Health and Wellness Center to obtain information from the student's treatment provider; and an assessment by the treatment provider regarding the student's readiness to return to classes.

The Office of Academic Affairs and the Vice Provost of Student Affairs and Dean of Students will meet with the appropriate academic personnel and a decision regarding the student's return will be made. The Associate Vice Provost of the Student Health and Wellness Center or their designee may provide consultation. Based on the treatment provider's assessment, conditions may be placed upon a student who returns from a medical leave of absence. These conditions may include, but are not limited to, a reduced course load, and continued medical or mental health treatment along with a signed release to allow verification of the student's adherence to their treatment plan.

X. Registration Holds and Controls

Students with unpaid balances, disciplinary sanctions, unmet immunization requirements, or other such conditions to warrant a registration hold are prevented from enrolling in classes until the condition is resolved and the hold is removed.

Registration controls including prerequisites, co-requisites, maximum hours, level, and program restrictions may also exist to limit or prevent registration in specific circumstances. Students should consult their adviser, resolve all holds, and take note of any registration restrictions that pertain to their student status and course selection, prior to their appointed registration date for an upcoming term.

For more information, go to iit.edu/registrar/registration.

Y. Reinstatement To Illinois Tech

Students who have withdrawn or taken a leave of absence and now wish to return to Illinois Tech must submit an application for reinstatement to the Office of Academic Affairs. The deadlines for reinstatement are June 15 for the fall semester, November 15 for the spring semester and April 15 for the summer term. Students must submit official transcripts from all colleges and universities attended since last enrolled at Illinois Tech. In some cases, additional interviews may be required for Reinstatement. International students must contact the Office of Global Services in addition to submitting an application for Reinstatement/Readmission. See web.iit.edu/international-center/ for more information.

Students who were on academic probation when they stopped attending or were placed on Academic Suspension will be reinstated on probation if approved. In these cases, students must submit a personal statement explaining what led to them being placed on probation/suspension, and a plan for future success. The application will be reviewed by the major department and an interview may be required. Students who wish to change their major must adhere to all university academic policies and procedures.

Students who are returning from a medical leave will need to submit appropriate documentation from their health care provider with their application. See section W.2 for more information.

With respect to both undergraduate and graduate students, if they were suspended for disciplinary reasons, the student's reinstatement application must be reviewed by the Office of Student Affairs.

Z. Repeating a Course

Undergraduate students may repeat a course for a grade exclusion. A request to repeat a course for a grade exclusion must be submitted through the online form (iit.edu/ugaa/services), during registration. Both grades will be recorded on all transcripts issued. Only the second grade will be used to compute the

GPA, even if the second grade is lower, except when the second grade is I, R, S, U, W, X, or AU. The course repeat policy is as follows:

- A course repeated for a grade change must be taken within one calendar year after initial enrollment in that course or the next time it is offered (whichever is longer).
- The same course may be repeated only once for a change of grade.
- A maximum of three 100-level and 200-level courses may be repeated for a change of grade. A maximum of three 300-level and 400-level courses may be repeated for a change of grade. Course repeats not used for 100 and 200 level courses cannot be carried forward to 300 and 400 level courses.
- Re-registration for courses in which a student received a C grade or better grade requires the approval of the student's academic advisor.
- If a course is no longer offered by Illinois Tech, the provision to repeat the course for a grade change does not apply.

Graduate Students may repeat up to three distinct courses with each course being repeated once. Both grades will be recorded and the grade used in the calculation of the GPA will be the latest recorded. The Course Repeat Form on the Office of the Registrar's website should be used to request a repeat (see https://www.iit.edu/registrar/registration/course-repeat-policy). All repeat requests are reviewed by Academic Affairs prior to approval. The original course grade earned will remain on the student's academic transcript.

AA. Residence Requirements

1. Undergraduate: All undergraduate degree-seeking students must observe the following residence requirements:

Once enrolled at Illinois Tech, a student is not permitted to enroll at another institution without obtaining permission. A student must submit an academic petition to the Office of Undergraduate Academic Affairs for approval prior to registration at another institution.

A course completed (passed or failed) at Illinois Tech must be repeated at Illinois Tech. No transfer credit will be awarded for any course equivalent to a course completed at Illinois Tech.

For a bachelor's degree, the final 45 semester hours of work must be completed in residence at Illinois Tech. Any proficiency examinations or enrollment at another institution must be completed before this period.

2. Graduate: Degree-seeking graduate students are required to register every fall and spring semester unless they receive special permission in writing from the Office of Academic Affairs for a leave of absence. In addition, doctoral students must spend a minimum of one year of full-time study at the university. That year must occur within six years prior to awarding the degree.

The College of Architecture and the Institute of Design have academic residence requirements for master's degrees. To be eligible to receive a doctorate in any discipline at Illinois Tech, a student must spend a minimum of two regular semesters or three quarters in full-time study on campus. In special cases, two summers of research or other day graduate activity may be substituted for one of the two semesters. Some departments may have additional requirements.

BB. Safety Intervention Policy Procedures for Risk Assessment, Safety Intervention and Involuntary Withdrawal

1. General. Illinois Tech is an institution that values the safety of each individual in its community; therefore, Illinois Tech is committed to maintaining a learning environment where all persons feel safe to carry out its mission and goals. The procedures described below establish a process for safety intervention and involuntary withdrawal of students who pose a credible substantial risk of harm to individuals within the University or to the University community, or substantially impede the lawful activities, educational process, or proper activities or functions of other members of the University community. For purposes of

this policy, interim safety intervention may include one or more actions reasonably intended to ameliorate the concerns that do not otherwise warrant involuntary withdrawal hereunder; such actions may include, but are expressly not limited to, requiring evaluation by an appropriate healthcare professional, removal from Illinois Tech residential facilities, restrictions on access to Illinois Tech property and facilities, regular meetings with the Dean of Students or designee, and/or limitations on extracurricular activities

In furtherance of the foregoing, Illinois Tech has established a Community Support Team ("CST"). With respect to this policy, the primary mission of the CST is to improve community safety through collaborative, coordinated, objective, and thoughtful approaches to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety, security, and well-being of the campus community and its individual members. Therefore, CST will review and evaluate information regarding concerns or issues involving threats to the Illinois Tech community by Illinois Tech students, and will act, as necessary, to protect the community and its members.

2. Purpose of and Criteria for Safety Intervention and Risk Assessment. The procedures for a Safety Intervention and Risk Assessment described below establish a fact-based investigative and analytical process for intervening with and assessing the risk presented by students who: (i) pose a credible substantial risk of harm to individuals within Illinois Tech or to the Illinois Tech community as a whole; or (ii) substantially impede the lawful activities, the educational process, or the proper activities or functions of other members of the Illinois Tech community. Student conduct, judicial, academic or other proceedings may continue even when a student is subject to an intervention or involuntary withdrawal pursuant to this policy.

3. Interim Safety Intervention or Involuntary Withdrawal. If safety is an immediate concern, Illinois Tech is permitted and has the authority to take interim action to protect the well-being of all members of its community, including contacting Public Safety. By interim involuntary withdrawal, Illinois Tech may remove a student from any or all Illinois Tech premises when, in the professional judgment of the Vice Provost of Student Affairs and Dean of Students or designee, after considering the reasonably available information, a credible substantial threat of immediate harm to an individual or the Illinois Tech community is perceived to exist. Interim involuntary withdrawal is a preliminary action taken to protect the health and safety of the Illinois Tech community, and is not a penalty.

A student withdrawn on an interim basis shall be given an opportunity to appear personally before the Vice Provost of Student Affairs and Dean of Students or designee within two (2) business days from the effective date of the interim involuntary withdrawal, in order to discuss the reliability of the information concerning the student's behavior. Following this meeting, the Vice Provost of Student Affairs and Dean of Students or designee for the campus may either continue or cancel the interim involuntary withdrawal.

If the interim involuntary withdrawal is canceled, the procedures described in this policy regarding Safety Intervention and Involuntary Withdrawal may still proceed. An interim involuntary withdrawal may remain in effect until a final decision is made pursuant to the procedures outlined in this policy.

4. Threat Assessment and Safety Committee. The CST assists in evaluating whether students meet the criteria for Safety Intervention and/or Involuntary Withdrawal. The CST will generally include representatives from the offices of Academic Affairs, Office of Student Affairs, Disability Resources, General Counsel, Human Resources, Public Safety, Residence Life, Student Health and Wellness Center as well as a member of the faculty. Other members may be added at the discretion of the Provost or Vice Provost of Student Affairs and Dean of Students. The composition of the team for a particular case will depend upon the specific circumstances; however, the participation of an appropriate healthcare professional, and Vice Provost of Student Affairs and Dean of Students or designee is required in any review.

5. Safety Intervention and Involuntary Withdrawal Process. Any member of the Illinois Tech community who has reason to believe that a student poses a violent threat or a threat to public safety should contact the Public Safety office or the local police department.

Any member of the Illinois Tech community who has reason to believe that a student poses a credible substantial risk of harm to the Illinois Tech community and thus may meet the criteria for Safety Intervention and/or Involuntary Withdrawal may contact the Vice Provost of Student Affairs and Dean of Students or designee who will conduct an informal review of the information presented. All reports made pursuant to this policy will be handled in a confidential manner, with information released only on a need-to-know basis in accordance with applicable federal and state laws and regulations.

Upon completion of the informal review, the Vice Provost of Student Affairs and Dean of Students or designee may recommend that a student be subject to a safety intervention or involuntary withdrawal for reasons under the criteria set forth in Section 2 above. In determining whether the student presents a credible substantial risk of harm to the Illinois Tech community, the Vice Provost of Student Affairs and Dean of Students or designee will make an individualized assessment based on a reasonable judgment that relies upon current medical or other specialized knowledge or the best available evidence to ascertain: (i) the nature, duration, and severity of the risk; (ii) the probability that potential injury and/or harm will occur; (iii) whether the student substantially impeded the educational process or functions of other members of the Illinois Tech community; and (iv) whether reasonable modifications of policies, practices or procedures significantly mitigate the risk. In making this individualized assessment, the Vice Provost of Student Affairs and Dean of Students or designee may consult with the CST.

As part of this individualized assessment, the student may be required to undergo an evaluation, including a medical or psychological evaluation, by an independent and objective health professional, including Illinois Tech's Student Health and Wellness Center, designated by Illinois Tech. The student may also be required to execute necessary releases so that the report from the evaluation may be provided to the CST, and other administrators if appropriate, for the purposes of determining whether the student should be subject to an intervention or involuntary withdrawal. In addition, the Vice Provost of Student Affairs and Dean of Students or designee will consider any medical or other relevant information submitted by the student, including but not limited to a medical or psychological evaluation by a health professional of the student's choice.

Inherent to this decision-making process is Illinois Tech's commitment to consider an individual's past and ongoing condition, which may have contributed to the risk of harm that is in question. The Vice Provost of Student Affairs and Dean of Students or designee may seek the assistance of the CST or other resources, as needed, to determine if the student is a qualified individual with a disability and whether a reasonable accommodation will allow that student to meet their essential academic and university community responsibilities, while abating the risk of harm and maintaining a safe educational environment for all students. This determination shall also evaluate whether such accommodation can be provided without fundamentally altering the essential functions of the educational program provided by Illinois Tech, lowering academic standards, and/or creating undue hardship to Illinois Tech.

Moreover, whether or not the student is a qualified individual with a disability, the Vice Provost of Student Affairs and Dean of Students or designee will generally attempt to engage in an interactive dialogue with the student to discuss the manner in which the student plans to abate the risk of harm presented by the student. As part of this interactive process, the student and/or their medical provider are encouraged to suggest possible methods to abate the risk of harm, and the Vice Provost of Student Affairs and Dean of Students or designee will request the student's suggestions. The Vice Provost of Student Affairs and Dean of Students or designee and student may also choose to engage professionals or Illinois Tech administrators in formulating a proposed plan. The Vice Provost of Student Affairs and Dean of Students or designee may then further consult with the CST to determine if the proposed plan devised as a result of the interactive dialogue appropriately addresses the risk of harm that formed the basis for the decision to intervene with or involuntarily withdraw the student. If the CST finds the proposed plan is inappropriate or insufficient to address the risk of harm, the Vice Provost of Student Affairs and Dean of Students or designee may resume the interactive process with the student.

The Vice Provost of Student Affairs and Dean of Students or designee may communicate with essential

personnel regarding the proposed plan and, if such plan is adopted, will take necessary steps to ensure its implementation and/or any necessary monitoring. If a student is subject to an intervention or is involuntarily withdrawn pursuant to this policy, to the extent appropriate and practicable, conditions for their return to Illinois Tech may be specified in writing by the Vice Provost of Student Affairs and Dean of Students or designee.

6. Appeal of Intervention and/or Involuntary Withdrawal. A student who is subject to an intervention or involuntarily withdrawn pursuant to this policy may make a written request to the Vice Provost of Student Affairs and Dean of Students or designee for an informal proceeding to review the determination. To be timely, any such appeal must be received by the Vice Provost of Student Affairs and Dean of Students or designee within three (3) business days of the determination. Upon receipt of such an appeal, the Vice Provost of Student Affairs and Dean of Students shall timely notify the Provost, who will conduct (or have conducted) the informal proceeding as provided for herein.

The Provost or designee shall conduct the informal proceeding within seven (7) business days of receipt of the written appeal. In no event will the same individual, who imposed the intervention or involuntary withdrawal, conduct this informal proceeding. The informal hearing is generally limited to sixty to ninety (60-90) minutes in duration, unless the Provost or designee, in their discretion, determines that additional time is necessary. The student will be provided with the following prior to the informal proceeding: (i) a written statement providing a detailed explanation of the reasons for intervention or involuntary withdrawal and the information relied upon; and (ii) the opportunity to review the evaluations relied upon by the Vice Provost of Student Affairs and Dean of Students or designee.

At the informal proceeding, the student may choose to be assisted by an appropriate advisor, which may include a parent or guardian, a health professional of the student's choice, and/or a faculty or staff member. The student may also have legal counsel present for consultation purposes only during the informal proceeding. In addition, subject to an informal determination regarding relevancy by the Provost or designee, the student will be permitted to be heard and to present witnesses and information to dispute the reasons for the intervention or involuntary withdrawal, or the information relied upon in making the determination.

The student shall provide to the Provost or designee, and be responsible for identifying in writing, those witnesses and the subject matter of their expected testimony five (5) days in advance of the informal proceeding. The Provost or designee and the student will review that identification three (3) days before the informal proceeding and will agree upon a means of participation for all persons that the Provost or designee deem relevant and necessary. The student will generally be expected to secure attendance of any witnesses, other than Illinois Tech employees and individuals which the student is barred from contacting due to the issuance of a non-contact order or similar such directive issued by Illinois Tech or court, which the Provost or designee will seek to secure.

As to an involuntary withdrawal, following the informal proceeding, the Provost or designee shall determine whether to (a) uphold the withdrawal; (b) reinstate the student; or (c) reinstate the student subject to specified conditions, including, without limitation, participation in an ongoing health treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, reduced course load, or any combination thereof. The Provost or designee may modify the conditions of readmission at any time. The decision of the Provost or designee shall be final.

7. Return to Illinois Tech. A student who has been removed from Illinois Tech or withdrawn from Illinois Tech pursuant to this policy, who wishes to be considered for return to Illinois Tech shall contact the Vice Provost of Student Affairs and Dean of Students or designee and provide: (i) a statement from the student describing the reasons they believes they should return to school; (ii) a release to allow the Student Health and Wellness Center to obtain information from the student's treatment provider; (iii) an assessment by the treatment provider regarding the student's readiness to return to classes, and (iv) appropriate documentation to demonstrate compliance with the conditions for returning, if any are imposed, and the applicable reinstatement and/or readmission policies of the Office of Undergraduate or Graduate

Academic Affairs as appropriate. The student may also present any relevant documentation or information which the student believes supports their request to return.

In making a decision, the Vice Provost of Student Affairs and Dean of Students or designee will review the request to return as follows: (a) review and investigate compliance with the conditions of return, if any; (b) consult with the appropriate academic unit to determine whether the student is eligible for return based upon the student's academic record and applicable policies and practices of the academic unit and the Office of Undergraduate or Graduate Academic Affairs as appropriate; (c) consult with appropriate members of the CST; (d) consider any additional information or documentation presented by the student in support of return or readmission; and (e) meet with the student. Conditions may be placed upon the student's return. These conditions may include, but are not limited to, continued medical or mental health treatment along with a signed release to allow verification of the student's adherence to their treatment plan, a reduced course load, and/or limitations on extracurricular activities.

A student whose request is denied, pursuant to this policy may make a written request to the Provost or designee for an informal proceeding to review such denial. In no event will the same individual, who imposed the intervention or involuntary withdrawal, conduct this informal proceeding. The informal proceeding to review the denial to return will follow the same procedures outlined in Section 6 of this policy.

CC. Transfer of College Level Credit

1. Undergraduate Students: Official transfer credit evaluations are completed only after a student is admitted to Illinois Tech. Courses may be acceptable for transfer from accredited colleges and universities, provided they are comparable in nature, content and level to those offered at Illinois Tech. Credit may also be accepted, based on appropriate documentation, for Dantes, military experience, and CLEP. Illinois Tech does not grant credit for vocational courses or life/work experience. In addition, technology courses will not be accepted in any engineering program. Illinois Tech will accept college coursework taken while still in high school from other accredited universities and colleges.

All college transcripts are to be submitted as part of the application for admission to the Office of Undergraduate Admission, regardless of the transferability of credits. A maximum of 68 applicable semester hours of transfer credit is permitted from a two-year college. There is no maximum number of hours of transfer credit from a four-year college; however, the final 45 semester hours of any degree program must be completed at Illinois Tech. Transfer credit will be accepted for courses completed with the equivalent of a grade C or better. A grade of C- is not acceptable for transfer credit. Grades from transfer courses are not included in the Illinois Tech cumulative or major GPA. In certain instances, the academic department must approve transfer credit if a long period of time has elapsed since the course was completed.

2. Graduate Students:

Master's Transfer Credit

For master's degree programs, a maximum of nine applicable credit hours earned prior to matriculation into an Illinois Institute of Technology graduate degree program, subject to the graduate studies rules and restrictions, may be considered for:

1. External transfer credit for graduate transfer credit use. Applicable course credit hours may not have been applied toward any earned degree.
2. Internal undergraduate transfer credit from Illinois Institute of Technology.
    a. Shared applicable undergraduate program credit (accelerated master's program).
    b. Excess, applicable undergraduate course credit that has not been applied toward any previous degree program.
3. Shared co-terminal program credit (concurrent bachelor's and master's enrollment).

The combined limit of nine credit hours may not be exceeded for any master's degree program. The credit

hours must have been passed with grades of “B” or better, and are subject to the approval of the academic unit and the Office of Academic Affairs.

Doctoral Transfer Credit
Doctoral degree candidates may transfer previously completed graduate work not applied toward a prior earned degree up to a maximum of 42 credit hours beyond the baccalaureate degree (which may include up to 32 credit hours from a completed master’s degree) or 50 percent of their total Ph.D. program credit hour requirements, whichever is smaller. The work must be judged to be relevant to the current doctoral program, must have been completed with grades of ”B” or better, and must be acceptable for graduate credit at the institution where taken. The master’s degree must have been granted within the previous six years. Grades for transferred credits will not be included in the student’s GPA.

Consistent with its past practice, research credit may not be submitted for transfer credit consideration. Research credit requirements imply work that has been completed while enrolled in an Illinois Institute of Technology research course numbered 594 (master’s project research), 591 (master of science research), or 691 (doctoral research).

For more information on transfer credit policies, please consult the Illinois Tech Bulletin.

DD. Unit of Credit
Academic credit is recorded in credit hours. Each credit hour represents one 50-minute period per week for a 16-week semester. Illinois Tech follows the standard Carnegie Unit, requiring 750 contact minutes of instruction per credit hour, regardless of the length of the term. Non-degree continuing education programs award Continuing Education Units (CEU). In general, courses offered only for CEU credit use only Pass/Fail grading.

EE. Withdrawal Process
1. Undergraduate degree-seeking students who withdraw from all of their courses are in effect withdrawing from Illinois Tech. Non-attendance does not imply withdrawal. All requests for withdrawal begin with the Office of Academic Affairs which will provide assistance with the successful resolution of all outstanding obligations to Illinois Tech. International Students must also comply with additional regulations when withdrawing from Illinois Tech. See web.iit.edu/international-center. Any undergraduate student who is not in attendance for a semester must apply for reinstatement in the Office of Academic Affairs.

2. Graduate students who wish to withdraw from their program must complete a University Withdrawal or Leave of Absence Form online. Login to the Illinois Tech portal and look for the Academic Affairs channel under the Academics tab. This must be approved by the academic advisor, academic unit head and the graduate Dean, and filed with the student services center. International students wishing to withdraw must also contact the International Student Center.

VI. MIES CAMPUS STUDENT ORGANIZATIONS: POLICIES AND REGULATIONS
Membership participation in student organizations can be a meaningful part of a student’s educational experience. Valuable lessons in leadership, planning and organization are some of the benefits of involvement in organizations on campus. Membership in student organizations is open to all regularly enrolled students of Illinois Tech and VanderCook College of Music.

A. Organizational Recognition
Student organizations must apply for and maintain university recognition with the Office of Student Life. Staff members will work with individuals to form a new student organization and/or register a current one. Organizations in the formation stage will be to meet with a staff member in the Office of Student Life and are required to meet with the Office of Student Life staff prior to arranging a meeting with SGA (sga.iit.edu). After the potential new organization is approved during a Student Government Association Senate meeting, the new organization will need to attend a student organization training with a Student Life staff member to complete the formal recognition. The Office of Student Life reserves the right, in its

sole discretion, to withhold recognition from those prospective organizations whose purpose is deemed to be in conflict with the institutional mission or operation of Illinois Tech.

Recognized organizations can maintain their recognition by registering the organization with the Office of Student Life at the beginning of the academic year. Registration requires an organization to accomplish to the satisfaction of the Office of Student Life each of the tasks listed below.
Complete the online registration through the Office of Student Life

- Submit a list of all officers and the faculty/staff advisor(s) for the organization on suitable. All organizations must have a faculty or staff advisor in order to achieve or maintain recognition.
- Attend student organization training workshops each semester; topics include programming, finance, event management and more. Presidents and treasurers must attend.
- Remain in good standing with the Office of Student Life; organization status is evaluated by professional staff in areas of finance, behavior, academics and judicial affairs.
- Organization must maintain a minimum of 7 members to be an active organization.

Contact the Office of Student Life via email (welcomedesk@iit.edu) with any questions regarding the registration process.

Recognized organizations are eligible for support and services, such as reservation of space for meetings and events, send packages to MTCC, account management, advising support from the Office of StudentLife, announcements in OCL newsletter, slides on the TV screens around campus (UPshow), and the ability to apply for funding from the Student Activities Fund.

B. Officers

Officers (appointed and elected) and executive board members of organizations must be regularly enrolled students in good academic and judicial standing. General membership must generally be open to all full-time and part-time students.

C. Student Activities Fund

The Student Activities Fund (SAF) is derived from the student activity fee paid by each student taking classes on the Mies, Rice, and Moffett campuses. The SAF exists to support the operations and programming efforts of student organizations. Finance Board, an appointed committee of SGA, is charged with allocating and distributing money in the SAF among student organizations. OSL oversees final decisions on funding choice made by Finance Board. Any recognized and registered organization may apply to Finance Board for financial support. Any programs, property, equipment, and supplies purchased through the SAF must be accessible and available to **all** students. All materials purchased by the SAF are property of the university. Throughout the year, Finance Board conducts workshops to help organizations understand the policies and procedures for receiving funding from the SAF. Recognized organizations in good standing may apply for and receive funding (twice a year) according to Finance Board Guidelines, which can be found under the Finance Board tab at sga.iit.edu.

D. Organization Property

All property, equipment and supplies purchased for a student organization by Illinois Tech and/or with organizational funds shall be defined as Illinois Tech property in the care of the organization and organization leaders. Organization leaders and members are responsible for the proper care and appropriate use of such property. If an organization becomes inactive for any reason, the property must be returned and surrendered to Illinois Tech. The Office of Student Life has space available in the basement of the MTCC for the storage of Illinois Tech owned property. Contact a staff member of the Office of Student Life for more information.

E. Disciplinary Procedures

Illinois Tech expects student organizations, including fraternities and sororities, and their respective members to accept both personal and group responsibility for meeting recognized standards of good conduct. Organizations are expected to conduct their business in an honest, ethical fashion and to

cooperate with Illinois Tech officials as requested. Officers must accept responsibility for control of organization events and ensure proper behavior of students and guests in attendance. Organizations shall operate in accordance with (i) any policy, procedure, process or protocol, temporary or otherwise, that Illinois Tech may adopt, and (ii) any directive of an Illinois Tech official, which is intended to minimize the risk to Illinois Tech and its faculty, students, staff, alumni and visitors from an epidemic, pandemic, other public health matter or federal, state or city emergency declaration. Organizations will be held responsible for damages to Illinois Tech property and/or equipment resulting from their use. Organizations are expected to follow all Illinois Tech and SGA/Finance Board procedures, rules and policies as well as all applicable laws of city, state and federal governments.

Anyone may initiate a complaint against a student organization. (A complaint may be filed using this link and can also take the form of an Illinois Tech Department of Public Safety incident report regarding inappropriate behavior or misconduct.) Disciplinary action may be taken against organizations, including fraternities and sororities, for failure to follow any of the procedures, rules or policies delineated in this Student Handbook, including, but not limited to, those related to events (as defined in Section G below) and violations of the Code of Conduct. Such action may also be taken against organizations that no longer are fulfilling the purpose upon which their recognition was based. In its discretion, the Office of Student Affairs or Office of Student Life may process infractions that either deems to be minor. If the organization wishes to appeal the decision of the Office of Student Affairs or Office of Student Life with respect to such infractions or if the infraction is deemed not to be minor by the Office of Student Affairs or the Office of Student Life, then an administrative hearing will be held before the Vice Provost and Dean of Students, or designee, in accordance with the procedures for such a hearing established under the Code of Conduct (see, generally, Article II, Section B above for details of such process).

Sanctions for infractions may include, but are not limited to, one or more of the following:

Conduct Warning. An official written notification that an organization's behavior is in violation of Illinois Tech regulations or standards, which also clarifies expected behavior in the future. This sanction may or may not carry with it conditions or restrictions of privileges.

Conduct Probation. This is a form of probation placed upon an organization for its misconduct. The intent of Conduct Probation is for an organization to correct its behavior and return to good standing within the Illinois Tech community. Certain restrictions and/or educational sanctions may also apply to this form of probation. Conduct Probation is to be designated to remain in effect for a specified duration.

Disciplinary Probation: This is the most serious form of probation issued by Illinois Tech. A student organization placed on Disciplinary Probation is required to correct their behavior immediately in order to remain a member of the Illinois Tech community. This form of probation may also include additional restrictions and/or educational sanctions and is designated to remain in effect for a specified time (e.g., one semester, one academic year).

Restitution. An organization is required to make monetary restitution for theft of or damage to Illinois Tech property or to that of a member of the Illinois Tech community, or for expenses incurred as a result of the organization's actions.

Fines. Illinois Tech reserves the right to assess against an organization a fine for misconduct. The amount of any fine will be determined based on the severity of the infraction(s), whether the organization has been found responsible for prior infractions, and the need for deterrence of future infractions.

Suspension of Social Event Privileges. An organization may not sponsor or partner in any event involving alcohol on or off campus. Any proposed event involving guests in affiliation with the organization, with or without alcohol, must receive approval from the Dean of Students at least 5 calendar days in advance. Guests are defined as any non-member of the organization; new members, initiated members and organization alumni are not considered guests.

Suspension of Event Privileges. An organization may not sponsor or partner in any event on or off campus. Suspension of event privileges is to be designated to remain in effect for a specific duration.

Mandatory Educational Programming. An organization may be required to attend, as a whole or in part, educational programming assigned by the Office of Student Affairs. An organization

may also be required to host and to facilitate its own programming under this sanction.

Substance Free Organizational Space. An organization may not operate a facility where members are allowed to possess or consume alcohol or legal but controlled substances. Any combination of substance revocations may be assigned, dependent upon the offense.

Removal of Recognized Student Organization Status or Charter. An organization may be fully unrecognized by Illinois Tech, resulting in the complete severing of all ties as a registered organization or recognized fraternity or sorority organization. Thereafter, the organization may not function as an organization; maintain or recruit members; host or co-host any activity, event or program; use any Illinois Tech property or facility; use the Illinois Tech name, any associated name or suggest any affiliation with Illinois Tech; or operate any facility on or off campus in relation to Illinois Tech or for members of the Illinois Tech community.

Any sanction may carry additional conditions as deemed necessary by the Vice Provost and Dean of Students, or designee, Decisions rendered by the Vice Provost and Dean of Students, or designee, against an organization may be appealed as provided for in the Code of Conduct.

Illinois Tech reserves the right to hold both individuals and organizations, including fraternities and sororities, responsible for their actions. A student may be held individually responsible while, concurrently or consecutively, an organization may be held responsible for the same violation. The two processes are separate and independent. Charges against individual students will be processed in accordance with the provisions set forth in Article II, Section B.

F. Indebtedness

Student organizations may have recognition revoked for failure to pay any debt due and owing to Illinois Tech. Organizations are responsible to reimburse Illinois Tech for any negative balances in organization accounts held by Illinois Tech. Additional financial repercussions may apply to student organizations that do not fulfill financial expectations as communicated by the Office of Student Life each year.

G. Additional Rules Applicable to Events

As used in this Student Handbook, with respect to an organization, including a fraternity or sorority, any social event (an “event”) is defined as any gathering, whether on or off campus, that includes (i) members and/or guests of one or more organizations at which alcoholic beverages are in any manner offered or served, including, but not limited to, self-service or service by a third party vendor, or consumed and (ii) has been arranged, scheduled or announced in any way by an organization. Events may be co-hosted by organizations. Organizations must fill out an event space request form to book space on campus.

Organizations are accountable for all of their events regardless of the location of such events. This includes, but is not limited to, locations such as classrooms, offices, common areas, fraternity and sorority chapter houses and chapter rooms, and any locations off-campus.

Organization events with guests in attendance are limited to an attendance maximum of two guests per active or new, initiated or alumni member attending the event. Guests are defined as any non-Illinois Tech students. An organization and its members are responsible for the actions of their guests at all times.

Organizations wishing to have events that exceed the 2:1 guests per member ratio may propose to do so by contacting the appropriate department (either Office of Student Life or Residence Life) and submitting an event registration form at least 30 days in advance of the proposed event. In addition, the following rules shall apply to such event: a third-party vendor must be used for any alcohol service; private security if the event is to be held off the Illinois Tech campus or Illinois Tech Public Safety if the event is to be held on the campus, must be hired, at the organization’s expense, for the duration of the event; and any additional event-specific rules required by Student Life, Residence Life, the Office of Student Affairs and/or Public Safety must be followed.

VII. FRATERNITIES AND SORORITIES

As fraternities and sororities are student organizations recognized in accordance with and subject to Article VI of this Student Handbook, the provisions of this Article VII are intended to be, and shall be deemed to be, in addition to, and not in lieu of, any other provisions contained in this Student Handbook. **In the case of any conflict, fraternities and sororities shall be expected to meet the strictest standard.**

If a fraternity or sorority wants to charter on our campus, they must be approved as a recognized student organization by SGA, as well as approved by Greek Council, to be considered an Illinois Tech fraternity/sorority chapter. They cannot operate without being approved by both entities. If a chapter would like to recharter on Illinois Tech's campus, the chapter must be inactive for at least 5 years, and the chapter must get approval from the Dean of Students.

If the FSL chapter is a citywide chapter, each university participating must hold the same amount of events per semester, and funding will only be given to events that happen on Illinois Tech's campus. Events on another campus must be funded by that campus. Off campus events (events that do not happen on one of the participating universities campuses) must be funded by all campuses.

A. Policies and Regulations

1. Alcohol Policy. At all times, chapters must follow the appropriate rules, as set forth below, local and national chapter rules, the university Code of Conduct, and state and local law with regard to alcohol consumption within their houses.

A bar monitor, that is not a current Illinois Tech undergraduate, must be identified and approved by the Office Student Life and who must be present throughout the party or event. All bar monitors must, at a minimum, have gone through TIPS or other similar training.

A Fraternity and Sorority event registration form must be submitted to the Office of Student Life no less than 7 calendar days prior to the event. The event information will be forwarded to Public Safety.

A complete guest list of attendees who must be submitted to the Office of Student Life no less than 48 hours prior to the event. A post-event guest list with signatures must be turned in to the Office of Student Life before the end of the business day following the event.

Visitors not listed on the approved guest list are not allowed to attend the event. Access to the house must be strictly controlled at all times, and those above 21 who are eligible to consume alcohol must be identified on entry by a different wristband or marking than students who are under 21. Both groups of students must wear their respective wristbands or markings throughout the party.

A Public Safety officer and/or a professional staff member from the university may conduct, at least, one random visit during each event for the purpose of walking through the public areas of the event to ensure the following:

1. All event participants are safe;
2. Local and national organization rules, state law, and the Code of Conduct are being followed;
3. Participants that are served and consume alcohol are wearing the appropriate wristband or marking; and
4. An official bar-monitor is stationed appropriately.

Fraternities/Sororities agree to not impede, delay or otherwise obstruct the Public Safety officer and/or professional staff member from the university during the course of such walk through. Such personnel will also assist the chapter members as appropriate and upon request.

Public Safety and/or other appropriate university staff will shut down the event within 30 minutes if any of the requirements set forth in this Article VII, Section A(1) are observed as not being followed or if they are not allowed access to the event. Failure to shut down the event in the time specified will be reported and

will lead to formal disciplinary proceedings against the fraternity/sorority. Public Safety and/or other university staff is not responsible for the closure of an event, unless invited by the fraternity/sorority to aid them in closure.

Public Safety and/or other appropriate university staff may also perform informal checks by either driving or walking by the perimeter of where the party is being held between 1:00 a.m. and 1:30 a.m. to monitor safety during the closure of the event. Unless there is a safety concern, Public Safety officers and/or other appropriate university staff will not enter the house at this time as the purpose is only to monitor the orderly end to the party.

All events must officially end by 1:30 a.m.

The chapter RA, Risk Management Chair, and one other member of the executive board must be identified by nametag or similar markings and present at all times at the event and be alcohol free for the purpose of monitoring the event for compliance with applicable rules.

The chapter RA, Risk Management Chair or equivalent position, and executive board must annually receive the following training: TIPS or equivalent, conflict management, conflict resolution, and community building. All members of the foregoing group must have attended a training session on each of the foregoing topics each year prior to hosting their first event of the academic year.

It is recommended that post- and pre-party reports detailing any actual or potential incidents, problems, or violations as well as any other relevant or useful information be kept by all chapters. Any incidents need to be reported to the Office of Student Life within 24 hours of occurring or the first business day after the event.

1B. Event Procedures. As student organizations, fraternity and sorority chapters are expected to adhere to the Alcohol Use for Campus Events Policy and Additional Rules Applicable to Events as outlined in this Handbook as well as the following procedures.

a. Chapters hosting events (as defined in Article VI, Section G) are required to complete the Fraternity and Sorority Life event registration form no later than seven calendar days prior to the event date. Co-hosted events require the contact information for each chapter and/or organization. See the timeline below for deadline information.
b. Registration forms for proposed events established in Article V, Section G are due no later than 2 weeks prior to the event on our event form.
c. Guest lists are due no later than 3 calendar days in advance of a proposed event. All guest lists must be emailed to the Assistant Director of Student Life and have complete and accurate information. If the guest list is not completed properly it will be rejected and the event will be canceled.

Proposed Event Date	Social Event Registration Due	Guest List Due	Post Guest List Due
Sunday	Preceding Monday, 12pm	Preceding Wednesday, 12pm	Following Monday, 5pm
Monday	Preceding Tuesday, 12pm	Preceding Thursday, 12pm	Following Tuesday, 5pm
Tuesday	Preceding Wednesday, 12pm	Preceding Friday, 12pm	Following Wednesday, 5pm
Wednesday	Preceding Thursday, 12pm	Preceding Monday, 12pm	Following Thursday, 5pm
Thursday	Preceding Friday, 12pm	Preceding Tuesday, 12pm	Following Friday, 5pm
Friday	Preceding Monday, 12pm	Preceding Wednesday, 12pm	Following Monday, 5pm
Saturday	Preceding Monday, 12pm	Preceding Wednesday, 12pm	Following Monday, 5pm

B. Misconduct and Event Accountability

Chapters who fail to follow the policies and procedures laid out in this Student Handbook will face judicial action in accordance with the disciplinary procedures established by Article V, Section E. Chapters and members may be held accountable for individual and group action, independent of the other.

2. Educational Programming. The Office of Student Life recognizes the merit in educational programming for fraternal organizations, based in the social and personal development of values. Encouraging community and engagement through programming, at least 30% of each fraternity and sorority chapter are expected to participate in Student Life sanctioned programs each semester. Of that 30%, the full executive team of the chapter must attend. Sanctioned program areas may include topics such as, but not limited to, risk management, recruitment, personal health and finance. A list of programs will be available from the Office of Student Life each semester and communicated regularly to chapter presidents. Only programs approved by the Office of Student Life will meet attendance requirements.

3. Fire, Health and Safety. All chapter houses are expected to meet all local fire and health codes and standards. All chapters are expected to have the emergency numbers for fire, police and ambulance and are expected to have evacuation routes clearly posted on the back of the door of each sleeping room. All chapters are expected to comply with engineering recommendations as reported by their insurance companies. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden. Open fires are prohibited.

4. Fraternity and Sorority Advisors. Each Fraternity & Sorority with a chapter house must have a resident advisor (RA). Each chapter house must submit the name of the person selected to be the RA to the Office of Residence Life for prior approval and must also notify the Office of Residence Life if there is any change and/or absence of an RA. The RA must reside in the chapter house at all times when the house is occupied.

Assistant Director of Student life oversees and advises all chapters as well as Greek Council. Each fraternity and sorority must also have a staff, faculty, or alumni advisor. All advisors must be pre-approved by the Office of Student Life and listed each term on the fraternity and sorority membership lists. The Office of Student Life can assist a fraternity or sorority in finding an advisor. It is the function of both the faculty/staff and RAs to encourage the scholastic, social, and cultural growth of fraternity and sorority members.

5. Greek Council. Greek Council represents all social fraternities and sororities at Illinois Tech. Each social fraternity and sorority must be recognized by Greek Council and SGA to receive official recognition as a student organization. The council coordinates fraternity and sorority events, scholarship programs, Greek Week and recruitment, as well as other campus-wide events. Greek Council is a governing body advised by an Office of Student Life member. The council works in collaboration with the Office of Community Standards to monitor its own members in accordance with Illinois Tech procedures, rules and policies, as well as the codes of conduct contained in its own constitution and bylaws. Fraternity and sorority organizations are responsible for complying with all procedures, rules and policies applicable to Illinois Tech student organizations. Illinois Tech maintains the right to initiate its judicial process independently of Greek Council actions and independent organizations and/or individuals.

6. Hazing. As set forth in more detail in the Code of Conduct, hazing includes treating prospective members differently than active or alumni members. Refer to the Hazing Policy in this Student Handbook for more information. Organizations found responsible for participating in hazing may have their recognition revoked. Any questions regarding activities that may constitute hazing should be directed to the Office of Student Life. All students, faculty, and staff have a responsibility to immediately report any questionable activities to the Office of Student Life, Office of Residence Life, Office of Community Standards, and/or the Department of Public Safety.

7. Indebtedness to Fraternities or Sororities. Fraternities and sororities are expected to take all necessary action to collect debts owed to them by their members. Unless the debt owed by a member is actually one owed to Illinois Tech, Illinois Tech does not have standing either to collect the debt from the member on behalf of the affected fraternity or sorority or to assist the affected fraternity or sorority with the collection efforts, and it will take no action nor provide any assistance to a fraternity or sorority to collect money owed to it by its members. To the extent that the debt is one actually owed to Illinois Tech, such as a failure to pay board for living in Illinois Tech owned and operated housing or using Illinois Tech sponsored meal plan, a member who is so delinquent may be subject to penalties, including, but not limited to, denial of housing in subsequent semesters. Contact the Office Residence Life for more information.

8. Initiation. The fraternity or sorority must instruct all new/associate members to complete the New Member bid form to check eligibility after the new/associate member has accepted a bid.

9. Membership. Membership in social fraternities and sororities is open to all regularly enrolled undergraduate students who are registered for classes at Illinois Tech. Regularly enrolled undergraduate students at VanderCook College of Music are eligible to join the social fraternities and sororities as long as such membership is not in conflict with national organization regulations. Fraternity and sorority membership rosters must be submitted to the Assistant Director of Student Life at the beginning of each semester. The roster must include all initiated members and new/associate members, as well as indicate whether they live in the chapter house, a residence hall, or off campus. After membership lists have been submitted for the semester, the Office of Student Life must be notified in writing, within 48 hours, of any changes in the lists.

10. New/Associate Members. The formal recruitment period takes place at the beginning of the fall and/or spring semester; however, chapters may also recruit new members outside of this time period. This is known as informal recruitment. Chapters must follow all Greek Council policies pertaining to recruitment. Any student enrolled for at least 12 credit hours at Illinois Tech or at VanderCook College of Music is eligible to join. The names of all students who are potential new/associate members must be submitted to the Office of Student Life at least three calendar days after bids are extended. A student on academic, conduct, or disciplinary probation is not eligible to join. The name of any student who is disaffiliated at any time must be reported in writing to the Assistant Director of Student Life.

11. Expansion. The purpose of the Fraternity and Sorority Expansion Policy is to open the Greek Council at Illinois Tech for expansion to additional inter/national fraternity or sorority organizations not currently affiliated with the University. It is also to ensure that a healthy and thorough process for expansion guides the growth of fraternity or sorority organizations at Illinois Tech both organizational and institutional. Illinois Tech affirms that professional and social fraternity and sorority organizations constitute an integral part of the campus community. Recognizing that membership in a Greek organization is of significant educational value, Illinois Tech supports the concept that membership can be a worthwhile component to a student's life. Illinois Tech and the Office of Student Life reserve the right to change the policies, procedures, rules, regulations, and information at any time. If you cannot access the policy via the link above and would like a copy, please contact the Office of Student Life.

12. Sexual Misconduct/Harassment. In accordance with the Illinois Tech policy on sexual misconduct/harassment, including, but not limited to Title IX Sex Discrimination including Sex-Based Harassment as defined in Appendix A of this Student Handbook, the Greek Council will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, which are demeaning to women or men. Refer to the various sexual misconduct and harassment policies set forth in this Student Handbook, including, but not limited to, the Code of Conduct and Appendix A, for more information. In addition to any action taken by the Greek Council or an individual organization, Illinois Tech retains the right to take action against any sorority or fraternity or any member(s) thereof that violate its policies on sexual misconduct or sexual harassment.

13. Social Regulations. Illinois Tech expects fraternity and sorority members to accept both personal and group responsibility for meeting recognized standards of good conduct, which follow all local, state and federal guidelines as well as Illinois Tech, national and/or alumni guidelines. Executive board leadership (defined as officers currently serving in a role on the chapter's leadership team) and any new member expected to be initiated during the current academic year from each chapter are required to attend Risk Minimization training at the beginning of each semester, as scheduled by the Office of Residence Life. A chapter's absence from Risk Minimization training or improperly registered social events may result in judicial action by Greek Council, Office of Student Life, or the Office of Student Affairs.

VIII. STUDENT TRAVEL POLICY

A. Purpose

Illinois Tech seeks to promote safe travel to events and activities occurring beyond the boundaries of its campuses by students and recognized student organizations. This policy applies to individual student travel and to recognized student organization travel, both in cases where the travel is sponsored by Illinois Tech and in cases where the travel is independent of Illinois Tech sponsorship, but where an individual student or a recognized student organization travels on behalf of, or with the financial support of, one or more Illinois Tech academic or administrative units and/or recognized student organizations. Travel beyond the boundaries of the Illinois Tech campus but within Cook, DuPage, Lake, McHenry or Will Counties, whether sponsored by Illinois Tech or not, is considered a field trip and is not subject to this Policy.

B. Definitions

An "appropriate administrator" is the President, Provost, an academic Dean, a Vice Provost, or the Dean of Students, or the authorized designee of any of the foregoing.

A "recognized student organization" is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Illinois Tech, has been approved for recognition by the Office of Student Life and maintains a current registration status with the Office of Student Life.

A "travel summary" is a written summary prepared by the organizing individual or group that, at a minimum, details the purpose of the travel, sets forth the full travel itinerary, including all lodging and contact information, and lists all participants and their relation to Illinois Tech. This will be provided by students in the Dean of Students travel form.

"Illinois Tech sponsored student travel" is travel involving a student or students that (i) is initiated, actively managed, planned and arranged by a member of Illinois Tech's faculty or staff, or members of a recognized student organization with the approval of an appropriate administrator; or (ii) has Illinois Tech financial, physical or administrative involvement or oversight. Illinois Tech sponsored student travel does not include travel under the auspices of Illinois tech's Department of Athletics or study abroad programs under the auspices of Illinois Tech's Office of Global Services.

C. Requirements

All student and recognized student organization travel falling under this Policy must meet the following requirements:

1. To assure that travel involving students is consistent with Illinois Tech's mission and that student safety issues have been addressed, Illinois Tech sponsored student travel must be approved in advance by an appropriate administrator. The organizing individual or group must prepare and provide a travel summary to the appropriate administrator for their review and approval not less than **forty-five (45)** days prior to the date of the proposed travel. An appropriate administrator may request that a travel summary be supplemented with such additional information as they deem appropriate in order for him or her to make an informed decision. In general, for Illinois Tech sponsored student travel the purpose of which is academic, such as a conference (attending or presenting), competition,

or research, involving students from more than one College, then an appropriate administrator from each College must approve it.

Approval decisions of an appropriate administrator must be consistent with the provisions of this Policy. An appropriate administrator should not approve travel if they determine that safety, security or health conditions pose an undue risk to the traveler(s).

a. An appropriate administrator should not approve travel if they determine that safety, security or health conditions pose an undue risk to the traveler(s).
b. Students shall not be required to study or do research in locations affected by an U.S. State Department Travel Warning in order to satisfy a degree requirement or to receive a grade for a class.
c. Travel to a country where the U.S. State Department has issued a mandatory evacuation order shall not be permitted.
d. Recognized student organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Life, and travel must be planned so as not to create an undue interference with academic responsibilities.
e. Students on academic or disciplinary probation or on leave from Illinois Tech should not be approved for any Illinois Tech sponsored student travel.
f. Students traveling outside of the United States need to attend a pre-departure health, safety and security meeting provided by Illinois Tech's Office of Global Services.

If the appropriate administrator approves a travel summary, then they shall sign the travel summary noting their approval and return it to the organizing individual or group and, for travel outside of the United States, provide, as described in 2 below, a copy of the approved travel summary to Illinois Tech's Office of Global Services. If the appropriate administrator does not approve a travel summary, then they shall return the travel summary unsigned to the organizing individual or group and notify the organizing individual or group of the reason for the non-approval. In the case of non-approval, the organizing individual or group may attempt to modify the travel summary to overcome the objections of the appropriate administrator and resubmit the travel summary to the appropriate administrator.

2. The travel summary with the signature of the appropriate administrator must be submitted to Illinois Tech's Office of Global Services, no later than thirty (30) calendar days before the scheduled trip. No changes may be made to the travel summary without the approval of the appropriate administrator who initially authorized the travel.
3. All students traveling must complete and submit a Voluntary Assumption of Risk and Release and Waiver of Liability Agreement and an Emergency Contact and Medical Information Form, available from the Office of General Counsel, to Illinois Tech's Office of Global Services no later than fifteen (15) calendar days before the scheduled trip. Illinois Tech's Office of Global Services will provide such travel orientation and/or information as appropriate given the specifics of the trip. In the event that the proposed itinerary includes a location under a U.S. State Department Travel warning, the existence of such warning and information related thereto will be set forth in the Voluntary Assumption of Risk and Release and Waiver of Liability Agreement. Illinois Tech's Office of Global Services shall maintain these forms for a period of six (6) months from the conclusion of the travel covered thereby.
4. Unless otherwise explicitly approved, all Illinois Tech sponsored student travel must be chaperoned by a faculty or staff member. If approval to travel without such a chaperon is granted, then a student officer from the recognized student organization must accompany the trip; provided, however, a student may not lead Illinois Tech sponsored student travel to a location that is under a travel warning. Illinois Tech will view this student officer as the party responsible for the trip. The faculty or staff member or student officer must carry a copy of emergency contact information for all students participating in the trip as well as relevant Illinois Tech contact numbers.
5. Any travel undertaken without submission of a complete and accurate travel summary or not in accordance with an approved travel summary or otherwise in violation of this Student Travel Policy may result in individual and/or organizational discipline as outlined in this Student Handbook, together with such additional action as may be deemed appropriate under the circumstances. All travel participants are expected to comply with the standards set forth in this Student Handbook and with applicable Illinois Tech policies, procedures and rules. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action as outlined in this Student

Handbook.

6. The faculty member or administrator responsible for the travel shall communicate to the participants that Illinois Tech does not provide medical insurance for any student's participation in travel. All student participants shall be responsible for medical costs they incur during and/or as a result of the travel.
7. When travel is specific to a StudentLife recognized student organization, the organization will be responsible for attending a mandatory travel presentation (once per semester). All attendees traveling on behalf of a recognized student organization must also complete the Student Organization Travel Behavioral Agreement, available on the Office of Student Affairs website.
8. Unless express permission has been granted by the appropriate administrator, friends and family members of Illinois Tech students, faculty and staff are not eligible to participate in Illinois Tech sponsored student travel.

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APPENDIX A
TITLE IX SEX DISCRIMINATION

1. NON-DISCRIMINATION POLICY

It is the intention and commitment of Illinois Tech that the university will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, order of protection status, genetic information, disability, pregnancy or related conditions, sexual orientation, sex characteristics, sex stereotypes, gender identity, unfavorable discharge from the military or status as a protected veteran, or based on any other legally protected status, and will comply with all applicable federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the programs and activities of Illinois Tech.

2. DEFINITIONS

A. COMPLAINANT

i. A person who has the right to make an oral or written complaint of sex discrimination, including complaints of sex-based harassment, requesting that Illinois Tech investigate and make a determination about alleged discrimination under Title IX:

a. A Complainant is a student or employee of Illinois Tech who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX;

b. Any person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and was participating or attempting to participate in an Illinois Tech education program or activity at the time of the alleged sex discrimination;

c. A parent, guardian, or other authorized legal representative with legal rights to act on behalf of a complainant;

d. Illinois Tech's Title IX Coordinator or designee.

ii. In addition to the people listed above, the following persons have a right to make a sex discrimination complaint other than sex-based harassment:

a. Any student or employee of Illinois Tech; or

b. Any person other than a student or employee who was participating or attempting to participate in an Illinois Tech education program or activity at the time of the alleged sex discrimination.

B. RESPONDENT

An individual named in a report who is alleged to have violated Illinois Tech's prohibition on sex discrimination.

C. COMPLAINT

Oral or written request to Illinois Tech that objectively can be understood as a request to investigate and make a determination about alleged discrimination under Title IX. A written request may be submitted electronically by email or using the Illinois Community Reporting Form - Incident Report that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the complaint.

D. REPORTS

i. A Preliminary Report will be prepared and shared with each party and their advisor, if any, at the conclusion of the investigation and each party shall have 5 calendar days to review and provide a written response prior to the completion of the summary report.

ii. A Summary Report will be prepared prior to the hearing, that summarizes evidence collected and sent to each party and their advisor, if any, 5 days before the hearing for their review and written response.

E. DECISION-MAKER

An individual designated by the Title IX Coordinator or designee to reach a determination regarding responsibility in a formal Title IX complaint, using the preponderance of the evidence standard of proof, and applying Illinois Tech's Title IX grievance procedures. Individuals involved in the grievance process cannot have dual roles. The decision-maker must be impartial, free of bias and conflicts of interest, and is trained to properly implement Illinois Tech's Title IX grievance procedures.

F. DISCIPLINARY SANCTIONS

Are consequences imposed on a respondent after a determination has been made that the respondent has violated Illinois Tech's Title IX prohibition on sex discrimination.

G. CONFIDENTIAL EMPLOYEE

i. This means an employee of a recipient whose communications are privileged or confidential under Federal or State law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies.

ii. A confidential employee of a recipient whom the recipient has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.

iii. Confidential Advisors

a. Illinois Tech's Student Health and Wellness Center- has licensed health professionals who can meet with victims on a professional basis and discuss matters in confidence. Staff members of the Student Health and Wellness Center, whose official responsibilities include providing mental health counseling to members of the student body, when acting within the scope of their license or certification, are generally obligated by law to maintain confidentiality, and these individuals when so acting are not required by law to report criminal offenses, including some sex-based harassment, about which they are informed.

b. In addition, Illinois law has established the recognized role of "Confidential Advisor", which is an individual retained by a higher education institution that has certain mandated training and has the duty and ability to provide emergency and ongoing support to students who have experienced sex discrimination. Illinois Tech has elected to contract for Confidential Advisor services. The provider of such services is:

Resilience

180 N Michigan Avenue, Suite 600

Chicago, Illinois 60601

24-hour Confidential Advisor Phone Number: 312-907-1062

H. STUDENT EMPLOYEE

i. A student whose primary relationship with the University is to receive an education, and the student works for the University, and while performing work-related services learns of conduct that may constitute sex discrimination under Illinois Tech's Title IX policy has a duty to report the alleged conduct to the Office of Title IX Compliance.

ii. All University employees (including student employees) and graduate students with teaching or supervisory authority are obligated to promptly report discrimination, harassment, or sexual misconduct of which they become aware in the scope of their work for the University to the Office of Title IX Compliance.

I. EMERGENCY REMOVAL/ LEAVE OF ABSENCE

Illinois Tech may remove a respondent from its education program or activity on an emergency basis, provided Illinois Tech makes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

J. ADMINSTRATIVE LEAVE

Illinois Tech also may place an employee respondent on administrative leave during the pendency of Illinois Tech's grievance procedures.[1]

K. REPORTING REQUIREMENTS

If a person shares with an employee conduct that may reasonably constitute sex discrimination under Title IX, the employee has a duty to report this information to the Title IX Coordinator or designee.

L. NOTIFICATION REQUIREMENTS

If a person shares information with a confidential employee/advisor about conduct that may reasonably constitute sex discrimination under Title IX, or if a student shares information about their pregnancy or related condition, to an employee, the employee must notify or provide the person the contact information of the Title IX Coordinator and information on how to make a complaint of sex discrimination.

M. PARTY

This means a complainant or respondent.

N. PEER RETALIATION

i. Retaliation means no person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by the State or federal Constitution, State or federal statute, Illinois Tech policy, this Title IX Sex Discrimination including Sex-Based Harassment process, or because the

[1] Such emergency removals and administrative leave must comply with any other relevant laws, policies, administrative procedures, and agreements governing removal of employees and/or students from and Illinois Tech education program or activity.

individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Title IX Sex Discrimination including Sex-Based Harassment process. Charging an individual with a Code of Conduct violation for knowingly making a materially false statement or knowingly providing false information in the course of an investigation under this Title IX Sex Discrimination including Sex-Based Harassment process is not prohibited retaliation; provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement or knowingly provided false information. Complaints alleging retaliation may be filed under the process and procedures set forth in Article II of this Student Handbook, entitled Code of Conduct and Conduct Discipline.

ii. Peer Retaliation is retaliation by a student against another student.

O. SUPPORTIVE MEASURES

When Illinois Tech is notified of conduct that reasonably may constitute sex discrimination under Title IX the Title IX Coordinator or designee may offer and coordinate non-disciplinary, non-punitive, individualized services offered as appropriate, and as reasonably available, without fee or charge to a complainant or respondent. Such measures are designed to restore or preserve equal access to the university's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university educational environment and deter sexual harassment. Supportive Measures may include but are not limited to extensions of work assignment deadlines, modification of work schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures.

P. PREGNANCY OR RELATED CONDITIONS

Means pregnancy, childbirth, termination of pregnancy, lactation; or medical conditions related to pregnancy.

Q. CONSENT

i. Consent represents the cornerstone of respectful and healthy intimate relationships. Illinois Tech strongly encourages its community members to communicate – openly, honestly, and clearly – about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in sexual behavior or other forms of intimate conduct. It is always the requirement of the individual initiating intimate conduct (or undertaking a new type of sexual behavior) to ensure that consent is present before acting and is present during the intimate conduct.

ii. When determining whether consent was present, Illinois Tech will consider whether a reasonable person in the same circumstances should have known whether the other party could or could not consent to the sexual activity. Thus, to have sex with someone who you know to be, or should have known to be incapable of knowingly, voluntarily, and clearly giving permission, by words and/or actions to engage in sexual behavior is a violation of this policy. Consent is not present when an individual cannot give permission, voluntarily or involuntarily, due to age (younger than 17 in Illinois), physical condition, or disability that impairs the individual's ability to give consent.

a. Reasons why one could lack the capacity to give consent due to a physical condition include, but are not limited to, incapacitation due to the consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual

activity is occurring. To be clear, a person may appear to be giving consent but may not have the capacity to do so; in which case, the apparent consent is not effective. If there is any doubt as to another person's capacity to give consent, one should assume that the other person does not have the capacity to give consent. Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent.

iii. With the foregoing, consent means the existence of clearly understandable words or actions that manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual behavior or intimate conduct by one not suffering from incapacitation (as defined below). Consent must be all of the following:

a. Knowing: Consent must demonstrate that all individuals are in a state of mind to understand, to be aware of, and to agree to the "who" (same partners), "what" (same acts), "where" (same location), "when" (same time), and "how" (the same way and under the same conditions) of sexual or intimate activity.

b. Active: Consent must be communicated in clearly understandable words or actions that reveal one's expectations and agreement to engage in specific sexual or intimate activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a "no") should not - in and of itself - be understood as consent. Consent cannot be inferred by an individual's manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

c. Voluntary: Consent must be freely given and cannot be the result of force (violence, physical restraint, or the presence of a weapon); threat or coercion (defined below); or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).

d. Present and ongoing: Consent must exist at the time of the sexual or intimate activity. Consent to previous sexual or intimate activity does not imply consent to later sexual or intimate acts; similarly, consent to one type of sexual or intimate activity does not imply consent to other sexual or intimate acts. Consent may also be withdrawn at any time by the person making known, by articulated word or concrete action, his or her intention to withdraw it, and thereupon, the sexual or intimate activity should immediately cease.

e. Threat or Coercion: The direct or implied threat of force, violence, danger, hardship, or retribution sufficient to persuade a reasonable person one would have to submit. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's freedom of will or ability to choose whether or not to engage in sexual activity. When someone makes it clear that they do not want to engage in sexual activity, that they want to stop, or they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be threatening or coercive.

f. Incapacitation: The inability to understand the nature of the activity or to give knowing consent. Incapacitation is also the inability to understand the "*who*, *what*, *when*, *where*, & *how*" of the intimate conduct that took place. When a person is sufficiently intoxicated, high, intellectually disabled, or the like

such that the person is not capable of appreciating what is happening establishes incapacitation. The legal inability to give effective consent because of age or declared incompetent.

R. SEX DISCRIMINATION

Discrimination on the basis of sex includes discrimination due to sexual orientation, gender identity, sex stereotypes, sex characteristics, and pregnancy and related conditions.

S. SEX-BASED HARASSMENT

i. Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including the following types of harassment:

a. Quid Pro Quo Harassment

a. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under Illinois Tech's educational program or activity explicit or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual behavior.

b. Hostile Environment Harassment

a. Unwelcome sex-based conduct, that based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the type, frequency, and duration of the conduct, the parties' ages, and the degree to which the conduct affected the complainant's ability to access their educational program or activity.

c. Conduct Prohibited by the Violence Against Women Act

a. **Sexual Assault**: An offense classified as a forcible or nonforcible sex offense under the Federal Bureau of Investigation, Criminal Justice Information Services, Uniform Crime Reporting (UCR) Program, National Incident-Based Reporting System (NIBRS), https://www.fbi.gov/services/cjis/ucr/nibrs, which includes rape, sodomy, sexual assault with an object, or fondling directed against another person, without the consent thereof, including instances where said other person is incapable of giving consent, as well as incest and statutory rape. Consistent with the NIBRS, the following definitions of these offenses are:

i. **Rape** (Except Statutory Rape): The carnal knowledge of another person, without the consent of said person, including instances where the person is incapable of giving consent because of their age or because of his/her temporary or permanent mental or physical incapacity.

ii. **Sodomy**: Oral or anal sexual intercourse with another person without the consent of said person, including instances where the person is incapable of giving consent because of their age

or because of their temporary or permanent mental or physical incapacity.

iii. **Sexual Assault with An Object**: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of said person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental pr physical incapacity.

iv. **Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of said person, including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

v. **Incest**: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

vi. **Statutory Rape**: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

b. **Dating Violence** – Violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with another person, 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. 34 U.S.C. §12291(a)(10).

c. **Domestic Violence** – Any felony or misdemeanor crimes of violence committed by (i) a current or former spouse or intimate partner of a person, (ii) someone with whom a person shares a child in common, (iii) a person who is cohabitating with or has cohabitated with another as a spouse or intimate partner, (iv) a person similarly situated to a spouse under the domestic or family violence laws of the jurisdiction, or (v) any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).

d. **Stalking** – Engaging in a course of conduct, whether in-person or via any electronic, telephonic computer or digital means, directed at the Title IX Complainant 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. 34 U.S.C. §12291(a)(30).

3. BASIC REQUIREMENTS OF TITLE IX GRIEVANCE PROCEDURES

A. Illinois Tech has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity. Title IX grievance procedures at Illinois Tech include:

i. Treating complainants and respondents equitably;

ii. Requiring that the Title IX Coordinator, investigator, or decision-maker not have a conflict of interest and are bias-free;

iii. Presuming that the respondent is not responsible for the alleged conduct until a determination is made regarding responsibility;

iv. Setting reasonable timeframes, under the circumstances of the case, for processing the allegation through each step of the grievance process;

v. Providing for the gathering and the objective evaluation of relevant evidence and the exclusion of impermissible evidence, as determined by Illinois Tech;

vi. Providing notice of allegations to the parties;

vii. Reserving the right for Illinois Tech to consolidate complaints in certain circumstances;

viii. Giving the parties an equal opportunity to present fact witnesses and other evidence;

ix. Giving the parties an equal opportunity to access relevant and not otherwise impermissible evidence or an accurate description of such evidence; as well as a reasonable opportunity to respond. Illinois Tech will take reasonable steps to prevent and address proscribed disclosures of confidential or other protected information;

x. Accessing credibility when credibility is in dispute and relevant;

xi. Using the preponderance of the evidence standard of proof to determine whether sex discrimination occurred;

xii. If it is determined sex discrimination occurred, remedies for the complainant or others; determining disciplinary sanctions for those found responsible; and other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;

xiii. Any additional provision of this policy applicable to the parties;

xiv. Giving parties the option to participate in the informal resolution processes;

xv. Providing written notice to the parties of allegations, dismissal, delays of timelines set under this policy, meetings, and proceedings;

xvi. Permitting each party to have an advisor of the party's choice;

xvii. Assessing credibility when credibility is in dispute, including questioning a party or witness during meetings or in a live hearing;

xviii. If a live hearing will be held, review with each party the procedures for the hearing;

xix. Written determination provided simultaneously to the parties; and

xx. Providing procedures for a party to appeal a determination.

B. Impermissible Evidence

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be assessed, disclosed, considered, and will not otherwise be used, except by Illinois Tech to determine whether one of the exceptions listed below applies), regardless of whether they are relevant. Evidence that is:

i. Protected under a privilege or confidentiality;

ii. A party or witness records made or maintained by a physician, psychologist, or other recognized professional in connection with treatment;

iii. Relating to the complainant's sexual interests or prior sexual conduct.

iv. Exception: Evidence that relates to the complainant's sexual predisposition or prior sexual behavior is not relevant unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the Title IX respondent and are offered to prove consent.

4. SUPPORTIVE MEASURES MEETING

A. Once notified, Illinois Tech will offer and coordinate supportive measures as appropriate for the complainant and/or the respondent to restore or preserve that person's access to Illinois Tech's education program or activity or provide support during Illinois Tech's Title IX grievance procedures or during the Informal Resolution process. Supportive Measures may include, counseling, extension of deadlines, restrictions on contact applied to one or more parties, and changes in class, work, housing etc.

B. The Title IX Coordinator or designee will be responsible for coordinating the effective implementation of supportive measures; provided, however, the Title IX Coordinator may designate other Illinois Tech Officials to assist with implementing Supportive Measures. Illinois Tech will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of Illinois Tech to provide the supportive measure. Illinois Tech may not impose any disciplinary sanctions or other actions that are not supportive measures against a respondent until a determination of responsibility has been issued as required by Title IX and its regulations.

5. NOTICE OF ALLEGATIONS

A. Upon initiation of Illinois Tech's grievance process, the Title IX Coordinator or designee will provide a written Notice of the allegations to the complainant and respondent, that includes:

i. A copy of or the link to Illinois Tech's Title IX Sex Discrimination or Sex-Based Harassment process;

ii. The identities of all known parties involved in the incident(s), the conduct alleged to constitute sex discrimination or sex-based harassment,

the date and location of the alleged incident, if known, and any other details necessary to prepare a response before any interview, which in no case shall be less than 48hours;

iii. A statement that the respondent is presumed not responsible for the alleged conduct;

iv. A statement that a determination regarding responsibility is made at the conclusion of the process;

v. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney and can attend investigatory meetings or live hearing proceedings;[2]

vi. Notice to the parties that they may inspect and review evidence obtained during the investigation;

vii. Notice that the Illinois Tech Code of Conduct prohibits knowingly making false allegations and statements or knowingly submitting false information during the process;

viii. Notice of the option to pursue an Informal Resolution process;

ix. Notice that retaliation is prohibited; and

x. The parties are entitled to an equal opportunity to access the relevant and not otherwise determined impermissible evidence or an accurate description of this evidence.

B. If, during an investigation, Illinois Tech decides to investigate additional allegations of sex discrimination or sex-based harassment by the respondent to the complainant that is not included in the notice provided or included in a consolidated complaint, Illinois Tech will notify the parties of the additional allegations within seven calendar days of the decision to add them.

6. INVESTIGATION

A. Illinois Tech will provide for the adequate, reliable, and impartial investigation of complaints. The burden is on Illinois Tech —not the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination or sex-based harassment occurred.

B. Illinois Tech will provide equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. Illinois Tech will review all evidence gathered through the investigation and determine what evidence is impermissible regardless of relevance.

C. Illinois Tech will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination or sex-based harassment in the following manner:

i. Illinois Tech will provide an equal opportunity to access either the relevant and not otherwise determined impermissible evidence or an accurate description of the evidence. If Illinois Tech provides a description of the evidence, Illinois Tech will provide the parties with an

[2] Other persons who are not advisors may attend meetings or proceedings with permission of Illinois Tech.

equal opportunity to access the relevant and not otherwise impermissible evidence.

ii. Illinois Tech will provide a reasonable opportunity to respond to the evidence and a preliminary investigative report. Prior to completion of the summary investigative report, the Title IX Investigator(s) must allow each party, and the party's advisor, if any, to review evidence. The parties shall have 10 calendar days to submit a written response, which the Title IX Investigator(s) will consider prior to completing the summary investigative report.

iii. Illinois Tech will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

7. TITLE IX HEARING PROCEDURES

A. Adjudication With Hearing. Illinois Tech will use this model when the allegations involve Illinois Tech students. A live hearing will be provided as part of the grievance process. The live hearing will comply with the following requirements:

i. The live hearing will be held with both parties located in the same room or virtually, if either party request to be in a separate room. Illinois Tech will use technology enabling equipment for the parties to simultaneously see and hear each other and witnesses answering questions. Unless the live hearing is conducted virtually, all parties must be physically present in the same geographic location.

ii. All hearings will be documented through audio recording, audiovisual recording, or transcript, at the university's discretion, and will be made available to the parties for inspection or review.

iii. At the hearing, the Title IX decision-maker must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenges to credibility. Only relevant cross-examination and other questions may be asked of a party or witness. With respect to cross-examination:

a. Questions and evidence about the Title IX Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Title IX Complainant's prior sexual behavior are offered to prove that someone other than the Title IX Respondent committed the conduct alleged by the Title IX Complainant, or if the questions and evidence concern specific incidents of the Title IX Complainant's prior sexual behavior with respect to the Title IX Respondent and are offered to prove Consent.

b. The Title IX decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Cross-examination at the live hearing must be conducted directly, orally, and in real-time by the party's advisor of choice and never by the party personally.

iv. Cross-examination must be conducted by the party's advisor, and never by the party. If a party does not have an advisor present at the live

hearing, the university will provide an advisor of its choice, without charge to the party, who may be, but likely will not be, an attorney to conduct cross-examination on behalf of the party.

v. If a party or witness does not submit to cross-examination at the live hearing, the Title IX decision-maker cannot rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Title IX decision-maker cannot draw an inference about the determination regarding responsibility based solely on the party or witnesses' absence or refusal to answer cross-examination or other questions.

B. Live Hearing Procedures. The Title IX decision-maker may establish rules for the live hearing, which may include, but are not limited to, governing decorum, setting time limits for opening and closing remarks, empowering the Title IX decision-maker to take a temporary recess, and any such other rules deemed prudent for the effective and efficient conduct of the live hearing; provided, however, any such rules must be consistent with this policy and must apply equally to the Title IX complainant and respondent. Any rules applicable to the hearing will be included in the notice of hearing.[3]

C. Adjudication No Hearing. Illinois Tech will use this model when a complaint involves Illinois Tech employees exclusively and non-Illinois Tech community members.

8. DETERMINATION OF WHETHER SEX DISCRIMINATION OCCURRED

A. Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, Illinois Tech will:

i. Use the preponderance of the evidence standard of proof, to determine whether sex discrimination occurred. The standard of proof requires the decision-maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision-maker is not persuaded under the applicable standard of evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decision-maker will not determine that sex discrimination occurred.

ii. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable.

iii. Not impose discipline on a Respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the Respondent engaged in prohibited sex discrimination.

iv. Comply with the grievance procedures before the imposition of any disciplinary sanctions against a Respondent.

v. Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex

[3] For information about Rules of Decorum in a hearing, contact the Title IX Coordinator at foster@iit.edu

discrimination occurred. However, Illinois Tech may discipline students using the Code of Conduct for making false statements.

B. If there is a determination that sex discrimination occurred, the Title IX Coordinator or designee will, as appropriate:

   i. Coordinate the provision and implementation of remedies to a complainant and other people Illinois Tech identifies as having had equal access to Illinois Tech's education program or activity limited or denied by sex discrimination;

   ii. Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and

   iii. Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within Illinois Tech's education program or activity.

9. INFORMAL RESOLUTION

Illinois Tech offers community members a voluntary Informal Resolution process to resolve allegations of sex discrimination, including sex-based harassment, with the exceptions of allegations including, but not limited to, harassment of a student by an employee. The Informal Resolution process is voluntary, requires both parties' written consent, and involves facilitation or mediation between them. Prior to reaching a resolution, either party has the right to withdraw from the Informal Resolution process and resume Illinois Tech's grievance process. However, once an agreement has been reached under the Informal Resolution process, Illinois Tech cannot resume the grievance process nor initiate or allow either party to initiate another complaint process addressing any allegations resolved in the Informal Resolution process or arising out of the same facts or circumstances as any allegations resolved in the Informal Resolution process.

The Informal Resolution process aims to restore a sense of safety to the person who experienced harm, restore or maintain access to educational and or employment opportunities, and in some instances repair harm. Informal Resolution may include a broad range of conflict resolution strategies, including but not limited to facilitated communication and/or restorative justice practices.

The Informal Resolution process begins with a signed voluntary Informal Resolution Agreement from both the complainant and respondent, the Title IX Coordinator or designee will designate an Informal Resolution Facilitator to facilitate the Informal Resolution process. Next, the facilitator typically will meet with each party separately—in person, by telephone, or by videoconference in one or more meetings, at the Title IX Informal Resolution Facilitator's discretion—to describe the process, including the role of the Informal Resolution Facilitator; to gain an understanding of each party's feelings, positions, and wishes with respect to resolution of the complaint; and when appropriate, to gather necessary information to identify the harm caused.

If after an initial meeting with each party, the facilitator and both parties agree, in writing, that an in-person meeting involving both parties and the facilitator is an appropriate step, the facilitator may, at their discretion, convene such a meeting between the parties. In such cases, any remaining steps of the process may be effectuated through separate or joint meetings of the parties, at the facilitator's discretion.

Though the facts and circumstances surrounding each complaint are unique, in general, the facilitator will seek to facilitate its resolution, and this may be accomplished by one or more of the following options: (a) participation in educational programming; (b) changes in academic, work, and living arrangements; (c) assistance with requesting academic allowances and extensions; (d) writing an impact statement; (e) writing a statement acknowledging harm caused; or (g) restrictions of contact between the parties.

Additionally, the facilitator will facilitate all communication between the parties during the process with the ultimate goal of helping them reach a resolution. The facilitator does not have the power to make a decision for either party, but will attempt to help them find a mutually agreeable resolution and create a document for execution by all parties that summarizes the freely agreed-upon solutions. Once a resolution agreement has been executed, Illinois Tech will neither resume nor initiate the grievance process with respect to any allegations resolved therein or arising out of the same facts or circumstances as those allegations. If a party fails to fulfill the terms of the resolution agreement, Illinois Tech may initiate a Code of Conduct violation under Article II of this Student Handbook for Failure to Comply.

10. DISMISSAL OF A COMPLAINT

A. Illinois Tech may dismiss a complaint of sex discrimination if:

    A. Illinois Tech is unable to identify the respondent after taking reasonable steps to do so;

    B. The respondent is not participating in an Illinois Tech education program or activity and is not employed by Illinois Tech;

    C. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and Illinois Tech determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or

    D. Illinois Tech determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, Illinois Tech will make reasonable efforts to clarify the allegations with the complainant.

B. Upon dismissal, Illinois Tech will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Illinois Tech will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

C. Pursing Complaints without Support of Complainant. The Title IX Office can pursue a complaint without the support of the complainant if the allegations in the complaint constitutes sex discrimination under Title IX and all the applicable considerations have been reviewed. This review process occurs when the complaint is initially reported.

11. APPEAL THE DISMISSAL OF A COMPLAINT

A. Illinois Tech will notify the complainant that the complaint was received and dismissed and may be appealed and will provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Illinois Tech will also notify the respondent that the dismissal may be appealed.

B. When a complaint is dismissed, Illinois Tech will, at a minimum:

A. Offer supportive measures to the complainant as appropriate;

B. If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and

C. Take other prompt and effective steps as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Illinois Tech's education program or activity.

C. Grounds For Dismissal. The Title IX Coordinator, investigator(s), or decision-maker(s) generally had a conflict of interest or bias for or against a complainant or a respondent that would change the outcome of the determination.

D. If the dismissal is appealed, Illinois Tech will:

A. Notify the parties of any appeal, including the basis of the appeal, if Notice was not previously provided to the Respondent;

B. Either party may appeal the parties;

C. Ensure that the decision-maker for the appeal has been trained consistent with the Title IX regulations;

D. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and

E. Notify the parties of the appeal determination and the rationale for the result.

12. APPEAL OF DETERMINATION

A. Illinois Tech offers the following process for appeals from a determination that sex discrimination occurred. Both the complainant and respondent may file an appeal from a determination regarding responsibility, on the following bases:

A. Procedural irregularity that affected the outcome of the matter;

B. New evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome of the matter;

C. Claims that the Title IX Coordinator or designee, investigator(s), or decision-maker(s), had a conflict of interest, or a bias for or against a complainant or respondent generally that have affected the outcome of the matter; and

D. The sanction is disproportionate to the violation.

B. A complainant or respondent who wishes to appeal must submit an appeal to the Title IX Coordinator within five calendar days of the date of determination of responsibility. An Appeal must be filed by email to the Title IX Coordinator at foster@iit.edu.

13. DISCIPLINARY SANCTIONS AND REMEDIES

A. Following a determination that sex discrimination occurred, Illinois Tech may impose disciplinary sanctions, which may include:[4]

A. Disciplinary warning;

[4] Illinois Tech may also provide remedies, which may include supportive measures. For more detailed information see Code of Conduct and Conduct Discipline of the 2024-2025 Illinois Tech Student Handbook.

B. Mutual no contact order;

C. Disciplinary probation;

D. Suspension; &

E. Expulsion.

B. Amnesty For Sexual Misconduct Reporting. Illinois Tech encourages reporting of sexual misconduct and seeks to remove any barriers to an individual making a report. To this end, Illinois Tech recognizes that an individual who was drinking or using drugs at the time of such an incident may be hesitant to make a report because of potential consequences for their own conduct. Accordingly, an individual(s) who, in good faith, reports sexual misconduct that was directed at them or another person, either as a reporting party or a third-party witness, will not be subject to disciplinary action by Illinois Tech solely for their own personal consumption of alcohol or drugs.

14. PREGNANCY OR RELATED CONDITIONS

A. Illinois Tech is committed to creating an accessible and inclusive environment for pregnant and parenting students and does not discriminate against any student based on the student's current, potential, or past pregnancy or related conditions. Students who are pregnant or have a related condition can voluntarily:

   A. Participate in a separate portion of the educational program or activity as long as the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

   B. Take a leave of absence in accordance with the university's leave of absence policy. Upon return from a leave of absence, the student will be reinstated to the academic status held when the voluntary leave began.

B. Pregnancy or related conditions will be covered under the same policies as other temporary medical conditions regarding medical and hospital benefits offered through Illinois Tech.

C. Illinois Tech does not require students who are pregnant or have related conditions to provide certification from a healthcare provider that they are physically able to participate in its educational program or activity except under very limited circumstances.[5]

D. When a student, or a person who has a legal right to act on behalf of the student, informs an Illinois Tech employee of their pregnancy status or related condition, the employee must provide the person with the Title IX Coordinator's contact information and inform the student that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure continued access to the educational program or activity.

E. Illinois Tech does not require supporting documentation from the student to receive reasonable accommodations unless the documentation is necessary. Accommodations may vary based on the student's circumstances and may include: academic accommodations and flexibility (such as breaks during class, intermittent absences to attend medical appointments, rescheduling of tests, extensions of deadlines, and alternatives to make up missed work); access to online education, changes in physical space, voluntary leaves of absences or changes in work schedules, changes to housing, or other types of

[5] Certification of participation is required if the physical ability or health is necessary for participation in the program or activity and if Illinois Tech requires certification for all students participating in the program.

accommodations.[6] Illinois Tech does provide lactation spaces across the university. For a list of locations, click here.

15. RECORD-KEEPING

The Title IX Coordinator or designee will maintain, for a period of at least seven years, records of:

A. Each complaint of sex discrimination, records documenting the Informal Resolution process or grievance procedures, and if applicable the resulting outcome and documentation showing that Illinois Tech's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to an Illinois Tech education program of activity.

B. Each determination regarding responsibility and any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to Illinois Tech's education program or activity; (a) any appeal and the results therefrom; (b) any informal resolution and the result there from.

16. TRAINING

A. Any person serving as the Title IX Coordinator or a designee, investigator(s), decision-maker(s), appellate decision-maker(s), or Informal Resolution Facilitator, will be trained regarding the definition of sex discrimination, including sex-based harassment, on how to conduct impartial investigations, the informal resolution process, reviewing appeals, and if applicable, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, and issues of relevance and credibility

B. Any materials used to train the Title IX team must not rely on sex stereotypes and must promote impartial investigations and adjudications of complaints and will be made available upon request.

[6] Illinois Tech will treat pregnancy or related conditions as any other temporary medical condition for job related purposes including commencement, duration and extensions of leave, payment of disability income, accrual of seniority and any other benefit or service, and reinstatement, and under any fringe benefit offered to employees by virtue of employment.

Important Dates

Fall 2024 Semester

Classes Begin: 8/19
Last Day to Waive/Enroll in Student Health Plan: 8/31
Add/Drop Deadline: 8/31
Fall Break Day: 10/7
Last Day to Withdraw: 10/28
Spring and Summer Registration Begins: 11/4
Thanksgiving Break: 11/27–11/30
Classes End: 11/30
Last Day to Request an Incomplete Grade: 12/1
Finals Week Begins: 12/2

Spring 2025 Semester

Classes Begin: 1/13
Add/Drop Deadline: 1/25
Last Day to Waive/Enroll in Student Health Plan: 1/20
Fall Incomplete Grades Due: 2/24
Spring Break Begins: 3/17
Last Day to Withdraw: 3/31
Fall Registration Begins: 4/7
Classes End: 5/3
Finals Week Begins: 5/5
Commencement 5/14

ILLINOIS TECH