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OVERVIEW

POLICY FOR PREPARING THE ANNUAL SECURITY AND FIRE SAFETY REPORT

Campus Safety and Security at Columbia College Chicago is dedicated to fostering public safety and securing a campus environment conducive to academic and creative excellence. With your cooperation and vigilance, Campus Safety and Security will continue to enhance and build upon this mission.

Columbia issues this report annually in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. We encourage you to review the Annual Security and Fire Safety Report in its entirety. The objective is to share information about campus crime and to educate our community about crime reporting, fire safety, and various security programs, policies, and procedures.

Campus Safety and Security created this report with information received from the Chicago Police Department, the Los Angeles Police Department, and designated campus officials, including personnel from Residence Life, Leased Residential Housing Partners, Student Health and Support, Student Services, and Human Resources.

Faculty, staff, and students are notified by email of the availability of the Annual Security and Fire Safety Report on the website at [colum.edu/safety](http://colum.edu/safety).

Prospective employees and students have access to this information on Columbia employment and Admissions application forms as well as on the Campus Safety and Security website.

A printed copy of this report is available from Campus Safety and Security upon request. Questions or additional information regarding the report can be directed to the associate vice president of Campus Safety and Security at 312-369-3220.
OVERVIEW

IMPORTANT CONTACT INFORMATION

911—FOR EMERGENCIES REQUIRING THE POLICE OR FIRE DEPARTMENTS

24/7–Campus Security Command Center
Emergency 312-369-1111
Non-Emergency 312-369-3220

Counseling Services
916 S. Wabash Ave., 5th floor
312-369-8700

Administrative Office–
Campus Safety and Security
916 S. Wabash Ave., Room 505
312-369-3220

Human Resources
624 S. Michigan Ave., Suite 600
312-369-8215

Student Relations
623 S. Wabash Ave., Room 301
312-369-8595

Security Posts
33 E. Ida B. Wells
312-369-8888
600 S. Michigan Ave.
312-369-7111
618 S. Michigan Ave.
312-369-7888
624 S. Michigan Ave.
312-369-7666
623 S. Wabash Ave.
312-369-7555
916 S. Wabash Ave.
312-369-6444
754 S. Wabash Ave.
312-369-7999
72 E. 11th St.
312-369-6112
1014 S. Michigan Ave.
312-369-6222
1104 S. Wabash Ave.
312-369-6888
1306 S. Michigan Ave.
312-369-8326
1312 S. Michigan Ave.
312-369-8383
1600 S. State St.
312-369-3333
Los Angeles–Raleigh Studios
323-960-4441

Student Housing Facilities
731 S. Plymouth Ct.
(Building location closed Spring 2019.)
University Center
525 S. State St.
312-924-8911
Dwight Lofts
642 S. Clark St.
312-288-3062
The ARC
37 W. Van Buren St.
312-283-3331
30 E. Balbo
(This location did not open until Fall 2019. Crime data not included for this location.)
312-618-4331
The Flats
829 S. Wabash Ave.
312-939-0133
(This location did not open until Fall 2019. Crime data not included for this location.)
Los Angeles–Park La Brea
323-549-5504

Equity Issues/Title IX Coordinator
623 S. Wabash Ave., Room 315
312-369-6344
COLUMBIA COLLEGE CHICAGO CAMPUS 2018 GEOGRAPHY

Columbia’s Chicago campus is located in the vibrant South Loop neighborhood, nestled among public parks, hotels, and public transportation systems. The campus footprint consists of leased and owned properties serving a campus community of nearly 7,000 students, of which approximately 2,500 reside in on-campus student housing.

Columbia’s Los Angeles classrooms are located at Raleigh Studios, the longest continuously operated studio in the country. LA student housing is located at Park La Brea, a 160-acre community in the Miracle Mile district of LA.

CHICAGO ACADEMIC AND ADMINISTRATIVE BUILDINGS

33 E. Ida B. Wells
600 S. Michigan Ave.–Alexandroff Campus Center
619 S. Wabash Ave.
618 S. Michigan Ave.
623 S. Wabash Ave.
624 S. Michigan Ave.
754 S. Wabash Ave.–Student Center
916 S. Wabash Ave.
72 E. 11th St.–The Theatre Center
1014 S. Michigan Ave.
1104 S. Wabash Ave.
1306 S. Michigan Ave.–The Dance Center
1312 S. Michigan Ave.–Sherwood Community Music School
1600 S. State St.–Media Production Center

LA ACADEMIC AND ADMINISTRATIVE BUILDING
650 N. Bronson Ave., Suite B108

CHICAGO LEASED RESIDENCE HALLS
525 S. State St.–University Center
642 S. Clark St.–Dwight Lofts
731 S. Plymouth Ct.
(Building closed Spring 2019.)
37 W. Van Buren St.–ARC
30 E. Balbo Ave.
(This location did not open until Fall 2019. Crime data not included for this location.)
The Flats
829 S. Wabash Ave.
(This location did not open until Fall 2019. Crime data not included for this location.)

LOS ANGELES LEASED RESIDENCE HALL
6200 W. 3rd St.–Park La Brea

CHICAGO CAMPUS GREEN SPACES
1019 S. Wabash–Garden
INTRODUCTION

Campus Safety and Security’s foremost priority is the safety and well-being of our community. Our campus buildings and student residential housing facilities are interwoven among businesses, private residences, hotels, parks, restaurants, and museums. Public safety is a shared responsibility, and we welcome your partnership to help foster a safe campus committed to academic excellence and creative practice.

PERSONNEL

The associate vice president of Campus Safety and Security leads the security team and its three branches:

- Field Operations
- Investigations and Compliance
- Emergency Management

The security force is non-sworn, unarmed, and does not have sworn arrest authority. Campus Safety and Security requires campus security personnel to either: (1) be graduates of a training academy certified by the Illinois Law Enforcement Training and Standards Board or (2) have successfully passed the State of Illinois Basic Security Course and be licensed by the State of Illinois Department of Professional Regulation. Required training includes first aid/CPR and the use of automated external defibrillators (AEDs). Security staff and supervisors undergo additional training on a variety of public safety topics.

Campus security officers exercise their authority by enforcing Columbia’s regulations and policies on college private property and may ask any person for identification to determine whether individuals have lawful business at the college. The campus community is encouraged to promptly and accurately report all crime to Campus Safety and Security and the local police department.

CHICAGO DEPLOYMENT

Most campus buildings have a security station staffed by contracted security officers in the lobby. These fixed posts may be supplemented by either foot, vehicle, bicycle, or Segway patrol. Additionally, field operations continue to add former law enforcement professionals as unarmed Watch Commanders to some of the security shifts. Watch Commanders add another layer of expertise to our staff and ensure the professional response we are committed to delivering.

Student housing consists of leased properties. Leased residential facilities are staffed by security personnel provided, supervised, and managed by the individual property management companies. Entry into all Chicago residential facilities is restricted to residents, their approved guests, and other authorized persons. Access is monitored and regulated by the respective personnel assigned to the front desk.

The Campus Security Command Center is located at a secure location on-campus and staffed 24/7. The Command Center answers security telephone lines, dispatches resources, programs access control, and conducts alarm monitoring and video surveillance. The Command Center also includes an Emergency Operations Center (EOC). The administrative office is located at 916 S. Wabash Ave. in Room 505 and is open during regular business hours.
**OVERVIEW**

**LOS ANGELES DEPLOYMENT**

Raleigh Studios provides their own 24/7 on-site private unsworn security, which includes the college’s classroom and administrative location. Security officers monitor and control access at studio entrances. Park La Brea provides their own 24/7 on-site private unsworn security, and they patrol the grounds, which include the locations of student housing. Neither Raleigh Studios nor Park La Brea security have sworn arrest authority, and there is no formal written memorandum of understanding with the Los Angeles Police Department; however, they work together with LAPD as appropriate to investigate incidents that occur on their property.

**RELATIONSHIPS**

The college does not have a formal written memorandum of understanding (MOU) with the Chicago Police Department or Los Angeles Police Departments.

A representative from Campus Security is a formal member of the Chicago Police First District’s Advisory Council and regularly attends Chicago Police Department-sponsored business and community meetings. Campus Security is a member of the Security Council of Professional Educators (SCOPE), a higher education security working group. Membership includes representatives from campus security at higher education institutions located in the Chicago area, along with representatives from city and federal law enforcement agencies. Training, discussion of criminal activity, and legislative updates affecting college campuses are presented at these forums.

Campus Security is also a member of the Chicago Building Owners and Managers Association’s (BOMA) Emergency Preparedness Committee and participates in their meetings and exercises.

LA staff and Campus Security liaise as needed with the senior lead officer at the Olympic Area Police Division for Raleigh Studios and the Wilshire Area Police Division for Park La Brea.

Awareness and prevention are crucial to overall campus safety, and we welcome your personal involvement. Campus Security adopts the U.S. Department of Homeland Security’s slogan, “If You See Something, Say Something.”
CRIME STATISTICS: CLASSIFYING AND COUNTING CLERY ACT CRIMES

Classifying Crime
Campus crime, arrest, and referral statistics include those reported to Campus Safety and Security, designated campus officials, including campus security authorities and local law enforcement. The following reported statistics cover the period from January 1 through December 31 for each specified year.

Statistical crime data is provided with the standards and guidelines used by the FBI Uniform Crime (UCR) program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR program. The definitions of Fondling, Incest, and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. For the categories of Domestic Violence, Dating Violence, and Stalking, the Clery Act specifies usage of definitions provided by the Violence Against Women Reauthorization Act of 2013.

Counting Crime
Statistical crime data is provided for the past three calendar years in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the federal laws articulated in the Clery Act. Data included in the statistics column for Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Domestic Violence, Dating Violence, Stalking, Sex Offenses, Aggravated Assault, and Motor Vehicle Thefts represent the number of victims in the crime occurrence. Similarly, cases involving arrests for Liquor Law, Drug Law, and Illegal Weapons violations are recorded per person. Statistics captured under “Referred for Disciplinary Action” reflect the number of individuals in a reported incident submitted to a campus official authorized to administer and maintain a record of disciplinary action. Statistics recorded for Robbery, Burglary, and Arson indicate the number of occurrences.

Geographic Locations
Crime statistics are categorized in four locations: on-campus, on-campus residential, non-campus, and public property. In Chicago, academic and administrative buildings are categorized as on-campus property. All Chicago residence halls are categorized as on-campus student housing facilities. In California, Raleigh Studios is categorized as an on-campus property, and Park La Brea is categorized as a non-campus property.

Specific statutory definitions of these geographic areas are as follows:

- **On-Campus**—Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
• **On-Campus Student Housing Facility**– Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus. The 525 S. State St., 30 E. Balbo Ave., 829 S. Wabash Ave., and 37 W. Van Buren St. student housing facilities may include lease agreements with other entities, individuals and neighboring higher educational institutions. Data reported in this category may include reported crimes that occurred in spaces occupied by other tenants.

• **Non-Campus**–Any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

• **Public Property**–All public property, including thoroughfares, streets, sidewalks and the opposite side of street and the parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

For additional information and additional crime statistics covering areas beyond the campus geography as defined by the Clery Act, please visit:

The Chicago Police Department website:

http://gis.chicagopolice.org/clearmap_crime_sums/startpage.htm

The Los Angeles Police Department website:

http://www.lapdonline.org/crime_mapping_and_compstat

**GENERAL CATEGORIES OF CRIME STATISTICS**

The Clery Act requires the college to include four general categories of crime statistics:

• **Criminal Offenses**–Criminal homicides, including Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault including Rape, Fondling, Incest, and Statutory Rape; Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft; and Arson.

• **Hate Crimes**–Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction; Damage/Vandalism of Property that were motivated by bias.

• **VAWA Offenses**–Any incidents of Domestic Violence, Dating Violence and Stalking. (Note: Sexual Assault is also a VAWA offense but is counted in the Criminal Offenses Crime Statistics table.)

• **Arrests and Disciplinary Referrals for Violations of Weapons, Drug Abuse, and Liquor Laws**–Arrest for Clery Act purposes is defined as persons processed by arrest, citation, or summons. Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

For reference, U.S. Department of Education Crime Definitions can be found in Appendix I.
## COLUMBIA COLLEGE CHICAGO CRIME STATISTICS 2018

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<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus Property</th>
<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
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### COLUMBIA COLLEGE CHICAGO VAWA / HATE CRIME STATISTICS

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<th>On-Campus Student Housing Facilities</th>
<th>Non-Campus Property</th>
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<tr>
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<td>2016</td>
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<tr>
<td>Dating Violence</td>
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<td>Hate Crimes</td>
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<td>One on-campus student housing facilities, intimidation incident, characterized by religion.</td>
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## COLUMBIA COLLEGE CHICAGO ARRESTS AND DISCIPLINARY REFERRALS REPORTING

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## SEMESTER IN LA CRIME STATISTICS 2018

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CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS AND POLICIES

Campus Safety and Security conducts presentations and/or distributes material throughout the year on the following crime prevention and safety topics:

- **Kick @$$ (personal safety)**—Learn how to navigate the campus and city with confidence, repel an attack with self-defense techniques, understand the effects of trauma, and discover on-campus resources for support and safety.
- **Active Shooter for Faculty, Staff, and Students**—Learn more about the U.S. Department of Homeland Security’s RUN-HIDE-FIGHT program. Understand the nuances of an active shooter event, police/security response, and keeping yourself safe.
- **Fire Safety**—This training is geared toward members of the volunteer Emergency Evacuation Team (EET). The team assists in the safe evacuation of individuals from a building once emergency evacuation procedures commence.

Brochures and videos addressing safety and security both on- and off-campus are available at the Campus Safety and Security office and on the website [colum.edu/safety](http://colum.edu/safety). Posters identifying emergency exits, emergency response procedures, and notification systems are posted throughout campus buildings. Safety and security precautions are also addressed during orientation and in campus Crime Advisories shared with the college community by Campus Safety and Security.

Campus safety is the responsibility of the entire Columbia community. All programs encourage students and staff to be responsible for their own safety and the security of others.

VIOLENCE PREVENTION EFFORTS

In accordance with the Illinois Campus Security Enhancement Act of 2008, a Violence Prevention Plan has been designated to proactively address and promote the welfare, health, and safety of the campus community. Inherent in the plan are college policies related to violence prevention, reporting, and the availability of a Campus Behavioral Threat Assessment Team. This team is tasked with administering the principles of early intervention and proactive engagement to prevent violence and to offer support services. Individuals exhibiting disturbing and/or potentially violent behavior that do not pose an imminent threat to the safety, health, or security of the campus community should be reported to the following offices:

- Campus Safety and Security: 312-369-3220
- Dean of Students/Student Support Services: 312-369-8595
- Human Resources: 312-369-7248

WEAPONS AND FIREARMS POLICY

Firearms are prohibited on campus. Columbia expands the weapons restrictions to prohibit possession of any weapon (other than mace or personal protective spray), including air guns, airsoft products, ammunition, clubs, electrical weapons, explosives, firearms, fireworks, nunchucks, knives, swords, taser, and throwing stars on college property.
DRUG AND ALCOHOL AND SUBSTANCE ABUSE POLICIES

Columbia complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, which recognizes that all employees and students have the right to a workplace and educational environment that is drug free. The manufacturing, possession, use, sale, or distribution of any substance or paraphernalia declared illegal by municipal, state, or federal law is prohibited in student residential facilities and on college property or at college-sponsored events held off campus. Failure to comply with this legislative mandate and college policy will result in disciplinary action and may result in termination of affiliation with the college and prosecution of a criminal offense.

An illegal drug includes any drug that is not legally obtainable in the United States, or that is legally obtainable, but is being used in a manner different from that prescribed by a doctor of medicine or intended by the manufacturer. Over-the-counter or prescription medication, which is prescribed by a doctor and is being used for its intended purpose, is not considered an illegal drug.

Students, regardless of age, are not permitted to possess or consume alcohol on campus or at college-sponsored events on or off campus. Exception to this policy is detailed in the Residence Life Handbook. Faculty, administration, and staff are prohibited from serving or allowing students to consume alcoholic beverages on college premises or at events, meetings, or informal gatherings sponsored by the college.

In the event that students are present at a college-sponsored event where alcohol is being served, event organizers are required to take measures to ensure that students do not consume alcohol. The vice president of Student Affairs can make exceptions to this policy as appropriate. Violation of this policy will result in disciplinary action, which may include immediate suspension or expulsion of students, or in regard to employees, suspension without pay or termination.

Columbia recognizes the dramatic impact the abuse of alcohol and drugs can have on professional, academic, and family life, and offers the following resources for support and assistance:

**Policies**

For employees—

For students—

**On-Campus Resources**

- Faculty/Staff Employee Assistance Program: 800-807-7535
- Office of Counseling Services: 312-369-8700
- Office of Student Health and Support Services: 312-369-8595

**Off-Campus Resource**

- Chicago Alcoholics Anonymous: 312-346-1475

**Los Angeles Resources**

- LA County Department of Mental Health: 800-854-7771
- Therapy/Coaching for Young Adults: Social Coaching Club: 818-379-3340
ACCESS TO CAMPUS FACILITIES AND CAMPUS RESIDENCES

CHICAGO ACADEMIC AND ADMINISTRATIVE BUILDING ACCESS

During regular business hours, Columbia buildings are open to the college community, guests, and persons with legitimate college business. The hours of operation for the campus vary based on the building location and the academic school year. During non-business hours, access to campus facilities is strictly prohibited. Requests for extended building hours are subject to approval by Facilities and Operations and the scheduling of a security officer. For more detailed information regarding building hours, please visit students.colum.edu/space.

The security officer assigned to a campus building assists with monitoring public access into the building. Each faculty, staff, and student is issued a Columbia photo identification card (ID). This card may be used for vending, building access for identification purposes, and is required to be in their possession at all times while on campus. Employees and students who have lost their Columbia ID may check with Campus Safety and Security or purchase a replacement at the Campus Card Office located in the 600 S. Michigan Ave. building.

All contractors and vendors are required to present an official government ID and register at Campus Safety and Security and/or the security station of a campus building prior to entry. Persons who violate the access policy or directives of a security officer may be subject to disciplinary procedures or arrest for criminal trespass.

CHICAGO RESIDENTIAL FACILITY ACCESS

Access to student residential facilities is restricted to residents, their approved guests, and authorized persons. Access is monitored by personnel assigned to the front desk and regulated by IDs. Policies and procedures pertaining to guest privileges are governed by individual student housing facility management and may include the relinquishing of a guest’s official state identification for registration purposes. Residents are cautioned against permitting strangers access to student residential facilities and are encouraged to maintain a community watch for suspicious activity or behavior. Individual apartments are secured with locks.

LOS ANGELES ACADEMIC AND ADMINISTRATIVE BUILDING ACCESS

LA academic and administrative offices are located at Raleigh Studios. Raleigh Studios posts a security officer at the studio lot entrances and access is restricted. A security officer is also posted at the Raleigh Studios parking lot.

LOS ANGELES RESIDENTIAL FACILITY ACCESS

Park La Brea contracts with a private security force that provides roving courtesy patrol across the 160-acre apartment complex. Security officers are assigned to entry points on the Park La Brea grounds to enforce parking restrictions. Individual Park La Brea apartments are secured with locks.
REPORTING AND RESPONDING TO EMERGENCIES

CRIMINAL INCIDENTS AND CAMPUS SAFETY CONCERNS

Emergencies
Any emergency situation involving an imminent threat to safety which may be medical, criminal, or fire-related should be reported to the local authorities by dialing 911, followed by a call to the Security Command Center at 312-369-1111.

Emergency Call Boxes, located throughout each Chicago building, provide direct access to Campus Security. If appropriate, security personnel will be dispatched to your location to address your concern. Please familiarize yourself with the location of these devices across the campus.

Campus Security shall respond and assist police, fire, or emergency medical services to mitigate, investigate, and document any Chicago campus emergency situation.

Criminal Incidents
Columbia community and guests are strongly encouraged to report all criminal incidents or campus safety security concerns to the Security Command Center and may also report criminal offenses directly to the local police department.

In addition, within the college community, criminal offenses may be reported to all security personnel and campus security authorities (CSAs) listed below. To find CSA contact information, please visit the online campus directory at directory.colum.edu.

• Associate Vice President and Dean of Students and staff
• Associate Dean of Student Health and Support and staff
• Associate Dean of Student Life and staff
• Assistant Provost of Global Education and staff
• Director of Student Organizations and staff
• Assistant Dean of LA Programs and staff
• Coordinator of Fitness, Athletics, and Recreation
• Director Residence Life and staff
• Resident Advisors
• Student Residential Properties Security and staff
• Equity Issues and Title IX Coordinator and staff
• Director of Student Engagement and Multicultural Affairs and staff

The college does not have officially recognized student organizations with residential facilities off campus. The local authorities may notify Campus Safety and Security of off-campus criminal conduct and such conduct may result in judicial proceedings. There is not, however, an official CPD or LAPD policy regarding mandatory notification to higher educational institutions.

Campus Safety Concerns
The cooperation and involvement of faculty, staff, and students are necessary to maintain an effective security program.

The college community is asked to assist with the reporting of any hazardous situation. Hazards such as missing fire extinguishers, obstructed emergency exits, multiple or frayed electrical extension cords, candles, open flame devices, or improperly contained hazardous materials may be reported to the Security Command Center. A follow-up investigation will be conducted by Campus Safety and Security and/or Facilities and Operations.
To minimize the chances of becoming a victim of a random theft, the college community is asked to be mindful of their surroundings and assume responsibility for the safeguarding of personal property. Items of value such as laptops, cell phones, wallets, and book bags should never be left unattended. Anyone missing property should check with the security officer in the lobby of the campus building where the item was left or with Campus Safety and Security to see if the item was turned in. Please refer to colum.edu/safety for additional suggestions on campus safety and the safeguarding of personal property.

Columbia promotes a caring, supportive community. We request the involvement of our stakeholders to assist in identifying and reporting emotionally distressed individuals who may be in need of support services. In life-threatening emergencies, contact the local authorities by dialing 911, followed by a call to the Security Command Center at (312) 369-1111. Security will be dispatched to the location to assist law enforcement or emergency responders. Individuals exhibiting disturbing and/or potentially violent behavior that do not pose an imminent threat to the safety, health, or security of the campus community should be reported to the following offices:

- Campus Safety and Security: 312-369-3220
- Dean of Students/Student Support Services: 312-369-8595
- Human Resources: 312-369-7248

Additional resources for students and employees may be found at:

**Students**
Student Health and Support Intervention Team: 312-369-8778 (Monday–Thursday 9 a.m.–6 p.m. and Friday 9 a.m.–5 p.m.)

**Employees**
Human Resources: 312-369-8215

Employee Assistance Program: 800-807-7535

**Confidential Reporting**
A student who is a victim of a crime and does not want to pursue action within the college or the criminal justice system may consider making a confidential report to a counselor in the Counseling Services Office. Information shared by students in a counseling session through the Counseling Services Office is confidential and is not disclosed without the individual’s written permission, except when in the judgment of the counselor, such disclosure is necessary to protect the student or others from serious harm or when such disclosure is required by law. Unless the crime has been previously reported to security personnel or another office on campus, crimes confidentially reported to the Counseling Services Office are not included in the Annual Security and Fire Safety Report. With the student’s permission, a detailed report will be filed without revealing the identity of the reporting party. With such information, the college can keep an accurate record of the number of incidents involving students, determine the pattern of crime with regard to a particular location, assailant, and other critical information, and also alert the campus of potential danger. All reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. Students seeking more information may contact College Advising at collegeadvising@colum.edu or 312-369-7645, or visit the Advising Center at 623 S. Wabash Ave., Suite 300.

Columbia expects that its employees and students will act ethically, with integrity, and will abide by all college policies and rules. While the college encourages individuals to report inappropriate conduct through standard lines of communication, there are times when reporting to an immediate supervisor (for staff) or to a faculty member or administrator (for students) may be inappropriate or uncomfortable. Accordingly, employees, students,
and third parties who suspect any violation of college policies or applicable federal, state, or local laws and regulations (“Misconduct”) may instead make an anonymous report with the independent firm EthicsPoint online or to the Whistleblower telephone hotline. The Whistleblower Hotline is available around-the-clock, seven days a week.

How to Report
Online: An individual may make an online report by completing and submitting the form available at colum.ethicspoint.com. By Phone: Dial toll-free within the United States, Guam, Puerto Rico, and Canada: 844-406-8158 to speak with a live operator.

Retaliation Prohibited
It is a violation of this policy to retaliate in any way against an individual who has reported Misconduct or otherwise assisted in an investigation under this policy. The college will promptly investigate any claim of retaliation. Retaliation is grounds for disciplinary action, up to and including termination or expulsion.

Sanctions for False Reports
Reports made through the Whistleblower Hotline must be submitted in good faith. Good faith means that there is a reasonable basis for believing Misconduct has occurred. Making false or misleading allegations of Misconduct is a violation of this policy and may subject an individual to disciplinary action up to and including termination or expulsion.

Confidentiality and the Investigation Process
EthicsPoint forwards each report to designated Columbia employees who will evaluate it and determine whether additional investigation is necessary. The associate vice president for Human Resources oversees this process. If it is determined that a report has merit, it is forwarded to the appropriate college administrator, as designated by college policy or established practice, for investigation and remedial action, as necessary. The college will investigate each report and share details only with those on a “need to know” basis. All reports will be kept confidential to the extent practicable. Circumstances may dictate that the college adjust or modify these procedures in a particular case.

More Information About the Policy
Students: Please contact College Advising at collegeadvising@colum.edu or 312-369-7645. Students can also visit the Advising Center at 623 S. Wabash Ave., Suite 300.

Employees: Please contact Human Resources at 312-369-8215 or visit their office at 624 S. Michigan Ave., Suite 600.

Policy Review and Modification
The college reserves the right to modify this policy at any time.

EMERGENCY NOTIFICATION AND TIMELY WARNINGS: ALERTING THE COLLEGE COMMUNITY

Emergency Notification Policy and Procedures
Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the college community, Columbia will immediately take into account the safety of the community, determine the content of the notification, and initiate the notification system—unless issuing a notification, in the professional judgment of responsible authorities, will compromise efforts to assist a victim, contain, respond to, or otherwise mitigate the emergency.

The following represents the emergency notification procedure:

- Confirmation of an incident that threatens the health or safety of the college community
is conducted by Campus Safety and Security and/or Facilities and Operations through the Incident Assessment Task Force.

- Activation of the emergency notification systems is authorized by the associate vice president of Campus Safety and Security, chief of staff, or the president of the college.

- A message alerting the college community of the threat is drafted by authorities in Campus Safety and Security and/or Strategic Communications and External Relations.

- Activation of the emergency notification systems is initiated by the associate vice president of Campus Safety and Security, assistant vice president of Strategic Communications and External Relations, associate vice president of Technology Services, Information Technology, or their designated staff.

- Notification to neighboring institutions, local businesses, and/or the media will be conducted by the associate vice president of Campus Safety and Security and/or assistant vice president of Strategic Communications and External Relations, or their designated staff.

Immediate notification of a threat to the health and/or safety of college members may be distributed to either a segment of the population or the entire campus community, depending on the scope of the threat. The methods of notification may include activation of mass notification systems and/or the college website’s homepage. Updates to any emergency situation on campus may be found on our website colum.edu or by calling the college at 312-369-6969.

**Timely Warnings**

If a situation arises which constitutes an ongoing serious or continuing threat, the associate vice president (AVP) of Campus Safety and Security will use their judgement to determine if a campus-wide timely warning (crime advisory) will be issued. The decision to issue a timely warning will be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as:

- The nature of the crime that triggered the warning
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts.

A timely warning may be issued for a Clery Act crime that occurs on Columbia campus Cleary defined geography that is reported to campus security authorities or the local police department. Additionally, a timely warning may be issued when Campus Safety and Security is aware of a crime report that is considered by the AVP to represent a serious or continuing threat to students and/or employees.

The responsibility for issuing the timely warning rests with the AVP. In the AVP’s absence, the responsibility cascades to the: (1) investigative services director; (2) operations director; then the (3) emergency management director.

Crimes occurring on Columbia’s Cleary defined geography include those on campus property, on public property within or immediately adjacent to campus property, and in or on non-campus buildings or property that Columbia owns or controls. The crimes are defined by the U.S. Department of Education using the Federal Bureau of Investigation’s Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) crime classifications.
The content and amount of information included in the timely warning is intended to enable members of the campus community to protect themselves from further occurrences, while maintaining the confidentiality of the victims. These notices will vary based upon the nature of the threat, the amount of information available to Campus Safety and Security, and the risk of compromising law enforcement efforts. The timely warning will usually include information that:

- Identifies or describes the crime that occurred
- Identifies the date, time, and location of the crime
- Includes a description of the offenders
- Includes precautionary measures.

The timely warning shall be: (1) drafted by the investigative services director or other senior command member, (2) disseminated to students, faculty, and staff via the college email system, and/or (3) posted on the Campus Safety and Security website at colum.edu/safety.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Response and Preparedness

Recognizing the importance of emergency preparedness, Columbia College Chicago has created a written document, "The Emergency Operations and Management Plan," outlining the college’s response and recovery to any emergency or crisis that “threatens the college populations, programs, properties, reputation, and viability.” Training on the plan is conducted on an annual basis for the Emergency Policy Group and may include table-top exercises, along with tests of the emergency notification systems. Business continuity planning may be conducted by individual departments. Chicago campus buildings are equipped with life safety equipment, including AEDs, fire and intrusion alarms, and emergency call boxes. The Emergency Call Box is a two-way communication system located throughout Chicago campus buildings that connects directly to Security. In addition, the college utilizes an emergency mass notification system that delivers email, cell phone, and/or text messages pertaining to information and responses critical to incidents occurring on campus. Students register their contact information and preferences in the MyColumbia portal and employees through the Intranet. Detailed instructions on updating contact information can be found at:


Emergency Evacuation Procedures

As a matter of public safety, the college elicits the support of volunteer staff trained as Floor Wardens in fire safety, emergency evacuation procedures, and security awareness. Fire drills are conducted in student housing facilities and are recorded for assessment purposes.

Individuals should become familiar with emergency exits, stairwells, and locations of Emergency Call Boxes in each Chicago building and actively participate in all evacuations. Emergency response procedures and evacuation maps are posted on every floor, identifying the evacuation routes and areas of rescue assistance.

Individuals unable to safely and expeditiously maneuver the stairs or fire escapes due to permanent or temporary disability may need additional response assistance in the event of an emergency evacuation. These individuals are encouraged to voluntarily disclose by registering in OASIS if they are a student or self-identify in advance with Human Resources that they are a faculty or staff member. The college's certified Fire Safety Director (FSD) obtains an official list
of persons that have self-identified as requiring special assistance every semester. Additionally, each building’s security station has a copy of this list. In the event of an actual emergency, this list will be furnished to first responders for purposes of safely and quickly evacuating such individuals in emergency situations. Furthermore, these persons with specials needs are strongly recommended to prepare for emergencies in advance by familiarizing themselves with the location of emergency evacuations routes.

In the event of a fire or smoke condition, activate the building fire alarm system. Do not attempt to extinguish a fire unless it is impeding your exit. If you hear the fire alarm, always assume a fire exists and leave the building immediately.

In the case of an emergency evacuation:

- Cease all activity and immediately proceed to the nearest exit.
- Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room. Slowly open the door, keeping the door between you and the corridor. Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.
- Ensure all doors are closed behind you.
- Follow the direction of the Floor Warden, and leave the building via the safest and nearest available stairway exit.
- If you are an individual requiring assistance, call 911 and advise the first responders of your location.
- Do not use elevators.
- Evacuate away from the building and await direction from first responders and security personnel.

In the event all exits are blocked:

- Notify 911.
- Go to the nearest room and close the door.
- Place cloth under the door to prevent smoke from entering the room.
- Hang a cloth or other object out of the window to signal that the room is occupied.
- Stay as close to the floor as possible when smoke enters a room.
- Use the fire escape as a last resort if other exits are blocked.

For more detailed procedures regarding emergency evacuations and procedures, visit the Campus Safety and Security website at colum.edu/safety.
POLICIES, PROCEDURES, AND PROGRAMS: DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

REAUTHORIZATION OF VIOLENCE AGAINST WOMEN ACT OF 2013

In accordance with the Reauthorization of Violence Against Women Act of 2013 (VAWA), Columbia College Chicago prohibits incidents of domestic violence, dating violence, sexual assault, and stalking.

Columbia’s Sexual Misconduct Policy and Procedure (Title IX) may be viewed in its entirety at colum.edu/sexualassault.

VAWA CRIME DEFINITIONS

For purposes of the Annual Security and Fire Safety Report, definitions and provisions from the U.S. Department of Education, Illinois Compiled Statutes and California Penal Code are provided in the appendices to assist complainants/survivors of violence to navigate proceedings.

EDUCATIONAL PROGRAMS AND CAMPAIGNS

Columbia provides a variety of educational programming, including prevention and awareness programs on the Sexual Misconduct Policy and Procedure (Title IX) manual, as well as on sexual and relational violence. This programming includes primary prevention programs for all incoming students and new employees, as well as ongoing student awareness programs.

Throughout the academic year, Columbia has pursued different strategies to further educate the college community on the topic of sexual misconduct in higher education, particularly student-on-student sexual violence. Students have designed, organized, and participated in a broad range of educational programming aimed to highlight the college’s misconduct policies, to explain how students can safely intervene if they witness discriminatory behavior, and to prevent future misconduct.

The college encourages students to speak to or get assistance from a Responsible Employee, Non-Professional Counselor or Advocate, or Confidential Resource (as those terms are defined in the Sexual Misconduct Policy and Procedure manual) as appropriate in the event they witness (bystander) or suspect that another student might be the victim of any type of sexual misconduct.

RESIDENCE LIFE RESIDENT ASSISTANT (RA) TRAINING

Prior to students moving in to the residence halls, RAs are educated about dating and domestic violence, stalking, and sexual assault on college campuses (e.g., acquaintance rape, the influence of alcohol, and drugs in such offenses). RAs are also trained in how to assist the residents they oversee in reporting these crimes to the police and on-campus authorities.

RESIDENTIAL STUDENTS

Prior to the first week of classes, floor meetings are held with residents and Residence Life staff to discuss community living and safety on campus. Expectations regarding student behavior are discussed, along with risky behaviors, such as alcohol and drug use and acquaintance rape.
The following programs were offered throughout the year to promote an awareness of relationship violence and stalking.

### 2018 SEXUAL ASSAULT AWARENESS EDUCATION COMMITTEE (SAAEC) PROGRAMS AND CAMPAIGNS

<table>
<thead>
<tr>
<th>Program</th>
<th>Dates</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation and Student Expo</td>
<td>January 17-19, 2018</td>
<td>Parent and student presentations regarding resources and reporting options for victims of sexual misconduct. Magnet provided to each attendee with college's Title IX web address.</td>
</tr>
<tr>
<td>TIX Training</td>
<td>January 19, 2018</td>
<td>Harassment in the workplace–as resident advisors.</td>
</tr>
<tr>
<td>Office of Equity Issues: Reporting Options and Resources for Student Survivors</td>
<td>January 30, 2018</td>
<td>Review of the role of the Office of Equity Issues for students at Columbia College Chicago (non-responsible employee training).</td>
</tr>
<tr>
<td>Pressing Pause: A Discussion about Music and Sexism</td>
<td>March 2, 2018</td>
<td>RVA and SAAEC look at music genres, lyrics, and videos while discussing how to be aware of what we listen to and how to create dialogue around sexism in the music industry.</td>
</tr>
<tr>
<td>Office of Equity Issues: Reporting Options and Resources for Student Survivors</td>
<td>March 13, 2018</td>
<td>Review of the role of the Office of Equity Issues for students at Columbia College Chicago (non-responsible employee training).</td>
</tr>
<tr>
<td>Wellness Fair</td>
<td>March 15, 2018</td>
<td>Presentation of resources available to students both on-campus and off-campus.</td>
</tr>
<tr>
<td>Clothesline Project</td>
<td>April 6, 2018</td>
<td>Displays the strength of individuals who have experienced sexual violence, increases awareness, and educates the community.</td>
</tr>
<tr>
<td>Student Leadership Conference</td>
<td>April 7, 2018</td>
<td>Inspire, Integrate, Motivate.</td>
</tr>
<tr>
<td>Consent Rocks</td>
<td>April 11, 2018</td>
<td>A concert that rallies students together to promote sexual assault awareness, education, and on-campus resources.</td>
</tr>
</tbody>
</table>
## 2018 SAAEC Programs and Campaigns

<table>
<thead>
<tr>
<th>Program</th>
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<tbody>
<tr>
<td>Get Your Hands OFF Me</td>
<td>April 17, 2018</td>
<td>Create awareness to students who are in internships about sexual harassment.</td>
</tr>
<tr>
<td>VOICES Symposium 2018</td>
<td>April 20, 2018</td>
<td>Learn how TIX protects you in the event of sexual assault, domestic violence, dating violence, or stalking.</td>
</tr>
<tr>
<td>Get to Know SAAEC</td>
<td>April 24, 2018</td>
<td>Allow students to get to know the committee.</td>
</tr>
<tr>
<td>Standing Silent Witness</td>
<td>April 27, 2018</td>
<td>In a visual demonstration of the silencing of survivors, participants gather silently for one hour wearing t-shirts with stories and messages protesting sexual violence and rape culture.</td>
</tr>
<tr>
<td>New Student Orientation and Student Expo</td>
<td>June-August 2018</td>
<td>Parent and student presentations regarding resources and reporting options for victims of sexual misconduct. Magnet provided to each attendee with college’s Title IX web address.</td>
</tr>
<tr>
<td>Office of Equity Issues: Reporting Options and Resources for Student Survivors</td>
<td>June 13, 2018</td>
<td>Review of the role of the Office of Equity Issues for students at Columbia College Chicago (non-responsible employee training).</td>
</tr>
<tr>
<td>Tour of the Domestic Violence Courthouse</td>
<td>July 13, 2018</td>
<td>This is a great opportunity to learn more about legal options in general, and the experience of obtaining an Order of Protection, in particular, so that you can more effectively prepare and support a student who is interested in going forward with that process.</td>
</tr>
<tr>
<td>Committee Meeting Open to students</td>
<td>August 2, 2018</td>
<td>Invite students to promote the SAAEC as well as upcoming events.</td>
</tr>
<tr>
<td>Program</td>
<td>Dates</td>
<td>Description</td>
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</tr>
<tr>
<td>Responsible Employee Training</td>
<td>August 3, 2018</td>
<td>Introduction to Columbia’s Student Sexual Misconduct Policy, review reportable policy descriptions, and how to have a safe conversation with a reporter of gender-based misconduct.</td>
</tr>
<tr>
<td>Chicagoland Area Resource Fair</td>
<td>August 9, 2018</td>
<td>Organizations from around the city and suburbs that provide survivor-centered resources will with tables with representatives available to talk to you about their services. These organizations offer invaluable resources ranging from legal advocacy and representation to counseling and healthcare. In addition to culturally specific organizations, there will be groups that provide education, training, and awareness campaigns.</td>
</tr>
<tr>
<td>Convocation</td>
<td>August 31, 2018</td>
<td>Provide resources and reporting options to students as well as information on upcoming events of SAAEC.</td>
</tr>
<tr>
<td>American Dating Practices</td>
<td>September 5, 2018</td>
<td>Provide dating practices to international students.</td>
</tr>
<tr>
<td>First Meeting of the New Year</td>
<td>September 14, 2018</td>
<td>Outline of upcoming events and programs.</td>
</tr>
<tr>
<td>Understanding Intimate Partner Violence</td>
<td>September 18, 2018</td>
<td>This presentation introduces the topic of intimate partner violence—the different forms it can take, the role of power and control, and the cycle of abuse. By defining boundaries and exploring different scenarios we can identify red flags and explore the differences between healthy, unhealthy, and abusive relationships.</td>
</tr>
<tr>
<td>Program</td>
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</tr>
<tr>
<td>Third Floor Block Party/Open House</td>
<td>September 20, 2018</td>
<td>Provide resources and reporting options to students as well as information on upcoming events of SAAEC.</td>
</tr>
<tr>
<td>Wellness Fair</td>
<td>September 26, 2018</td>
<td>Provide resources and reporting options to students as well as information on upcoming events of SAAEC.</td>
</tr>
<tr>
<td>Committee Meeting Open to Students</td>
<td>October 2, 2018</td>
<td>Invite students to promote the SAAEC as well as upcoming events.</td>
</tr>
<tr>
<td>Office of Equity: Reporting Options and Resources for Student Survivors</td>
<td>October 5, 2018</td>
<td>Review of the role of the Office of Equity Issues for students at Columbia College Chicago (non-responsible employee training).</td>
</tr>
<tr>
<td>Legal Options Beyond TIX</td>
<td>October 9, 2018</td>
<td>This presentation covers your options when you want to go beyond Title IX. It explains the difference between an Order of Protection, a Civil No-Contact Order, and a Stalking No-Contact Order as well as the process you must go through in order to obtain one. Criminal legal options can also be covered.</td>
</tr>
<tr>
<td>SAAEC Meeting Open to All Students</td>
<td>October 18, 2018</td>
<td>Invited students to promote the SAAEC as well as upcoming events.</td>
</tr>
<tr>
<td>Get Your Hands OFF Me</td>
<td>October 18, 2018</td>
<td>Create awareness to students who are in internships about sexual harassment.</td>
</tr>
<tr>
<td>Overcoming Resistance: Meaningful Approaches to Changing Campus Culture and Preventing Violence</td>
<td>October 19, 2018</td>
<td>Approach to identifying and responding to resistance and backlash to Title IX implementation.</td>
</tr>
<tr>
<td>Responsible Employee Training</td>
<td>October 24, 2018</td>
<td>Introduction to Columbia’s Student Sexual Misconduct Policy, review reportable policy descriptions, and how to have a safe conversation with a reporter of gender-based misconduct.</td>
</tr>
<tr>
<td>Semester in LA Students</td>
<td>October 26, 2018</td>
<td>Student Presentations regarding resources and reporting options for victims of sexual misconduct. Magnet provided to each attendee with college’s Title IX web address.</td>
</tr>
<tr>
<td>Program</td>
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<td>Description</td>
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</tr>
<tr>
<td>Committee Meeting Open to Students</td>
<td>November 6, 2019</td>
<td>Students are invited to promote the SAAEC as well as upcoming events.</td>
</tr>
<tr>
<td>Sexual Assault on Campus: A Trauma Informed Response</td>
<td>November 8, 2018</td>
<td>This presentation introduces information on how traumatic events impact victims of sexual assault. Content of the presentation aims to strengthen law enforcement response to victims, investigation of these crimes, and assist in capturing more thorough details to include in reports.</td>
</tr>
<tr>
<td>Sexual Assault on Campus: A Trauma Informed Response</td>
<td>November 9, 2018</td>
<td>Facilitators will present information regarding TiX and Clery for law enforcement in order to understand terminology, the scope of TiX and Clery, and training and reporting requirements under VAWA.</td>
</tr>
<tr>
<td>Sexual Misconduct Conference</td>
<td>November 9, 2018</td>
<td>A by-student-for-student conference organized by UChicago Student Government, this conference serves as an opportunity for university students from all around Illinois to learn about new ways to combat sexual misconduct, share in a discussion of best practices, convey student needs to state government, and leave better equipped to battle sexual misconduct on their own campuses.</td>
</tr>
<tr>
<td>An Overview of the Forensic Experiential Trauma Interview Methodology</td>
<td>November 28, 2018</td>
<td>Neuroscience has discovered that when human beings experience high stress and trauma, they often undergo a process that is highly misunderstood by both the professionals responding to them and the victims themselves. We now have information provided by hard science to support the fact that we need to change the way in which we talk to, question, and respond to victimization and other complex experiences.</td>
</tr>
<tr>
<td>Kick$$</td>
<td>Ongoing</td>
<td>Come learn effective self-defense techniques in this interactive workshop open for all students, faculty, and staff. Learn how to be aware of your surroundings and what to expect in a situation requiring self-defense.</td>
</tr>
</tbody>
</table>

*THE ANNUAL SECURITY AND FIRE SAFETY REPORT 29*
PROCEDURES VICTIMS SHOULD FOLLOW IN THE CASE OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Faculty, staff, or students who are a victim of one of these crimes are provided the following options for emergency response, reporting, grievance/adjudication, and support services.

**Actions in Response to Violence**

Individuals who have experienced an act of violence such as domestic violence, dating violence, sexual assault, and/or stalking requiring immediate emergency assistance are advised to take the following actions:

- Get to a place of safety.
- Call 911 for local police and/or emergency medical treatment.
- Notify Campus Safety and Security.
- Seek medical attention as soon as possible.

**Chicago Campus Area Hospitals Include:**

- Northwestern Memorial Hospital Emergency Department– 250 E. Erie St., 312-926-2000
- Rush University Medical Center Department of Emergency Medicine– 1653 W. Congress Pkwy., 312-942-5000

**Los Angeles Campus Area Hospitals Include:**

- Hollywood Presbyterian Medical Center– 1300 N. Vermont Ave., Los Angeles, CA 90027, 213-413-3000
- Cedars Sinai Emergency Department– 8700 Gracie Allen Dr., Los Angeles, CA 90048, 310-423-8780

Receiving treatment from a hospital for medical care after an incident of sexual violence does not obligate an individual to file a report with the college or local police department.

When pursuing an incident criminally, all efforts should be made to preserve the evidence. Preservation of evidence is important in assisting to prove the occurrence of a criminal offense and to obtain a civil or criminal order of protection. To maximize evidence collection for an act of sexual violence, the following actions will aid the prosecution of the incident:

- Do not shower or change clothes.
- Try not to urinate if possible.
- If oral contact took place, do not smoke, eat, drink, or brush teeth.
- Preserve any object or instrument used.
- Do not wash any areas which may contain evidence, such as bedding or towels.
- If leaving your place of residence, take extra clothes and shoes, those worn will be collected as evidence.

**Options to File a Report**

A victim of any criminal act to include domestic violence, dating violence, stalking, or sexual assault has the option to pursue a criminal complaint with the local police department. Notification to local law enforcement about a violent crime ensures eligibility for support services and medical reimbursement per the Illinois Crime Victim’s Compensation Law, if reported within 72 hours and one fully cooperates with law enforcement. Campus Safety and Security will assist a victim with notification to police if requested and will also respect a victim’s right to decline reporting.
In addition, if the victim and the accused are both affiliated with the college, a complaint of sexual misconduct may be pursued through the college or through both processes consecutively or concurrently. Section IX of the college’s Sexual Misconduct Policy and Procedures manual provides multiple options for reporting and confidentially disclosing sexual behavior to individuals who can provide the desired level of support and assistance. Different college employees have different rights and obligations regarding information sharing.

Informing a college employee of such misconduct provides the college with an opportunity to promptly take remedial action and to investigate, if desired, so that the victim may have an academic experience free of any discrimination. The college can only address a specific situation that has been reported. The college understands that some individuals may feel more comfortable speaking with an off-campus resource in lieu of, or in addition to, a college employee. Accordingly, Section X of the Sexual Misconduct Policy and Procedures provides a list of off-campus resources for assistance and support. The college will similarly apprise parties to a matter subject to the Anti-Discrimination and Harassment Policy (https://about.colum.edu/human-resources/pdf/anti-discrimination-and-harassment-policy.pdf) of the available resources for support both on and off-campus. The college’s Sexual Misconduct Policy and Procedures at colum.edu/sexualassault is included in the college’s orientation materials, explained in training materials, and is available upon request. The following departments can be contacted to report an incident depending on one’s comfort level and confidentiality needs:

- Local Police Department: 911
- Campus Safety and Security: 312-369-1111 (available 24 hours a day, seven days a week)
- Human Resources (employees): 312-369-7260
- Title IX Coordinator
  Janely Rivera
  Director of Equity Issues, Officer of Equity Issues
  623 S. Wabash, Room 315
  Phone: 312-369-6344
  jrivera@colum.edu

Students who currently do not want to file a report of sexual misconduct, but are seeking information and support may contact:

- Non-Professional Counselors and Advocate
  Kari Sommers
  Associate Dean of Student Life
  623 S. Wabash Ave., Room 307
  Phone: 312-369-7223
  klsommers@colum.edu

A faculty, staff, or student who may be a victim of a crime and desires strictly confidential support and assistance to the extent permitted by law may contact a Confidential Resource. Speaking with a Confidential Resource does not constitute reporting to the college and without more, will not trigger a formal investigation.
CONFIDENTIAL RESOURCES
FOR STUDENTS

Student Health Center
916 S. Wabash Ave., 5th floor
312-369-6830
http://students.colum.edu/health-center/index.php
By appointment or walk-in

Counseling Services
916 S. Wabash Ave., 5th floor
312-369-8700
http://students.colum.edu/health-center/counseling-services/index.php
By appointment or walk-in

Professional Counseling,
Office of Student Relations
623 S. Wabash Ave., Room 301
312-369-8595
By appointment or walk-in

Confidential Resources for
Faculty and Staff
Columbia Care ATC Clinic
600 S. Michigan Ave., Suite 402
800-993-8244

Employee Assistance Program
800-807-1535
OFF-CAMPUS SUPPORT SERVICES

The college understands that some individuals may feel more comfortable speaking with an off-campus resource in lieu of, or in addition to, a college employee. The below Chicagoland and Los Angeles area organizations may offer support, assistance, and information to victims, witnesses, and others affected by domestic violence, dating violence, and/or stalking. Some of these organizations may maintain confidentiality and not share information with the college or others unless the victim requests the disclosure and signs a consent or waiver form. Some of these groups may have reporting or other obligations under local, state, and/or federal law. Contact the resources below for more information regarding offered services and applicable confidentiality policies.

YWCA of Metropolitan Chicago Loop
Women's Services
360 N. Michigan Ave., 8th Floor
Hotline: 888-293-2080
ywca-chicago.org

YWCA of Metropolitan Chicago Loop
Women's Services
1 N. LaSalle St., Suite 1150
Chicago, IL 60602
312-372-6600
ywca-chicago.org

Resilience
(formerly Rape Victim Advocates)
180 N. Michigan Ave.
Chicago, IL 60601
312-443-9603
Hotline: 888-293-2080
ourresilience.org

Center on Halsted
3656 N. Halsted St.
Chicago, IL 60613
773-472-6469
centeronhalsted.org

YWCA Metropolitan Chicago Rape Crisis Hotline (Chicago RAINN affiliate)
Chicago Metropolitan Area: 888-293-2080
DuPage County: 630-971-3927
South Suburbs: 708-748-5672
ywca-chicago.org

The Domestic Violence Helpline
Call 877-T0 END DV or 877-863-6338

Sexual Assault Hotline
800-656-4673
hotline.rainn.org/online

LA Domestic Violence Hotline
1000 S. Fremont Ave, Building A-9 East, 5th Floor
Alhambra, CA 91803
800-978-3600
213-974-2799
publichealth.lacounty.gov/dvcouncil/

Los Angeles LGBT Center WeHo
323-993-7500 ext. 5

LA County Dept. of Mental Health
800-854-7772 (24 hours)

Rape Treatment Center at UCLA Santa Monica
1250 16th St., Santa Monica, CA 90404
424-259-7208
uclahealth.org/santa-monica/rape-treatment

For more detailed information regarding the college’s policies and procedures addressing harassment, discrimination, and sexual misconduct refer to:

For Faculty/Staff–

For Students–
**Bystanders**

Witnesses to sexual and relationship violence or harassment, including bystanders, shall report the details of the offending behavior to a responsible employee so that the college may properly intervene, investigate, and, where necessary, impose interim and/or permanent measures to protect the victim. The college understands that witnesses to sexual harassment may need support resources as well. Accordingly, such witnesses may seek confidential support from a Confidential Resource or a Non-Professional Counselor and Advocate regarding how to address any effects from observing or otherwise becoming aware of such behavior. Any retaliation against an individual who has reported sexual and relationship violence or harassment is a violation of college policy.

**Confidentiality of Columbia’s Investigation and Grievance Procedures**

Complaints of sexual harassment to Responsible Employees at the college will be treated responsibly and in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action. Subject to federal and state privacy and/or disclosure laws, the college shall not share information related to a complaint with individuals other than the parties involved or those with responsibilities under this policy. In the event the college must disclose information to individuals other than those above, they shall provide the parties with proper notice and reasons for such disclosure.

The coordinator reviews all requests for confidentiality beyond those disclosure or information sharing rules articulated in this section XI, IX, XIV, or elsewhere in this policy. The coordinator shall make every effort to respect these requests and should examine such requests in the context of the college’s responsibility to provide a safe and nondiscriminatory environment for the victim and all students and employees. Among other factors, the college may weigh these additional confidentiality requests (including a victim’s stated preference that the college not investigate or pursue discipline at all) in the context listed below.

The increased risk that the alleged Respondent will commit additional acts of Sexual Harassment, Sexual Misconduct, Sexual Violence, or other violence, such as:

- Whether there have been other Sexual Harassment complaints about the same Respondent.
- Whether the Respondent has a history of arrests or records from a prior school indicating a history of violence.
- Whether the Respondent threatened further Sexual Harassment, Sexual Misconduct, Sexual Violence, or other violence against the victim or others.
- Whether the Sexual Harassment was committed by multiple Respondents.
- Whether the Sexual Harassment was perpetrated with a weapon.
- Whether the victim is a minor.
- Whether the college possesses other means to obtain relevant evidence of the Sexual Harassment (e.g., security cameras).
- Whether the victim’s report reveals a pattern of perpetration at a given location or by a particular group.

The presence of one or more of these factors could lead the college to investigate and if appropriate pursue disciplinary action without extra confidentiality rules. If none of these factors is present, the college may respect the victim’s request for additional confidentiality.
Prior to starting an investigation, the college will inform the Complainant if, and to the extent, it cannot honor a request for additional confidentiality. In all cases, the college’s prohibition against retaliation, including steps to prevent retaliation and strong responsive actions if it occurs, shall apply. As articulated elsewhere in this policy, the college shall tailor its interim remedial measures to the particular circumstances of each complaint. For example, where the college cannot honor a victim’s request for extra confidentiality, it shall assist the victim in accessing other support (e.g., academic, counseling, disability, health, or mental services), provide appropriate security (e.g., issuing a non-contact order, helping arrange a change of living, academic, or working conditions), ensure that the victim is aware of his or her right to file with local law enforcement, and provide assistance in such reporting if necessary.

The college’s ability to fully respond to an incident may be limited if a Complainant insists that his or her name or other identifying information not be disclosed to the Respondent or that the college not initiate a formal investigation or pursue disciplinary action against the Respondent. Under such circumstances, while the college may implement some interim remedial measures, it will necessarily be unable to explore those potential resolutions that involve the Respondent (i.e., no-contact orders or a change in the Respondent’s academic or employment arrangement). In the event the college does not accept a Complainant’s request that the college not disclose the Complainant’s name, the college will notify the Complainant before making such disclosure to the Respondent. If the college proceeds with an investigation despite the Complainant’s objection, the college shall—upon the Complainant’s request—inform the Respondent that the college, not the Complainant, decided to move forward. The college shall never require a victim to participate in any investigation or disciplinary proceeding.

Complainants should be aware of the Respondent’s rights under FERPA to request to review information about the Sexual Harassment allegation if the information directly relates to the Respondent and the information is maintained by the college as an education record. Where the Complainant requests that the college not disclose his or her identity and the Respondent makes a request under FERPA for education records, the college will either redact the Complainant’s name and all information identifying the Complainant before allowing the Respondent to inspect and review the sections of the Complaint that relate to the Respondent, or inform the Respondent of the specific information in the Complaint that are about the Respondent.

Support Person—Each party may bring one individual for moral support at any meeting, proceeding, or hearing under this policy. This individual may sit next to the party but cannot participate in the meeting, proceeding, or hearing in any manner other than to request a short recess. The support person cannot be a witness. The coordinator, in his or her sole discretion, may remove a Support Person who is not abiding by these rules or is creating a disruption.

Training—All college employees whose duties include resolution of complaints under this policy shall receive a minimum of 8–10 hours of annual training on issues related to sexual violence, domestic violence, dating violence, stalking, and their responsibilities under this policy in addition to other college training in connection with Title IX.
PROCEDURES THE COLLEGE WILL FOLLOW IN THE CASE OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Option to File a Grievance

The college’s Student Sexual Misconduct Policy and Procedures contains grievance procedures that provide for prompt and equitable resolution of any allegation of sexual misconduct that is made against a student by another student, college employee, or third party and related to or made in the context of the college’s academic, educational, extracurricular, athletic, or other programs and activities. The college may initiate an investigation under this policy regardless of where the alleged misconduct took place.

The college’s Sexual Misconduct Policy and Procedures requires that upon receipt of notice of alleged sexual misconduct by a witness or victim or upon observing such behavior, a Responsible Employee—excluding a Confidential Resource or Non-Professional Counselor or Advocate—shall promptly provide all relevant information concerning the alleged misconduct to the Title IX Coordinator. If the reporting party is someone other than the victim, the policy explains that the coordinator shall endeavor to promptly contact the victim, if his or her identity is known, and inform him or her of the rights under the college’s Sexual Misconduct Policy and Procedures, including but not limited to the right to participate in the investigation as a Complainant, to request confidentiality, and to ask the college not to pursue the Complaint. The college will also promptly contact the Complainant and Respondent in a matter subject to policy and advise both parties regarding their rights and responsibilities under that document. Under the college’s Sexual Misconduct Policy and Procedures, each party may bring one individual for moral support at any meeting, proceeding, or hearing. The college will provide similar rights to parties in connection with the claim.

The Anti-Discrimination and Harassment Policy is applicable to all claims of sexual misconduct (including but not limited to sexual assault, domestic violence, dating violence, and stalking) made against a college employee or a third-party in connection with a college activity. To file a complaint of sexual harassment against a college employee or a third party (or for related inquiries), the college advises students to contact the Campus Safety and Security at 312-369-1111 (available 24-hours a day, seven days a week), or Title IX Coordinator Janely Rivera at 312-369-6344 or by email at jrivera@colum.edu. However, students who are more comfortable reporting an incident to a different college employee (such as a professor, advisor, or counselor), or department may do so.

College employees and third parties may file a complaint of sexual harassment against a college employee or third party by contacting the Campus Safety and Security at 312-369-1111, Title IX Coordinator Janely Rivera at 312-369-6344 or by email at jrivera@colum.edu, or Human Resources at 312-369-8215 or by email at humanresources@colum.edu. The aforementioned offices are also available to answer any questions from employees or third parties regarding their rights and responsibilities under this policy.

Under the Anti-Discrimination and Harassment Policy, the college will investigate all incidences of sexual harassment and sexual violence in a comprehensive manner that is both consistent with its obligations under Title IX and in its students’ best interest. When appropriate, such a process will include a formal investigation, hearing, and opportunity for appeal. The college will promptly inform both parties of the outcome of a Hearing. Depending on the circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion. Student Relations, Counseling Services, and Residence Life are prepared to provide support services to students before, during, and after an investigation.
Accommodations for Complainants or Affected Parties

Upon notice of a complaint that a student has violated the college’s Sexual Misconduct Policy and Procedures, the college will take appropriate, reasonably available interim measures in consultation with the Complainant or at his/her request to limit retaliation against the Complainant, to prevent renewed conflict during the course of the investigation, and to otherwise protect the Complainant and the community. The college shall take such action even where the Complainant does not report the misconduct to local law enforcement or to Campus Safety and Security. These temporary remedial actions may include, but are not limited to:

- Offering on-campus counseling to the Complainant at the college’s cost.
- Providing the Complainant with appropriate academic adjustments with the consultation of appropriate faculty members (such as changes in course schedules, tutoring, or the provision of alternative course completion options).
- Offering extracurricular accommodations to the Complainant.
- Changing the Complainant’s living arrangements.
- Assisting with the Complainant’s transportation to and from classes (to the extent practicable on Columbia’s campus).
- Working with the Complainant to modify work schedules and other conditions.
- Obtaining and enforcing a campus no order (and honoring an order of protection or no contact order entered by a state civil or criminal court).
- Temporarily suspending the Respondent; if the college determines that the Respondent poses a significant and immediate threat to an individual or that the Respondent’s continued presence on campus is likely to create substantial disruptions.
- Modifying the Respondent’s academic, extracurricular, living, or other arrangements, while the investigation is pending.
- Providing information on emergency orders of protections through Campus Safety and Security.

During an investigation, the Coordinator shall periodically access the efficacy of these steps and provide modifications as needed. The college endeavors to take such interim steps in a manner that minimizes the burden to the Complainant as well as preserves confidentiality to the extent desired and to the extent that maintaining such confidentiality would not impair the ability of the institution to provide such remedial measures. Non-professional counselors and advocates, and to a greater extent, confidential resources may be limited in the interim measures that they can provide.

Preventing Retaliatory Actions

In addition to Complainant-specific remedial steps, the college may consider broad remedial action to protect the community, including but not limited to: increased monitoring, supervision, or security at certain locations, increasing education and prevention efforts, conducting climate assessments/victimizations surveys, and revisiting its policies and practices. Additionally, at its discretion, the college may provide permanent remedies or other accommodations for the Complainant or other members of the community that may include, but are not limited to:

- Making permanent those steps that were administered on an interim basis.
- Providing comprehensive, holistic victim services including on-campus health center, on-campus counseling, and academic support services, such as tutoring.
- Arranging for the Complainant to have extra time to complete or retake a class or withdraw from a class without an academic or financial penalty.
• Reviewing any past disciplinary action against the Complainant to evaluate whether there was a causal connection between the Respondent’s sexual misconduct and the misconduct that resulted in the college disciplining the Complainant.

• Providing additional education and/or support services for the entire community.

The college will take such action to prevent the recurrence of the sexual misconduct and to address any discriminatory effects on the Complainant and others.

**Judicial Process**

The policy provides a three-tiered procedure to adjudicate complaints of sexual misconduct and includes both informal and formal grievance procedures. When appropriate, such a process will include a formal investigation, hearing, and opportunity for appeal conducted by officials who have received annual training on the complexities of these crimes and the investigative process that protects the safety of victims and promotes accountability. After issuing a charge under the policy, the Title IX Coordinator meets separately with the Complainant and the Respondent to apprise both parties of their rights under this policy and to address questions related to the grievance procedures. The Coordinator will also provide both parties with notice of the types of information that will likely be disclosed during the investigation, the recipients of this information, and the reasons for any disclosures. When determining whether an individual committed sexual misconduct, the college will use a preponderance of evidence of these crimes and the investigative process that protects the safety of victims and promotes accountability (more likely than not standard). Both the accuser and accused are entitled to have an advisor attend the disciplinary proceedings and will simultaneously be informed of the outcome of a hearing, any subsequent changes prior to the final disposition, and the appeal process in writing.

**Definition of Consent From the Student Sexual Misconduct Policy and Procedures**

Any behavior where all parties involved have not provided Consent constitutes Unwelcome Conduct and is Non-Consensual. Consent is a clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute Consent, and Consent to one form of sexual activity does not imply Consent to other forms of sexual activity. An individual’s decision to engage in sexual activity with one person does not imply Consent to engage in sexual activity with another. An individual’s manner of dress does not constitute Consent. Consent to engage in sexual activity may be withdrawn by an individual at any time. Being intoxicated or otherwise impaired due to drugs and/or alcohol does not diminish one’s responsibility to obtain Consent.

*Incapacity*—In some situations, the college may determine an individual to be incapable of giving Consent to sexual activity due to the circumstances, his or her age, or the behavior of another. Such situations may include, but are not limited to: incompetence, impairment from alcohol and/or drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment. Despite anything to the contrary, where a person is incapable of giving Consent, conduct of a sexual nature or gender is a violation of this policy, provided that the Respondent knew or reasonably should have known of the person’s incapacity.
Sanctions
Sanctions for misconduct include, but are not limited to: mandatory apologies, verbal reprimands, written warnings, behavioral contracts, loss of privileges, required college service or participation, restitution, learning activities, change of residence, probation, restricted access, suspension (with or without pay in the case of faculty or staff), and expulsion. When determining sanctions or other remedies, the Dean of Students office may consider aggravating and mitigating factors, including, but not limited to: (a) whether the Respondent has engaged in Sexual Misconduct in the past, (b) the nature of such past violations, if any, (c) the extent to which the conduct at issue here was premeditated, (d) the impact of the behavior on Complainant and/or the Columbia community, (e) whether Respondent is apologetic or has otherwise accepted responsibility, (f) deterrence considerations, (g) the probability that Respondent will offend again, and (h) Respondent’s involvement in the Columbia community.

Appeal Process
Within 10 days of the conclusion of a hearing under the college’s Sexual Misconduct Policy and Procedures, the Title IX Coordinator will provide both parties with simultaneous written notice of: (1) the Panel’s decision regarding whether or not the alleged misconduct occurred, (2) the rationale for such decision, and (3) the process and applicable deadlines for submitting an appeal, including the name of the Appeals Officer. In this notice to the Respondent, the Coordinator shall also inform the Respondent of any sanctions imposed against him or her and the rationale for such sanctions. In the notice to the Complainant, the Coordinator shall additionally disclose any offered remedies or accommodations, and any sanctions imposed on the Respondent that relate directly to the Complainant and the reasons for such sanctions (all sanctions and the rationale for such sanctions, as required by the Clery Act, if the Sexual Misconduct is Sexual Violence), and any other steps that the college has taken or will take to eliminate the hostile environment, if the college finds one to exist, and to prevent its recurrence. The college will not inform the Respondent of the individual remedies that it is providing to the Complainant. The college will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the disclosure of information related to the outcome of the proceedings.

Under the Sexual Misconduct Policy and Procedures, either party may send a written appeal to the Title IX Coordinator within 10 days of receiving formal notice of the Hearing Panel’s decision. To constitute a valid appeal, the appeal must assert at least one of the three following grounds: (1) the college’s investigation did not comply with this policy and this failure resulted in a decision adverse to the appealing party, (2) there is previously unavailable evidence that could have significantly impacted the outcome of this complaint, or (3) the sanctions and/or other remedies are substantially disproportionate to the misconduct. A party shall submit a clear and detailed explanation of the basis for the appeal with any available documentation. The appeal must be limited to the scope of the initial charge.

If the Title IX Coordinator determines that the appeal is valid, the Coordinator will serve the opposing party with a copy and—with notice to both parties—assign the appeal to an Appeals Officer. The opposing party may issue a formal response within 10 days of receiving a copy of the appeal. Upon the expiration of this 10-day window or receipt of the opposing party’s response, the Appeals Officer will then have 10 days to consult with the Coordinator and issue a final decision to the parties—either upholding the finding, sanctions, and remedies, or imposing a revision to such orders. The Appeals Officer may implement a procedural remedy, including but not limited to remanding for a new hearing. The Appeals Officer, in his or her sole discretion, may provide both
parties with an opportunity to speak to the merits of the appeal in person or over the phone. This Appeals Officer shall render a decision on the appeal, with simultaneous, written notice to both parties. This decision binds both parties and is not subject to subsequent appeal by either party.

The parties to a claim made under the college's Anti-Discrimination and Harassment Policy have similar rights to appeals and simultaneous written notice of determinations.

Crime Victim Rights
Columbia College Chicago will, upon request, disclose to the alleged victim of a reported crime of violence, or a sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of the victim shall be treated as the alleged victim for purposes of this paragraph.

Orders of Protection
Any person who obtains an Order of Protection or a Stalking No Contact Order from any jurisdiction is encouraged to provide a copy to Campus Safety and Security for the implementation of protective measures for the safety of the victim as well as the college community.

Advising the Campus Community About Sex Offenders
The college complies with the Illinois Sex Offender Registration Act (730 ILCS 150), which requires all sex offenders employed by or attending an institution of higher education to register directly with Campus Safety and Security. In compliance with this Act, any student, faculty, or staff member who is required to register as a sex offender in any state must register in person at the Campus Safety and Security office within three days of the beginning of classes or employment. An individual committing such offense while enrolled or employed at Columbia must also register in this office within three days of a conviction.

For a listing of registered sex offenders, please visit

**Chicago:**
[sexoffender.chicagopolice.org](http://sexoffender.chicagopolice.org)

**Los Angeles:**
[meganslaw.ca.gov](http://meganslaw.ca.gov)
MISSING STUDENT POLICY AND DAILY CRIME LOG

MISSING STUDENT POLICY

Columbia encourages students to explore the vibrant campus and the cities of Chicago and Los Angeles. At the same time, the college has an obligation to report a residential student who has been missing for 24 hours to proper authorities. If a member of the Columbia community has reason to believe that a student who resides in on-campus housing has been missing for 24 hours, he or she should notify Campus Safety and Security at 312-369-3220.

In compliance with the federally mandated Missing Student Notification Policy and Procedures in the Higher Education Opportunity Act, an incident report will be generated, and an investigation will be initiated in cooperation with Student Health and Support Services. Unless circumstances dictate otherwise, Campus Safety and Security will notify the local police department, the missing student’s designated guardian, if under the emancipated age of 18, or emergency contact person, no later than 24 hours after the report has been generated.

Reports of a missing student may be made to:

- Local Police Department: 911
- Campus Safety and Security: 312-369-3220
- Dean of Students/Student Support Services: 312-369-8595
- Director of Residence Education: 312-369-6802
- Associate Dean Semester in LA: 323-960-8020

Students residing in residential facilities are requested to provide emergency information for an individual to be contacted by college officials. This contact information is considered confidential and will be available only to authorized campus officials and law enforcement agencies as appropriate. Regardless of age, Columbia will abide by the federal mandate and notify a student’s custodial parent or guardian if health and safety are a potential issue.

Questions pertaining to this policy may be referred to the dean of students at 312-369-8595 or the AVP of Campus Safety and Security at 312-369-3220.

DAILY CRIME LOG

Campus Safety and Security maintains a daily crime log that records all criminal incidents and alleged criminal incidents reported to the office. The crime log data consists of the nature, date, time, and general location of the crime and the disposition of the complaint, if known. The daily crime log is available for review upon request at Campus Safety and Security from Monday through Friday, from 9 a.m. to 5 p.m., excluding holidays. Disclosure may be withheld if release of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. Information may also be temporarily withheld if release of such information would: (a) jeopardize an ongoing criminal investigation or the safety of an individual, (b) cause a suspect to flee or evade detection, or (c) result in the destruction of evidence.
ANNUAL FIRE SAFETY REPORT—CHICAGO STUDENT HOUSING

The Annual Fire Safety Report discloses information regarding campus fire safety practices, standards, life-safety equipment, and statistics on incidents of fire that occurred in Chicago student residential facilities Columbia owns or with which it has a contractual lease agreement. Park La Brea in Los Angeles is non-campus property and consequently, is not included in the Annual Fire Safety Report.

FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES

The following table outlines the life safety and emergency systems in place at each of the Columbia owned or leased student housing properties and the number of monitored evacuation drills conducted during the 2016–2018 calendar years.

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<tbody>
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<td>731 S. Plymouth Ct.</td>
<td>X</td>
<td>X</td>
<td>Direct Tie</td>
<td>X</td>
<td>X</td>
<td>1</td>
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<td>University Center 525 S. State St.</td>
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<td>X</td>
<td>Direct Tie</td>
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<tr>
<td>Dwight Lofts 642 S. Clark St.</td>
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<td>X</td>
<td>Direct Tie</td>
<td>X</td>
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<td>1</td>
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<tr>
<td>The ARC 37 W. Van Buren St.</td>
<td>X</td>
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<td>Direct Tie</td>
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<tr>
<td>30 E. Balbo Dr.</td>
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<td>X</td>
<td>Direct Tie</td>
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<td>N/A</td>
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<tr>
<td>829 S. Wabash</td>
<td>X</td>
<td>X</td>
<td>Direct Tie</td>
<td>X</td>
<td>X</td>
<td>N/A</td>
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2018 STUDENT HOUSING FACILITIES

525 S. State St.–University Center
642 S. Clark St.–Dwight Lofts
731 S. Plymouth Ct.
   (Building closed Spring 2019.)
37 W. Van Buren St.–ARC
30 E. Balbo Ave.
   (This location did not open until Fall 2019.)
829 S. Wabash Ave.–The Flats
   (This location did not open until Fall 2019.)
## ANNUAL FIRE SAFETY REPORT—FIRE STATISTICS

### 2018 INCIDENTS OF FIRE

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Incidents of Fire</th>
<th>Fire</th>
<th>Cause of Fire</th>
<th>Value of Property Damage</th>
<th>Inquiries Requiring Medical Treatment</th>
<th>Deaths</th>
</tr>
</thead>
<tbody>
<tr>
<td>731 S. Plymouth Ct.</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
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<td>N/A</td>
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<td>N/A</td>
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</tr>
</tbody>
</table>

### 2017 INCIDENTS OF FIRE

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Incidents of Fire</th>
<th>Fire</th>
<th>Cause of Fire</th>
<th>Value of Property Damage</th>
<th>Inquiries Requiring Medical Treatment</th>
<th>Deaths</th>
</tr>
</thead>
<tbody>
<tr>
<td>731 S. Plymouth Ct.</td>
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<td>N/A</td>
<td>N/A</td>
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<td>Trash can fire in trash room</td>
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<td>N/A</td>
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<td>N/A</td>
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</tbody>
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**Formerly referred to as 2 E. 8th St.**
### 2016 INCIDENTS OF FIRE

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Incidents of Fire</th>
<th>Fire</th>
<th>Cause of Fire</th>
<th>Value of Property Damage</th>
<th>Inquiries Requiring Medical Treatment</th>
<th>Deaths</th>
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<tbody>
<tr>
<td>731 S. Plymouth Ct.</td>
<td>1</td>
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<td>Cooking</td>
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</tr>
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</tbody>
</table>

** Formerly referred to as 2 E. 8th St.
FIRE SAFETY POLICIES AND PROCEDURES

Procedures for Student Housing Evacuation in the Case of a Fire

In The ARC, 37 W. Van Buren Street, The Flats, 829 S. Wabash Ave., 30 E. Balbo Drive, and Dwight Lofts, 642 S. Clark Street, every resident is required to evacuate the building immediately whenever a fire alarm sounds, whether it is a drill or an actual fire. Should an alarm sound in the University Center, 525 S. State Street building, students may get instructions to shelter in place or move to another floor from the Chicago Fire Department.

Floor plans indicating the evacuation routes to the internal stairwell(s) and exterior fire escape are posted on each floor. Residents are advised to become familiar with these exits, location area of rescue, and the location of the fire alarm pull stations designed to activate the building alarm system. All student rooms and stairwells are provided with smoke detectors.

Fire alarm pull stations are located throughout the buildings. One threat in a fire is smoke; Therefore, it is important that residents know the following guidelines to respond to a fire in the building:

- Activate the building alarm system by pulling the handle down on the fire alarm pull station. (Activating the system will notify the Chicago Fire Department and residents of the emergency.)
- Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room.
- Slowly open the door; keep the door between you and the corridor.
- Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.
- Do not use the elevators.
- Follow exit signs out of the building.
- Stand at least 300 feet away from the building and await direction from Fire Department personnel.

If you are an individual requiring assistance, notify security via the Emergency Call Box in the corridor or call 911 and advise the city dispatcher of your location. If safe to do so, proceed to the area of rescue assistance on the evacuation route map posted on the floor and wait for emergency responders.

In the case of a blocked stairway or exit:

- Using the Emergency Call Box on the floor or a telephone, notify building security that all exits or stairways are blocked and advise them of your location.
- Go to the nearest room and close the door.
- Place a cloth under the door to prevent smoke from entering the room.
- Hang a cloth or other object out of the window to signal that the room is occupied.
- Stay as close to the floor as possible, if smoke enters a room.

After the occurrence, report any fire event to Residence Life and Campus Security personnel to ensure appropriate statistical reporting.
RULES ON SMOKING, PORTABLE ELECTRICAL APPLIANCES, AND OPEN FLAMES

All student residential facilities are smoke-free living environments. Students found in violation of smoking in their living space may be charged to sanitize the space. As provided by the City of Chicago Municipal Code Section 7-32-35:

Smoking is prohibited in any portion of the living quarters, including, but not limited to, sleeping rooms, dining areas, restrooms, laundry areas, lobbies, and hallways of a building used in whole or in part as a student dormitory that is owned and operated or otherwise utilized by a public or private institution of higher education.

Electrical appliances with self-contained heating units (irons, corn poppers, coffee makers, microwaves) are permitted.

The following items are PROHIBITED in campus student housing:

- Open flame items including incense, incense burners, candles, and fireworks
- Electrical appliances with open-heating elements
- Metal tip darts
- Fog machines
- Flammable liquids and gases

Residents are advised to avoid the following to prevent accidental fires:

- Plugging too many cords into one outlet
- Using an extension cord that is smaller than the primary cord
- Leaving irons on, or items cooking on a stove, or in the oven unattended
- Unsafe handling and/or improper use, storage, and disposal of solvent rags, and rubbish

Decorations must be nonflammable and must not impede egress to an exit in case of fire or other emergency. Alterations to the premises are prohibited including, but not limited to: installing locks, ceiling fans, or electrical fixtures, voice or data outlets, erecting partitions or attaching anything to ceilings, walls, windows, floors, or exteriors.

Items must not block, mask, or obscure a sprinkler head or smoke/heat detector. Do not hang any items from the sprinklers. Tampering with fire safety equipment is a crime. Any resident found guilty of tampering with fire equipment, including activating a false alarm, will be subject to severe disciplinary and criminal action.

Rooms will be inspected at the beginning of each break and periodically during the year. These inspections are conducted to ensure that maintenance, safety, sanitation, and property control requirements are being followed. Items prohibited by law or Residence Life policy may be confiscated, and the residents of the apartment will be subject to disciplinary action. A notice will be posted for all inspections 24 hours in advance, except for those made during breaks or vacations.

Building maintenance problems or repairs should be reported immediately to the resident assistant or to the security officer located in the lobby of the building to avoid any potential safety, security issue, or property damage. Students can also submit maintenance requests to the property manager.
POLICIES REGARDING FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

Residence Halls drills are conducted annually. All residents and guests occupying the building at the time of the drill are required to participate in the evacuation.

Information on fire safety and emergency preparedness is presented during a mandatory attendance floor meeting held in each student housing facility at the beginning of each semester. Students are advised to review the video “Dorm Safety” produced by the Chicago Fire Department on the Campus Safety and Security website at colum.edu/safety. Other resources can be found on the ready.gov website, the Illinois Homeland Security website at ready.illinois.gov, and the U.S. Fire Administration’s website at usfa.fema.gov.

Reviews of the evacuation drills are conducted in all buildings for assessment and training purposes. Disciplinary action will be taken and fines will be implemented for students who fail to cooperate with staff or emergency responders assisting in the course of an alarm and/or evacuating the building.

PLANS FOR FIRE SAFETY IMPROVEMENTS

The college continues to review practices and procedures. We continue to recruit and train personnel to serve on the Emergency Evacuation Teams and are investigating new insignia and safety vests for fire marshalls.
APPENDIX I:

U.S. Department of Education
Crime Definitions

CRIMINAL OFFENSES:

Murder/Non-Negligent Manslaughter
The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter
The killing of another person through gross negligence.

Sexual Assault (Sex Offenses)
Any act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

HATE CRIMES:

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For Clery purposes, the following eight categories are included:

- Race
- Religion
- Sexual orientation
- Gender
- Gender identity
- Ethnicity
- National Origin
- Disability

In addition to the first eight criminal offenses, the following criminal offenses are also included:

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

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

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

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

**VAWA OFFENSES:**

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

i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

ii. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** is a felony or misdemeanor crime of violence and is committed:

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

**Stalking**
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person’s safety or the safety of others; or
- suffer substantial emotional distress.

**Course of conduct**
Means two or more acts, including, but not limited to, acts in which the stalker directly, or indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

**Reasonable person**
Means a reasonable person under similar circumstances and with similar identities to the victim.

**Substantial emotional distress**
Means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

**Arrests and Disciplinary Referrals for Violations of Weapons, Drug Abuse and Liquor Laws:**

**Weapons: Carrying, Possessing, Etc.,**
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

**Drug Abuse Violations**
The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

**Liquor Law Violations**
The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
APPENDIX II:
SELECT ILLINOIS COMPILED STATUTE PROVISIONS

SELECT ILLINOIS COMPILED STATUTE PROVISIONS

For a complete set of statute provisions, visit:

(720 ILCS 5/11-1.20) (was 720 ILCS 5/12-13)

Sec. 11-1.20. Criminal sexual assault.

(a) A person commits criminal sexual assault if that person commits an act of sexual penetration and:

(1) uses force or threat of force;

(2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent;

(3) is a family member of the victim, and the victim is under 18 years of age; or

(4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.

(720 ILCS 5/11-1.30) (was 720 ILCS 5/12-14)

Sec. 11-1.30. Aggravated criminal sexual assault.

(a) A person commits aggravated criminal sexual assault if that person commits criminal sexual assault and any of the following aggravating circumstances exist during the commission of the offense or, for purposes of paragraph (7), occur as part of the same course of conduct as the commission of the offense:

(1) the person displays, threatens to use, or uses a dangerous weapon, other than a firearm, or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;

(2) the person causes bodily harm to the victim, except as provided in paragraph (10);

(3) the person acts in a manner that threatens or endangers the life of the victim or any other person

(4) the person commits the criminal sexual assault during the course of committing or attempting to commit any other felony;

(5) the victim is 60 years of age or older;

(6) the victim is a person with a physical disability;

(7) the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim’s consent or by threat or deception for other than medical purposes

(8) the person is armed with a firearm;

(9) the person personally discharges a firearm during the commission of the offense; or

(10) the person personally discharges a firearm during the commission of the offense, and that discharge proximately causes great bodily harm, permanent disability, permanent disfigurement, or death to another person.

(b) A person commits aggravated criminal sexual assault if that person is under 17 years of age and:

(i) commits an act of sexual penetration with a victim who is under 9 years of age; or

(ii) commits an act of sexual penetration with a victim who is at least 9 years of age but under 13 years of age and the person uses force or threat of force to commit the act.

(c) A person commits aggravated criminal sexual assault if that person commits an act of sexual penetration with a victim who is a person with a severe or profound intellectual disability.
(720 ILCS 5/11-1.40) (was 720 ILCS 5/12-14.1)
Sec. 11-1.40. Predatory criminal sexual assault of a child.
(a) A person commits predatory criminal sexual assault of a child if that person is 17 years of age or older, and commits an act of contact, however slight, between the sex organ or anus of one person and the part of the body of another for the purpose of sexual gratification or arousal of the victim or the accused, or an act of sexual penetration, and:
   (1) the victim is under 13 years of age; or
   (2) the victim is under 13 years of age and that person:
      (A) is armed with a firearm;
      (B) personally discharges a firearm during the commission of the offense;
      (C) causes great bodily harm to the victim that:
         (i) results in permanent disability; or
         (ii) is life threatening; or
      (D) delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victim’s consent or by threat or deception, for other than medical purposes.

(720 ILCS 5/11-1.50) (was 720 ILCS 5/12-15)
Sec. 11-1.50. Criminal sexual abuse.
(a) A person commits criminal sexual abuse if that person:
   (1) commits an act of sexual conduct by the use of force or threat of force; or
   (2) commits an act of sexual conduct and knows that the victim is unable to understand the nature of the act or is unable to give knowing consent.

(b) A person commits criminal sexual abuse if that person is under 17 years of age and commits an act of sexual penetration or sexual conduct with a victim who is at least 9 years of age but under 17 years of age.

(c) A person commits criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is less than 5 years older than the victim.

(720 ILCS 5/11-1.60) (was 720 ILCS 5/12-16)
Sec. 11-1.60. Aggravated criminal sexual abuse.
(a) A person commits aggravated criminal sexual abuse if that person commits criminal sexual abuse and any of the following aggravating circumstances exist (i) during the commission of the offense or (ii) for purposes of paragraph (7), as part of the same course of conduct as the commission of the offense:
   (1) the person displays, threatens to use, or uses a dangerous weapon or any other object fashioned or used in a manner that leads the victim, under the circumstances, reasonably to believe that the object is a dangerous weapon;
   (2) the person causes bodily harm to the victim;
   (3) the victim is 60 years of age or older;
   (4) the victim is a person with a physical disability;
   (5) the person acts in a manner that threatens or endangers the life of the victim or any other person;
   (6) the person commits the criminal sexual abuse during the course of committing or attempting to commit any other felony; or
   (7) the person delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim for other than medical purposes without the victim’s consent or by threat or deception.

(b) A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is under 18 years of age and the person is a family member.

(c) A person commits aggravated criminal sexual abuse if:
   (1) that person is 17 years of age or over and: (i) commits an act of sexual conduct with a victim who is under 13 years of age; or (ii) commits an act of sexual conduct with a victim who is at
least 13 years of age but under 17 years of age and the person uses force or threat of force to commit the act; or

(2) that person is under 17 years of age and: (i) commits an act of sexual conduct with a victim who is under 9 years of age; or (ii) commits an act of sexual conduct with a victim who is at least 9 years of age but under 17 years of age and the person uses force or threat of force to commit the act.

(d) A person commits aggravated criminal sexual abuse if that person commits an act of sexual penetration or sexual conduct with a victim who is at least 13 years of age but under 17 years of age and the person is at least 5 years older than the victim.

(e) A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is a person with a severe or profound intellectual disability.

(f) A person commits aggravated criminal sexual abuse if that person commits an act of sexual conduct with a victim who is at least 13 years of age but under 18 years of age and the person is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim.

(720 ILCS 5/12-3.2) (from Ch. 38, par. 12-3.2)

Sec. 12-3.2. Domestic battery.

(a) A person commits domestic battery if he or she knowingly without legal justification by any means:

(1) causes bodily harm to any family or household member;

(2) makes physical contact of an insulting or provoking nature with any family or household member.

(720 ILCS 5/12-3.3) (from Ch. 38, par. 12-3.3)

Sec. 12-3.3. Aggravated domestic battery.

(a) A person, in committing a domestic battery, knowingly causes great bodily harm, or permanent disability or disfigurement commits aggravated domestic battery.

(a-5) A person who, in committing a domestic battery, strangles another individual commits aggravated domestic battery. For the purposes of this subsection (a-5), “strangle” means intentionally impeding the normal breathing or circulation of the blood of an individual by applying pressure on the throat or neck of that individual or by blocking the nose or mouth of that individual.

(720 ILCS 5/12-7.3) (from Ch. 38, par. 12-7.3)

Sec. 12-7.3. Stalking.

(a) A person commits stalking when he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to:

(1) fear for his or her safety or the safety of a third person; or

(2) suffer other emotional distress.

(a-3) A person commits stalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions follows another person or places the person under surveillance or any combination thereof and:

(1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or

(2) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person.

(a-5) A person commits stalking when he or she has previously been convicted of stalking another person and knowingly and without lawful justification on one occasion:

(1) follows that same person or places that same person under surveillance; and

(2) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person.
(b) Sentence. Stalking is a Class 4 felony; a second or subsequent conviction is a Class 3 felony.

(c) Definitions. For purposes of this Section:

(1) “Course of conduct” means 2 or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person’s property or pet. A course of conduct may include contact via electronic communications.

(2) “Electronic communication” means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. “Electronic communication” includes transmissions by a computer through the Internet to another computer.

(3) “Emotional distress” means significant mental suffering, anxiety or alarm.

(4) “Family member” means a parent, grandparent, brother, sister, or child, whether by whole blood, half-blood, or adoption and includes a step-grandparent, step-parent, step-brother, step-sister or step-child. “Family member” also means any other person who regularly resides in the household, or who, within the prior 6 months, regularly resided in the household.

(5) “Follows another person” means (i) to move in relative proximity to a person as that person moves from place to place or (ii) to remain in relative proximity to a person who is stationary or whose movements are confined to a small area. “Follows another person” does not include a following within the residence of the defendant.

(6) “Non-consensual contact” means any contact with the victim that is initiated or continued without the victim’s consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

(7) “Places a person under surveillance” means: (1) remaining present outside the person’s school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or (2) placing an electronic tracking device on the person or the person’s property.

(8) “Reasonable person” means a person in the victim’s situation.

(9) “Transmits a threat” means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct.

(720 ILCS 5/12-7.4) (from Ch. 38, par. 12-7.4)

Sec. 12-7.4. Aggravated stalking.

(a) A person commits aggravated stalking when he or she commits stalking and:

(1) causes bodily harm to the victim;

(2) confines or restrains the victim; or

(3) violates a temporary restraining order, an order of protection, a stalking no contact order, a civil no contact order, or an injunction prohibiting the behavior described in subsection (b)(1) of Section 214 of the Illinois Domestic Violence Act of 1986.

(a-1) A person commits aggravated stalking when he or she is required to register under the Sex Offender Registration Act or has been previously required to register under that Act and commits the offense of stalking when the victim of the stalking is also the victim of the offense for which the sex offender is required to register under the Sex Offender Registration Act or a family member of the victim.
(720 ILCS 5/12-7.5)

Sec. 12-7.5. Cyberstalking.

(a) A person commits cyberstalking when he or she engages in a course of conduct using electronic communication directed at a specific person, and he or she knows or should know that would cause a reasonable person to:

(1) fear for his or her safety or the safety of a third person; or

(2) suffer other emotional distress.

(a-3) A person commits cyberstalking when he or she, knowingly and without lawful justification, on at least 2 separate occasions, harasses another person through the use of electronic communication and:

(1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person; or

(2) places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint; or

(3) at any time knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

For purposes of this Section, an installation or placement is not surreptitious if:

(1) with respect to electronic software, hardware, or computer applications, clear notice regarding the use of the specific type of tracking software or spyware is provided by the installer in advance to the owners and primary users of the electronic software, hardware, or computer application; or

(2) written or electronic consent of all owners and primary users of the electronic software, hardware, or computer application on which the tracking software or spyware will be installed has been sought and obtained through a mechanism that does not seek to obtain any other approvals or acknowledgment from the owners and primary users.

(a-4) A person commits cyberstalking when he or she knowingly, surreptitiously, and without lawful justification, installs or otherwise places electronic monitoring software or spyware on an electronic communication device as a means to harass another person and:

(1) at any time transmits a threat of immediate or future bodily harm, sexual assault, confinement, or restraint and the threat is directed towards that person or a family member of that person;

(2) places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint; or

(a-5) A person commits cyberstalking when he or she, knowingly and without lawful justification, creates and maintains an Internet website or webpage which is accessible to one or more third parties for a period of at least 24 hours, and which contains statements harassing another person and:

(1) which communicates a threat of immediate or future bodily harm, sexual assault, confinement, or restraint, where the threat is directed towards that person or a family member of that person, or

(2) which places that person or a family member of that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement, or restraint, or

(3) which knowingly solicits the commission of an act by any person which would be a violation of this Code directed towards that person or a family member of that person.

(b) Sentence. Cyberstalking is a Class 4 felony; a second or subsequent conviction is a Class 3 felony.
For purposes of this Section:

1. “Course of conduct” means 2 or more acts, including but not limited to acts in which a defendant directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, engages in other non-consensual contact, or interferes with or damages a person's property or pet. The incarceration in a penal institution of a person who commits the course of conduct is not a bar to prosecution under this Section.

2. “Electronic communication” means any transfer of signs, signals, writings, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system. “Electronic communication” includes transmissions through an electronic device including, but not limited to, a telephone, cellular phone, computer, or pager, which communication includes, but is not limited to, e-mail, instant message, text message, or voice mail.

2.1) “Electronic communication device” means an electronic device, including, but not limited to, a wireless telephone, personal digital assistant, or a portable or mobile computer.

2.2) “Electronic monitoring software or spyware” means software or an application that surreptitiously tracks computer activity on a device and records and transmits the information to third parties with the intent to cause injury or harm. For the purposes of this paragraph (2.2), “intent to cause injury or harm” does not include activities carried out in furtherance of the prevention of fraud or crime or of protecting the security of networks, online services, applications, software, other computer programs, users, or electronic communication devices or similar devices.

3. “Emotional distress” means significant mental suffering, anxiety or alarm.

4. “Harass” means to engage in a knowing and willful course of conduct directed at a specific person that alarms, torments, or terrorizes that person.

5. “Non-consensual contact” means any contact with the victim that is initiated or continued without the victim’s consent, including but not limited to being in the physical presence of the victim; appearing within the sight of the victim; approaching or confronting the victim in a public place or on private property; appearing at the workplace or residence of the victim; entering onto or remaining on property owned, leased, or occupied by the victim; or placing an object on, or delivering an object to, property owned, leased, or occupied by the victim.

6. “Reasonable person” means a person in the victim’s circumstances, with the victim’s knowledge of the defendant and the defendant’s prior acts.

7. “Third party” means any person other than the person violating these provisions and the person or persons towards whom the violator’s actions are directed.

(d) Telecommunications carriers, commercial mobile service providers, and providers of information services, including, but not limited to, Internet service providers and hosting service providers, are not liable under this Section, except for willful and wanton misconduct, by virtue of the transmission, storage, or caching of electronic communications or messages of others or by virtue of the provision of other related telecommunications, commercial mobile services, or information services used by others in violation of this Section.

(e) A defendant who directed the actions of a third party to violate this Section, under the principles of accountability set forth in Article 5 of this Code, is guilty of violating this Section as if the same had been personally done by the defendant, without regard to the mental state of the third party acting at the direction of the defendant.
(f) It is not a violation of this Section to:

1. provide, protect, maintain, update, or upgrade networks, online services, applications, software, other computer programs, electronic communication devices, or similar devices under the terms of use applicable to those networks, services, applications, software, programs, or devices;

2. interfere with or prohibit terms or conditions in a contract or license related to networks, online services, applications, software, other computer programs, electronic communication devices, or similar devices; or

3. create any liability by reason of terms or conditions adopted, or technical measures implemented, to prevent the transmission of unsolicited electronic mail or communications.

(Source: PA. 100-166, eff. 1-1-18.)
APPENDIX III:
SELECT CALIFORNIA PENAL CODE PROVISIONS

For a complete set of penal code provisions visit:
https://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=PEN&tocTitle=+Penal+Code++PEN

CHAPTER 1. Rape, Abduction, Carnal Abuse of Children, and Seduction [261 - 269] (Chapter 1 enacted 1872.)

261. (a) Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:

(1) Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent.

(2) Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.

(3) Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.

(4) Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, “unconscious of the nature of the act” means incapable of resisting because the victim meets any one of the following conditions:

(A) Was unconscious or asleep.

(B) Was not aware, knowing, perceiving, or cognizant that the act occurred.

(C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.

(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

(5) Where a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.

(6) Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, “threatening to retaliate” means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.

(7) Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, “public official” means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.
(b) As used in this section, “duress” means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and his or her relationship to the defendant, are factors to consider in appraising the existence of duress.

(c) As used in this section, “menace” means any threat, declaration, or act which shows an intention to inflict an injury upon another.

(Amended by Stats. 2013, Ch. 259, Sec. 1. (AB 65) Effective September 9, 2013.)

261.5. (a) Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a “minor” is a person under the age of 18 years and an “adult” is a person who is at least 18 years of age.

(b) Any person who engages in an act of unlawful sexual intercourse with a minor who is not more than three years older or three years younger than the perpetrator, is guilty of a misdemeanor.

(c) Any person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.

(d) Any person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

(e) (1) Notwithstanding any other provision of this section, an adult who engages in an act of sexual intercourse with a minor in violation of this section may be liable for civil penalties in the following amounts:

   (A) An adult who engages in an act of unlawful sexual intercourse with a minor less than two years younger than the adult is liable for a civil penalty not to exceed two thousand dollars ($2,000).

   (B) An adult who engages in an act of unlawful sexual intercourse with a minor at least two years younger than the adult is liable for a civil penalty not to exceed five thousand dollars ($5,000).

   (C) An adult who engages in an act of unlawful sexual intercourse with a minor at least three years younger than the adult is liable for a civil penalty not to exceed ten thousand dollars ($10,000).

   (D) An adult over the age of 21 years who engages in an act of unlawful sexual intercourse with a minor under 16 years of age is liable for a civil penalty not to exceed twenty-five thousand dollars ($25,000).

(2) The district attorney may bring actions to recover civil penalties pursuant to this subdivision. From the amounts collected for each case, an amount equal to the costs of pursuing the action shall be deposited with the treasurer of the county in which the judgment was entered, and the remainder shall be deposited in the Underage Pregnancy Prevention Fund, which is hereby created in the State Treasury. Amounts deposited in the Underage Pregnancy Prevention Fund may be used only for the purpose of preventing underage pregnancy upon appropriation by the Legislature.
(3) In addition to any punishment imposed under this section, the judge may assess a fine not to exceed seventy dollars ($70) against any person who violates this section with the proceeds of this fine to be used in accordance with Section 1463.23. The court shall, however, take into consideration the defendant’s ability to pay, and no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.

(Amended by Stats. 2011, Ch. 15, Sec. 302. (AB 109) Effective April 4, 2011. Operative October 1, 2011, by Sec. 636 of Ch. 15, as amended by Stats. 2011, Ch. 39, Sec. 68.)

261.6. In prosecutions under Section 261, 262, 286, 287, 288a, or 289, in which consent is at issue, “consent” shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.

A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a, or 289.

Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.

(Amended by Stats. 1994, Ch. 1188, Sec. 1. Effective January 1, 1995.)

261.7. In prosecutions under Section 261, 262, 286, 287, 288a, or 289, in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.

(Amended by Stats. 1995, Ch. 177, Sec. 1. Effective January 1, 1996.)

273.5 (a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars ($6,000), or by both that fine and imprisonment.

(b) Subdivision (a) shall apply if the victim is or was one or more of the following:

(1) The offender’s spouse or former spouse.

(2) The offender’s cohabitant or former cohabitant.

(3) The offender’s fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243.

(4) The mother or father of the offender’s child.

(c) Holding oneself out to be the spouse of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section.

(d) As used in this section, “traumatic condition” means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, “strangulation” and “suffocation” include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.

(e) For the purpose of this section, a person shall be considered the father or mother of another person’s child if the alleged male parent is presumed the natural father under Sections 7611 and 7612 of the Family Code.

(f) (1) Any person convicted of violating this section for acts occurring within seven years of a previous conviction under subdivision (a), or subdivision (d) of Section 243, or Section 243.4, 244, 244.5, or 245, shall be punished by imprisonment in a county jail for not more than one year, or by imprisonment in the state prison for two, four, or five years, or by both imprisonment and a fine of up to ten thousand dollars ($10,000).

(2) Any person convicted of a violation of this section for acts occurring within seven years of a previous conviction under subdivision (e)
of Section 243 shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to ten thousand dollars ($10,000), or by both that imprisonment and fine.

(g) If probation is granted to any person convicted under subdivision (a), the court shall impose probation consistent with the provisions of Section 1203.097.

(h) If probation is granted, or the execution or imposition of a sentence is suspended, for any defendant convicted under subdivision (a) who has been convicted of any prior offense specified in subdivision (f), the court shall impose one of the following conditions of probation:

(1) If the defendant has suffered one prior conviction within the previous seven years for a violation of any offense specified in subdivision (f), it shall be a condition of probation, in addition to the provisions contained in Section 1203.097, that he or she be imprisoned in a county jail for not less than 15 days.

(2) If the defendant has suffered two or more prior convictions within the previous seven years for a violation of any offense specified in subdivision (f), it shall be a condition of probation, in addition to the provisions contained in Section 1203.097, that he or she be imprisoned in a county jail for not less than 60 days.

(3) The court, upon a showing of good cause, may find that the mandatory imprisonment required by this subdivision shall not be imposed and shall state on the record its reasons for finding good cause.

(i) If probation is granted upon conviction of a violation of subdivision (a), the conditions of probation may include, consistent with the terms of probation imposed pursuant to Section 1203.097, in lieu of a fine, one or both of the following requirements:

(1) That the defendant make payments to a battered women’s shelter, up to a maximum of five thousand dollars ($5,000), pursuant to Section 1203.097.

(2) (A) That the defendant reimburse the victim for reasonable costs of counseling and other reasonable expenses that the court finds are the direct result of the defendant’s offense.

(B) For any order to pay a fine, make payments to a battered women’s shelter, or pay restitution as a condition of probation under this subdivision, the court shall make a determination of the defendant’s ability to pay. An order to make payments to a battered women’s shelter shall not be made if it would impair the ability of the defendant to pay direct restitution to the victim or court-ordered child support. If the injury to a person who is married or in a registered domestic partnership caused in whole or in part by the criminal acts of his or her spouse or domestic partner in violation of this section, the community property may not be used to discharge the liability of the offending spouse or domestic partner for restitution to the injured spouse or domestic partner, required by Section 1203.04, as operative on or before August 2, 1995, or Section 1202.4, or to a shelter for costs with regard to the injured spouse or domestic partner and dependents, required by this section, until all separate property of the offending spouse or domestic partner is exhausted.

(j) Upon conviction under subdivision (a), the sentencing court shall also consider issuing an order restraining the defendant from any contact with the victim, which may be valid for up to 10 years, as determined by the court. It is the intent of the Legislature that the length of any restraining order be based upon the seriousness of the facts before the court, the probability of future violations, and the safety of the victim and his or her immediate family. This protective order may be issued by the court whether the defendant is sentenced to state prison or county jail, or if imposition of sentence is suspended and the defendant is placed on probation.

(k) If a peace officer makes an arrest for a violation of this section, the peace officer is not required to inform the victim of his or her right to make a citizen’s arrest pursuant to subdivision (b) of Section 836.
646.9. (a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars ($1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

(b) Any person who violates subdivision (a) when there is a temporary restraining order, injunction, or any other court order in effect prohibiting the behavior described in subdivision (a) against the same party, shall be punished by imprisonment in the state prison for two, three, or four years.

(c) (1) Every person who, after having been convicted of a felony under Section 273.5, 273.6, or 422, commits a violation of subdivision (a) shall be punished by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars ($1,000), or by both that fine and imprisonment, or by imprisonment in the state prison for two, three, or five years.

(2) Every person who, after having been convicted of a felony under subdivision (a), commits a violation of this section shall be punished by imprisonment in the state prison for two, three, or five years.

(d) In addition to the penalties provided in this section, the sentencing court may order a person convicted of a felony under this section to register as a sex offender pursuant to Section 290.006.

(e) For the purposes of this section, “harasses” means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.

(f) For the purposes of this section, “course of conduct” means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct.”

(g) For the purposes of this section, “credible threat” means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of “credible threat.”

(h) For purposes of this section, the term “electronic communication device” includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers. “Electronic communication” has the same meaning as the term defined in Subsection 12 of Section 2510 of Title 18 of the United States Code.
APPENDIX IV:
COLUMBIA COLLEGE CHICAGO
ANTI-DISCRIMINATION AND
HARASSMENT POLICY

For reference the link to the policy below can
be found online at: https://about.colum.edu/
human-resources/pdf/anti-discrimination-and-
harassment-policy.pdf

SECTION I. STATEMENT OF POLICY
Columbia is committed to maintaining an environment
that respects the dignity of all individuals. Accordingly,
Columbia will not tolerate harassment or discrimination
based on religion, race, sex, sexual orientation, gender
identity or expression, national origin, age, disability
or ethnicity by or of its students, faculty, or staff.
This conduct may also be illegal under state, local,
and federal law. To the extent practicable, Columbia
will attempt to protect the Columbia community from
harassment and/or discrimination by vendors, consultants,
and other third parties who interact with the Columbia
community. Columbia is promulgating this policy to
reaffirm its opposition to harassment and discrimination
and to emphasize that learning opportunities and
employment opportunities must not be interfered with
by such behavior.

Columbia’s Student Sexual Misconduct Policy &
Procedures governs Sexual Misconduct allegations
made against a student by another student, College
employee, or third party. For more information about
the Student Sexual Misconduct Policy & Procedures
and the College’s Title IX resources, please visit
www.colum.edu/TitleIX.

No member of the Columbia community shall engage in
discrimination or harassment in any program, activity,
or place over which Columbia exercises control. It is
expected that every member of our community will
take responsibility for refraining from any form of
discrimination or harassment, reporting any incident
that is made known, cooperating in preventing such
behavior, and assisting with corrective measures when,
despite Columbia’s serious commitment, these acts occur.

Recipients of discrimination or harassment often fear reprisals for reporting such conduct. To address this
concern, Columbia will investigate any allegation of
retaliation for reporting or assisting in the investigation of
a complaint of any form of discrimination or harassment.

Columbia will discipline those found to have engaged in
retaliation. The purpose of this policy is to:

• prevent harassment, discrimination, and sexual assault
• prohibit harassment, discrimination, and sexual
  assault
• encourage good faith complaints if such conduct has
  occurred
• provide multiple options for addressing and
  resolving complaints of harassment, discrimination,
  and sexual assault

Columbia will attempt to take prompt corrective action
against any harassment or discrimination by or of its
students, faculty, or staff. This policy is designed to
courage persons who believe that they have been
harmed by discrimination or harassment to bring the
conduct to the attention of appropriate individuals within
Columbia so that the College can take prompt corrective
action. All managers/supervisors are directed to implement
the procedures outlined in this policy.

All complaints will be taken seriously, and no one
reporting harassment or discrimination will suffer
retaliation or reprisal. Complaints or harassment
and/or discrimination will be treated in confidence
to the extent feasible, given the need to conduct a
thorough investigation and to take corrective action.
If it is determined through an appropriate and prompt
investigation that harassment or discrimination has
occurred, effective corrective action will be taken to
stop the conduct and to attempt to ensure that it does not
reoccur. Depending on the circumstances and the severity
of the conduct, corrective action could range from an
oral/written warning to dismissal or expulsion.

SECTION II. RESPONSIBILITIES OF
COMMUNITY MEMBERSHIP
It is the responsibility of each Columbia community
member to be knowledgeable about discrimination and
harassment, its negative impact, and the means by
which it can be effectively addressed. Every member
has a role in the implementation of this policy. All
members of the community who serve in a supervisory
capacity, such as deans, managers, directors, chairs, and
administrators are responsible for reporting all complaints
of harassment or discrimination to the appropriate
office as outlined below. A person who engages in
discrimination or harassment must reform his or her behavior or be subject to disciplinary action up to and including termination or expulsion from Columbia. A person who witnesses or learns of any form of discrimination or harassment is expected to cooperate in Columbia’s efforts to address this conduct.

SECTION III. ACADEMIC/ARTISTIC FREEDOM
Academic/artistic freedom protects the presentation and discussion of ideas and artistic works. It does not include demeaning or intimidating individuals because of a personal characteristic. As is stated in Columbia’s Academic Freedom Policy, “The concept of academic/artistic freedom is accompanied by an equally demanding concept of academic/artistic responsibility,” and this requires “responsible service, consistent with the faculty member’s obligation to the College.”

In considering what are appropriate statements or conduct, a faculty member should consider

1) whether the statements or conduct advance a valid educational objective related to the subject matter of the academic experience, and 2) whether they are made or occur in an academically appropriate manner as part of a valid educational objective. Similarly, while in the normal course of student-faculty exchange it may sometimes be of value to discuss or present a controversial matter or experience that has no direct relation to the immediate academic subject; nevertheless, the faculty member must also be cognizant that under Columbia’s Academic Freedom Policy he or she may not have a right to discuss such a matter.

SECTION IV. CONSENSUAL RELATIONS
Under Columbia’s Academic Freedom Policy, a faculty member is expected to adhere to his or her proper role as an intellectual or artistic guide and avoid any exploitation of his or her students. Additionally, the Policy states that a faculty member has the responsibility to ensure that his or her evaluation of students reflects the true merit of each student. Because it may easily involve or appear to involve a conflict of interest, an amorous or sexual relationship between a faculty member and a student entails serious ethical concerns when the faculty member has professional responsibility for the student, such as when the student is in the faculty member’s class.

Therefore, faculty members or other instructional staff shall not initiate, pursue, or be involved in any amorous or sexual relationship with any student whom they are in a position to evaluate or supervise by virtue of their teaching, research, or administrative responsibilities. Such a relationship is a violation of this policy, and consent by a student to such a relationship will not be a defense against a later sexual harassment charge by the student.

Likewise, a supervisor shall not initiate, pursue, or be involved in any amorous or sexual relationship with any subordinate employee. A supervisor will be prohibited from assessing, determining, or influencing another person’s employment, performance progress or potential, entitlement to or eligibility for institutionally conferred rights, benefits, or opportunities with an individual with whom the supervisor has or has had an intimate relationship. Such a relationship is a violation of this policy, and consent by the subordinate employee to such a relationship will not be a defense against a later sexual harassment charge by the subordinate employee.

SECTION V. DEFINITION OF DISCRIMINATION
Discrimination is unequal favorable or unfavorable treatment of an individual based on race, national origin, ethnicity, sex, age, disability, religion or sexual orientation and gender identity or expression. It can include the failure to recognize the contributions of work in class; the failure to provide appropriate academic support; or inequities in salary, benefits, accommodations, office space, hiring, promotion; or appointment to college-wide committees and to administrative roles on the basis of the above outlined protected characteristics.

SECTION V(A). DEFINITION OF DISCRIMINATORY HARASSMENT
Discriminatory harassment is physical conduct or other expressive behavior that has the purpose or effect of interfering with an individual’s work or academic performance or creates an intimidating, hostile, or abusive environment and that is based upon the individual’s characteristics of race, national origin, ethnicity, sex, age, disability, religion, or sexual orientation and gender identity or expression.

Discriminatory harassment includes but is not limited to invectives; threats; slurs; epithets; pranks; teasing; taunting; and other conduct or expressive behavior that tends to belittle, degrade, demean, deride, disparage, ridicule, or threaten a person on the basis of the foregoing characteristics. It is in the nature of a personal attack that injures a specific individual, as distinguished from the civil expression or discussion of an offensive idea.
Not all situations in which an individual is offended or uncomfortable will be violations of this policy. Personality clashes, clashes of beliefs or lifestyles alone will not be violations of this policy nor will conduct that reflects socially and academically acceptable comradeship.

Not all situations in which an individual is offended or uncomfortable will be violations of this policy. Personality clashes, clashes of beliefs or lifestyles alone will not be violations of this policy nor will conduct that reflects socially and academically acceptable comradeship.

SECTION V(B). DEFINITIONS OF SEXUAL HARASSMENT & SEXUAL ASSAULT

In compliance with Title IX of the Education Amendments of 1972 (Title IX), Columbia College Chicago prohibits sexual harassment, including sexual violence, and discrimination on the basis of sex in all educational programs and activities. Programs and activities under Title IX include: academic programs, admissions, athletics, recruitment, financial aid, housing and employment, amongst others.

Sexual harassment is one form of discriminatory harassment. It can occur between a man and a woman or persons of the same sex. Sexual harassment includes: unwelcome sexual advances, requests for sexual favors, or sexually oriented conduct when:

(a) Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or academic experience; or

(b) An employment or academic decision affecting an employee or student is made based on that individual's acceptance or rejection of such conduct; or

(c) A pattern of unwelcome verbal or physical conduct of a sexual nature is directed toward another that unreasonably interferes with that individual(s)' work or class performance or creates an intimidating, hostile, or abusive working or learning environment.

Examples of behavior that may constitute sexual harassment include, but are not limited to, the following: unwelcome verbal or physical advances of a sexual nature; requests or subtle pressure, overt or implied, for sexual favors; abusive or threatening behavior directed at a person; remarks, jokes, comments, or observations of a sexual nature that demean or offend individuals on the basis of their sex, provided, however, that such expressions will not be considered sexual harassment if uttered for a valid academic purpose; gestures or other nonverbal behavior of a sexual harassment if based upon a valid academic purpose; and display or distribution of offensive materials of a sexual nature, provided, however, that such expressions will not be considered sexual harassment if used for a valid academic purpose.

Criminal Sexual assault is an extreme form of sexual harassment and is a violation of this policy. Under Illinois law, a person commits Criminal Sexual Assault if “that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years of age; or (4) is 17 years of age or over and holds a position of trust, authority, or supervision in relation to the victim, and the victim is at least 13 years of age but under 18 years of age.” (720 ILCS 5/11-1.20(a)).

Columbia’s Student Sexual Misconduct Policy & Procedures governs Sexual Misconduct allegations made against a student by another student, College employee, or third party. Additional information about the Student Sexual Misconduct Policy & Procedures and the College’s Title IX resources is available at www.colum.edu/titleIX. In the event of a conflict between this Anti-Discrimination & Harassment Policy and the Student Sexual Misconduct Policy & Procedures, the Student Sexual Misconduct Policy & Procedures shall control.

SECTION V(C). REPORTING & INVESTIGATING SEXUAL HARASSMENT; RECOMMENDATIONS FOR VICTIMS OF SEXUAL ASSAULT

To file a complaint of sexual harassment against a College employee or a third party (or for related inquiries), the College advises students to contact the Office of Campus Safety & Security at 312-369-1111 (available 24 hours a day, 7 days a week), or Janely Rivera (the Title IX Coordinator) at 312-369-6344 or by email at jrivera@colum.edu. However, students who are more comfortable reporting an incident to a different College employee (such as a professor, advisor, or counselor) or Department may do so. College employees and third parties may file a complaint of sexual harassment against a College employee or third party by contacting the Office of Campus Safety & Security at 312-369-1111, Janely Rivera (the Title IX Coordinator) at 312-369-6344 or by email at jrivera@colum.edu, or the Office of Human Resources at 312-369-8215 or by email at humanresources@colum.edu.
The aforementioned offices are also available to answer any questions from employees or third parties regarding their rights and responsibilities under this Policy.

Any College employee who receives notice of incident of sexual harassment from a student, College employee, or third party, or otherwise observes or learns of such behavior shall promptly report all relevant facts to the Title IX Coordinator.

The College shall investigate all incidences of sexual harassment in a comprehensive manner that is consistent with its obligations under Title IX. Depending on the circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion.

The Office of Student Relations, Office of Counseling Services, and Office of Residence Life are prepared to provide support services to students before, during, and after an investigation.

Through the Employee Assistance Program (EAP), the College offers the following to employees: free confidential counseling, including 24-hour immediate telephone-based crisis intervention and stabilization services.

Victims of sexual harassment may elect to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint through the College, or to pursue both processes consecutively or concurrently. Regardless of the option chosen, the College shall investigate the matter as required by Title IX. The aforementioned steps in this section VI(C) for reporting and investing sexual harassment supplement those procedures provided below in Section IX: Procedures for Addressing Discrimination & Harassment Complainants.

As always, an individual facing an emergency or other situation that likely poses an imminent threat to his or her physical wellbeing should immediately call the police or Campus Safety & Security before taking other steps.

Specifically, the College encourages the following for victims of sexual assault or another violent offense:

- Get to a place of safety. Your first priority must be ensuring that you are free of any additional harm.
- Seek the necessary medical attention and report the incident by dialing 911 for Chicago Police and Emergency Medical Service as soon as possible.
- File a report with the Chicago Police; this helps ensure the below resources and is therefore highly recommended:
  - Eligibility for support services and medical reimbursement per the Crime Victim’s Compensation Law, if reported within 72 hours and victim fully cooperate with police law enforcement
  - An opportunity for collection of evidence which may be helpful in prosecution (if the victim chooses to pursue that route). It is recommended that you do not change clothes, bathe, shower, use the toilet or rinse out your mouth prior to medical examination.
  - Access to medical treatment for any injuries, treatment of sexually transmitted diseases or side effects from drug induced sexual assaults; in addition to access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.
## SECTION VI. IMPORTANT NOTIFICATION NUMBERS

<table>
<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Chicago Police Department/</td>
<td></td>
<td>911</td>
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<tr>
<td>Emergency Medical Services</td>
<td></td>
<td></td>
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<tr>
<td>CCC Security Command Center</td>
<td>Emergency</td>
<td>312-369-1111</td>
</tr>
<tr>
<td>Non-Emergency</td>
<td></td>
<td>312-369-3220</td>
</tr>
<tr>
<td>CCC Office of Campus Safety &amp; Security</td>
<td>916 S. Wabash, Suite 505</td>
<td>312-369-6543</td>
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<tr>
<td></td>
<td></td>
<td>312-369-7729</td>
</tr>
<tr>
<td>CCC Office of Student Relations</td>
<td>623 S. Wabash, Suite 301</td>
<td>312-369-8595</td>
</tr>
<tr>
<td>CCC Counseling Services</td>
<td>916 S. Wabash Ave., 5th Floor</td>
<td>312-369-8700</td>
</tr>
<tr>
<td>CCC Residence Life</td>
<td>30 E. Balbo Drive, 2nd Floor</td>
<td>312-369-7803</td>
</tr>
<tr>
<td>Off Campus Resource</td>
<td>24/7 Sexual Assault Crisis Hotline</td>
<td>888-293-2080</td>
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SECTION VII. SANCTIONS
A single violation of this policy may result in a disciplinary action, including termination or expulsion from Columbia. Sanctions may also include suspension (with or without pay in the case of faculty or staff), reprimand, reassignment, and/or mandatory education or counseling.

SECTION VIII. RETALIATION
It is a violation of this policy to retaliate in any way against someone who has complained about discrimination or discriminatory harassment, participated in any manner in proceedings under this policy, or opposed the alleged discrimination or discriminatory harassment. Retaliation subjects the retaliator to disciplinary sanctions.

SECTION IX: PROCEDURES FOR ADDRESSING DISCRIMINATION AND HARASSMENT COMPLAINTS
The following procedures are designed to provide flexibility in reporting for the person complaining of the discrimination or discriminatory harassment while balancing the interests of the accused party and Columbia's need to obtain the information necessary to resolve these issues in its community.

Any Columbia student, staff, faculty member, guest, or any other nonstudent or nonemployee who believes that he or she is being or has been subjected to discrimination or discriminatory harassment has informal and formal options, which are not exclusive of one another or mandatory. However, a person’s selection of an option will affect Columbia’s ability to respond to the discrimination or discriminatory harassment. In addition, the timeliness of reporting an incident is often critical to appropriate action and resolution. Columbia is committed to a prompt and thorough investigation and resolution when its procedures are used. Those persons responsible for consulting about, investigating, and resolving complaints of discrimination or discriminatory harassment will make reasonable efforts to protect the privacy of both the complainant and the respondent.

Section I. Procedures for Student Complainants
a. Informal Remedy
Columbia encourages student subjected to discrimination or discriminatory harassment to talk directly with the alleged discriminator or harasser if the person subjected to discrimination or discriminatory harassment feels comfortable doing so. If direct communication is selected, the person should tell the alleged discriminator or harasser to stop his or her behavior as soon as the behavior occurs and make it clear that the behavior is unwelcome. The person then should share this information with the Office of Human Resources, Dean of Students’ Office, a faculty member, the Residence Life staff, a counselor, an advisor, or any Columbia supervisor so the situation can be monitored.

b. Formal Remedy
A complaint of discrimination or discriminatory harassment can be made either orally or in writing to any Columbia supervisor. All members of the community who serve in a supervisory capacity, such as deans, managers, directors, chairs, and administrators, are responsible for reporting all complaints of discrimination or discriminatory harassment involving an employee complainant or a third-party complainant to the Office of Human Resources. A complaint of discrimination or discriminatory harassment can be made either orally or in writing. A complainant is encouraged to make a written complaint as it may increase the College’s ability to take appropriate action to stop the alleged discrimination or discriminatory harassment. A complaint should be as specific as possible providing the name of the injured party; the name of the alleged discriminator or harasser; a chronology of the events that constitute the behavior, detailing dates, places, and times; a description of the behavior; and the names of any witnesses to the behavior or persons with knowledge of the behavior.

Whether the complainant wishes to proceed with the investigation or not, a formal investigation of the complaint will be undertaken. The process is confidential to the extent possible and applies to the accused wrongdoer, the complainant, and witnesses. In the course of the investigation, however, absolute confidentiality cannot be guaranteed. Except as provided otherwise herein, if the alleged conduct appears to violate both this Anti-discrimination and Harassment policy and another Columbia policy, such as the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process, this policy will take precedent over the competing policy.
However, any sanction to be imposed against a tenured faculty member shall be subject to the procedures of the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.

SECTION II. PROCEDURES FOR FACULTY AND STAFF COMPLAINANTS

a. Informal Remedy

Columbia encourages any employee or third party subjected to discrimination or discriminatory harassment to talk directly with the alleged discriminator or harasser if the person subjected to discrimination or discriminatory harassment feels comfortable doing so. If direct communication is selected, the person should tell the alleged discriminator or harasser to stop his or her behavior as soon as the behavior occurs and make it clear that the behavior is unwelcome. The person then should share this information with the Office of Human Resources or with anyone who serves in a supervisory capacity, such as a dean, manager, director, chair, or administrator, so that the situation can be monitored.

b. Formal Remedy

A complaint of discrimination or discriminatory harassment can be made either orally or in writing to any Columbia supervisor. All members of the community who serve in a supervisory capacity, such as deans, managers, directors, chairs, and administrators, are responsible for reporting all complaints of discrimination or discriminatory harassment involving an employee complainant or a third-party complainant to the Office of Human Resources. A complaint of discrimination or discriminatory harassment can be made either orally or in writing. A complainant is encouraged to make a written complaint as it may increase the College’s ability to take appropriate action to stop the alleged discrimination or discriminatory harassment. A complaint should be as specific as possible providing the name of the injured party; the name of the alleged discriminator or harasser; a chronology of the events that constitute the behavior, detailing dates, places, and times; a description of the behavior; and the names of any witnesses to the behavior or persons with knowledge of the behavior.

Whether the complainant wishes to proceed with the investigation or not, a formal investigation of the complaint will be undertaken. The process is confidential to the extent possible and applies to the accused wrongdoer, the complainant, and witnesses. In the course of the investigation, however, absolute confidentiality cannot be guaranteed. Except as provided otherwise herein, if the alleged conduct appears to violate both this Anti-discrimination and Harassment policy and another Columbia policy, such as the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process, this policy will take precedence over the competing policy. However, any sanction to be imposed against a tenured faculty member shall be subject to the procedures of the Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process.

The College reserves the right to modify or amend the Anti-Discrimination and Harassment Policy at any time.

APPENDIX V: Student Title IX Notification of Rights & Options

For reference the link to the policy below can be found online at:

https://students.colum.edu/handbook/policies/additionalfiles/notificationofrights.pdf

Know Your Rights. Know the Policy – Columbia College Chicago’s Student Sexual Misconduct Policy & Procedures (available at www.colum.edu/sexualassault) contains grievance procedures that provide for the prompt and equitable resolution of allegations of Sexual Misconduct, including Sexual Assault. This Notification provides a synopsis of some of your rights under this policy, but it is not exhaustive. It is important that you read the Policy itself to obtain additional information and a better understanding of the College’s procedures.

Options for Reporting On-Campus – The College encourages, but does not require, survivors of Sexual Misconduct to report the offending behavior to College officials who can provide the desired level of support and assistance.

Report to a Responsible Employee if you would like to initiate a College investigation.

Responsible Employees include: the Title IX Coordinator (Janely Rivera, jrivera@colum.edu, 312-369-6344), all employees in the College’s Office of Safety & Security (For emergencies, please call the...
24-hour emergency command center at 312-369-1111; The non-emergency command center phone number is 312-369-3220), all full and part-time faculty, and all staff members with Director, Coordinator, Provost, Associate Provost, Vice President, or Associate Vice President in their titles.

OR

Report to a **Non-Professional Counselor & Advocate** if you are not ready to initiate a College investigation, but would still like information and support.

The College’s Non-Professional Counselors & Advocates are: Kari Sommers, Associate Dean for Student Life (<klsommers@colum.edu>, 312-369-7223).

OR

Report to a **Confidential Resource** if you desire strictly confidential support and assistance to the extent permitted by law.

Confidential resources for students include: the CCC Student Health Center (312-369-6830), Office of Counseling Services (312-369-8700), licensed therapists of the Office of Student Relations (312-369-8595), and Confidential Advisors (Orterio Villa, <ovilla@colum.edu>, 312-369-6792)

Upon request, the Title IX Coordinator and the Title IX Deputy Coordinator are available to assist a survivor with arranging meetings with these resources.

**Summary of Columbia’s Sexual Misconduct Grievance Procedures** – The College will investigate and adjudicate all incidences of Sexual Misconduct in a prompt and equitable manner that is both consistent with its obligations under Title IX and in its students’ best interest. The College’s Student Sexual Misconduct Policy & Procedures contain Sexual Misconduct grievance procedures that provide, as appropriate, for a formal investigation, hearing, and opportunity for appeal. Each party to a grievance shall have the opportunity to: provide or present evidence and witnesses; raise conflicts to assigned investigators, hearing officers, and/or appeals officers (all of whom will have received appropriate training as required by the Policy); and bring one individual for moral support at any meeting, proceeding, or hearing under the Policy. The College’s Hearing Officers will examine all evidence received through the course of a investigation and hearing using, as required by the Department of Education’s Office for Civil Rights, a “preponderance of the evidence standard”—whether it is more likely than not that an individual engaged in the misconduct alleged.

The parties may not directly cross-examine each other but may, at the discretion and direction of the Hearing Officers, suggest questions to be posed. Neither party may be forced to testify during the Hearing in the same room as the other party. The parties will receive simultaneous written notice from the College of any findings and sanctions. Depending on the circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion.

**Options for Reporting To Law Enforcement** – The College encourages, but does not require, survivors of Sexual Misconduct to notify local law enforcement. Certain behavior may violate both college policy and criminal law. The College may proceed with an internal investigation under this policy simultaneously with a criminal investigation.

The Chicago Police Department’s 1st District central station is located at 1718 South State Street, Chicago, IL 60616. The 1st District is available by email at CAPS001District@chicagopolice.org and by phone at (312) 745-4290.

The College’s Title IX Coordinator, Title IX Deputy Coordinator, Non-professional Counselors & Advocates, and Confidential Resources, including Confidential Advisors, are available to assist a survivor with reporting to the Chicago Police.

**Off-Campus Resources** – The College understands that some individuals may feel more comfortable speaking with an off-campus resource in lieu of or in addition to a College employee. The below Chicagoland organizations may offer support, assistance, and information to survivors, witnesses, and others affected by Sexual Misconduct.

**YWCA Metropolitan Chicago**
1 N. LaSalle Street, Suite 1150
Chicago, IL 60602
Hotline: (312) 733-2102
[https://www.ywcachicago.org/our-work/sexual-violence-support-services/](https://www.ywcachicago.org/our-work/sexual-violence-support-services/)
Rape Victim Advocates (RVA)
180 N. Michigan
Chicago, IL 60601
312-443-9603
www.rapevictimadvocates.org

Center on Halstead
3656 N. Halsted St Chicago, IL 60613
773-472-6469
http://www.centeronhalsted.org/

YWCA Metropolitan Chicago Rape Crisis Hotline
(Chicago RAINN affiliate) Call 888-293-2080 in Chicago Metropolitan Area
Call 630-971-3927 in DuPage County Call 708-748-5672 in the South Suburbs
https://ywccchicago.org/our-work/sexual-violence-support-services/rape-crisis-hotline/

The Title IX Coordinator, Title IX Deputy Coordinator, Non-Professional Counselors & Advocates, and on-campus Confidential Resources, including Confidential Advisors, are available to assist survivors with obtaining support from off-campus resources – i.e. making appointments or identifying appropriate sources of support.

Interim Remedial Measures – Survivors may request that the College take appropriate, reasonably available interim measures to limit retaliation, prevent renewed conflict during the course of the investigation, and/or to otherwise protect him/her and the Community. These temporary remedial actions may include, but are not limited to:

- On-campus counseling at no cost
- Appropriate academic adjustments with the consultation of appropriate faculty members (such as changes in course schedules, tutoring, or the provision of alternative course completion options)
- Extracurricular accommodations
- Changes in living arrangements
- Assistance with transportation to and from classes (to the extent practicable on Columbia’s campus)
- Modification of work schedules and other conditions
- Obtaining and enforcing campus no contact orders (and honoring an order of protection or no contact order entered by a state civil or criminal court)
- Temporarily suspending the Respondent (the person accused of engaging in Sexual Misconduct) if the College determines that the Respondent poses a significant and immediate threat to an individual or that the Respondent’s continued presence on campus is likely to create substantial disruptions
- Modifying the Respondent’s academic, extracurricular, living, or other arrangements, while the investigation is pending

Your Privacy – Complaints of Sexual Misconduct to Responsible Employees at the College will be treated responsibly and in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action. Subject to federal and state privacy and/or disclosure laws, the College will not share information related to a Complaint with individuals other than the parties involved or those with responsibilities under this Policy. In the event the College must disclose information to individuals other than those above, it shall provide the parties with proper notice and reasons for such disclosure.

Updated: July 24, 2018
APPENDIX VI: Student Sexual Misconduct Policy & Procedures

For reference the link to the online policy can be found at: https://students.colum.edu/handbook/policies/additionalfiles/ccc-student-sexual-misconduct-policy-and-procedures-12-10-18.pdf

Section I. Purpose & Applicability. Columbia College Chicago (the “College” or “Columbia”) is committed to maintaining an environment that respects the dignity of its students, faculty, and staff and is free from discrimination of any kind. Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”) prohibit discrimination on the basis of sex in education programs or activities. Sexual Harassment of students, which includes acts of Sexual Violence, is a form of sex discrimination. In compliance with Title IX, this Student Sexual Misconduct Policy and Procedures (the “Policy”) contains Grievance Procedures (defined and explained in Section XIV) that provide for prompt and equitable resolution of any allegation of Sexual Misconduct, a type of Sexual Harassment as defined below, that is (A) made against a student by another student, College employee, or third party and (B) related to or made in the context of the College’s academic, educational, extracurricular, athletic or other programs and activities. The College designed these procedures to end the Sexual Misconduct, eliminate any resulting hostile environment, remedy any other effects, and prevent the Sexual Misconduct from reoccurring. This Policy applies to all Columbia faculty, staff, students, as well as to third parties (the “Community”), regardless of sexual orientation or gender identity.

Section II. Scope of Policy. The College has jurisdiction over Title IX complaints. The Grievance Procedures in this Policy cover Sexual Misconduct. Sexual Misconduct is quid pro quo Sexual Harassment or Sexual Harassment that creates a Hostile Environment (as explained in Section XIII). Sexual Misconduct may include, but is not limited to: Sexual Violence, Sexual Exploitation, and Stalking. This Policy’s Grievance Procedures cover Sexual Misconduct that occurs in connection with on-campus and/or off-campus Columbia programs or activities. The College may initiate an investigation under this Policy regardless of where the alleged misconduct took place. To illustrate, this Policy’s Grievance Procedures would apply to Sexual Misconduct that took place inside the College’s 600 S. Michigan building or during an off-campus Columbia-sponsored course, training program, domestic field trip, or study abroad experience. The Grievance Procedures would also cover Sexual Misconduct that allegedly occurred during an event neither sponsored by nor related to a College program or activity if a Community member experienced the continuing effects of such misconduct while at the College or during a Columbia sponsored event.

The Policy’s Grievance Procedures govern Sexual Misconduct where the party accused of such behavior (the “Respondent”) is a Student or group of Students. This Policy applies regardless of the identity of a victim, witness, or Complainant. The College investigates and adjudicates Sexual Misconduct complaints against third parties or its employees through sections 1–9 of the Columbia College Chicago Anti-Discrimination & Harassment Policy (the “Harassment Policy”). Accused Employees may have additional procedural rights and/or responsibilities due to their status or union affiliation. For example, The Statement of Policy on Academic Freedom, Faculty Status, Tenure, and Due Process (the “Tenure Statement”) governs the employment of all full-time faculty members.

Although the Grievance Procedures apply strictly to Sexual Misconduct, the College prohibits all forms of Sexual Harassment, including offensive and/or inappropriate behavior that does not rise to the level of Sexual Misconduct under this Policy (i.e. Sexual Harassment that neither creates a Hostile Environment nor constitutes Quo Pro Quo Sexual Harassment).
The College encourages the Community to report any such behavior to a College official so that it may promptly investigate and respond.

The College shall treat all allegations under this Policy in a responsible manner. As explained in more detail in sections IX, XI, and XIV, the College will endeavor to respect all reasonable requests for confidentiality beyond those procedures provided in this Policy.

**SECTION III. APPLICABILITY OF OTHER COLUMBIA POLICIES.**

**A. Statement of Non-Discrimination.** The Policy’s focus on Sexual Misconduct is consistent with the College’s broad Statement of Non-Discrimination. As articulated in this Statement of Non-Discrimination, the College does not discriminate in its admissions, employment, housing, services, or in the education courses, programs, or activities that it operates based on age, gender, sex, race, color, ethnicity, religion, national origin, disability, or sexual orientation.

**B. Anti-Discrimination and Harassment Policy.** This Policy is part of the College’s Anti-Discrimination and Harassment Policy, which bars all forms of harassment and inappropriate discrimination and encourages the Columbia community to notify appropriate College personnel in the event of any prohibited behavior.

**C. Precedence Over Other College Policies.** In the event of a conflict between the terms of this Policy and the College’s Anti-Discrimination and Harassment Policy, or any other College policy or procedures, the terms of this Policy have priority.

**SECTION IV. OPTIONS FOR IMMEDIATE EMERGENCY ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL VIOLENCE (AS DEFINED IN SECTION XIII).**

As explained in Section IX, individuals have multiple options for reporting Sexual Misconduct to the College depending on their preferences, comfort level, and confidentiality needs. Regardless of the manner in which an individual may elect to report – or not to report – to the College, individuals who have experienced any act of Sexual Violence – i.e. unwanted physical sexual acts such as rape, as defined in Section XIII – and/or need emergency assistance after an incident, shall first and foremost:

**A.)** Get to a place of safety. Dial 911 for local Police or 312.369.1111 for Campus Safety & Security immediately if at continued risk, and;

**B.)** Seek any necessary medical attention as soon as possible.

- **Downtown Chicago Hospitals include:**
  - Northwestern Memorial Hospital (Emergency Department), 250 E. Erie St, Chicago, IL 60611 (312.926.5188) (about 2.1 miles from Columbia’s 600 S. Michigan building)
  - Rush University Medical Center (Department of Emergency Medicine), 1653 W. Congress Parkway, Chicago, IL 60612 (312.942.5000) (about 3 miles from Columbia’s 600 S. Michigan Building)

Going to an Illinois hospital for medical care after an incident of Sexual Violence does not obligate an individual to file a report with the College or the police.

**C.)** To maximize evidence collection:

- Do not shower or change clothes. Try not to urinate if possible
- If oral contact took place, do not smoke, eat, drink, or brush teeth.
- If leaving from home, take extra clothes/shoes.

If an individual is uncertain regarding how to respond, he or she should consider calling one of the advocates or resources listed in section X of this Policy.

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1 For purposes of this Policy, a Student is: (A) an individual currently enrolled in any part-time or full-time academic program at the College, (B) an individual who was enrolled previously, is not enrolled currently, but is reasonably anticipated, in the College’s sole determination, to seek enrollment again, (C) an individual who withdrew from the College after the initiation of an investigation under this Policy, or (D) an individual who has applied for admission in the upcoming semester or academic year, received an offer to attend, and either accepted the offer or is reasonably likely, as determined by the College, to attend.

2 The Complainant is a victim of Sexual Misconduct who reports the behavior to a Responsible Employee, as defined in Section IX, at the College.
What to Expect at the Hospital

Seeking medical care is important, regardless of whether a victim of Sexual Violence chooses to report to the police or to the College. Hospitals and other medical centers may provide a physical exam, treatment and collection of any relevant evidence. The below section includes a summary of and general notes regarding the intake procedure for victims of Sexual Violence at many Chicagoland hospitals. Please note that the precise procedures at each medical center may vary.

The Emergency Room Exam

A local hospital emergency room can provide immediate medical attention. The emergency room responds to both the physical trauma of the Sexual Violence and the process of collecting evidence in case an individual wishes to report to law enforcement. Rape victim advocacy services are also available at many Chicago hospitals to provide support and referrals.

Hospitals in Illinois are required to notify the local police department that treatment has been given to a sexual assault survivor. However, an individual is not required to file a police report.

An individual may sign consent forms to allow the medical personnel to examine, treat, and administer medication, and to release information to the police. The nurse or advocate will explain the exam procedures and can be present throughout the exam.

After an incident of Sexual Violence, the primary medical concerns are physical injuries, sexually transmitted infections and pregnancy. At the time of the examination, evidence can also be collected that can be used to prosecute the person(s) – through the College’s grievance procedures and/or the criminal system – who participated in the Sexual Violence. If an individual wishes to have evidence collected, he or she should not bathe, douche or change clothes before the exam. This may destroy evidence. However, evidence may still be collected up to a week after a sexual assault. An individual may wish to bring a change of clothes when he or she goes to the emergency room, since clothing may be kept as evidence. A sweatsuit or scrubs may also be provided.

Evidence Collection

If an individual chooses, the hospital will conduct thorough and complete evidence collection using the Illinois State Police Evidence Collection Kit (the “rape kit”). The entire evidence collection process will be done only with his or her consent. The individual may decline any portion of the exam. There is no fee for having a rape kit done and the individual does not need to use his or her insurance. The Violence Against Women Act (“VAWA”) conditions a state’s receipt of certain federal funding on the provision of medical forensic examinations at no cost for victims of sexual assault. The rape kit does not contain any medication.

Evidence may be collected even if the individual does not plan to report the attack to the police. If he or she
decides at a later date that he or she would like to file a police report, this evidence will be available. Any evidence found during the exam may strengthen any resulting criminal court case should the individual decide to file a police report.

Evidence collection includes taking samples of substances from the vagina, rectum, and mouth; combings of head and pubic hair; collecting material from beneath fingernails; and collection of any other physical evidence (e.g., saliva from bite marks). These samples will be used to detect the Respondent’s DNA and any other debris from the Respondent or scene of the incident.

The clothes the individual is wearing also may be sent to the crime lab, and may be kept as evidence until the case is closed. Photographs may be taken of bruises, cuts and other injuries that occurred during the assault. The photographs may be kept as evidence until the case is closed.

The Cost of Treatment Outside the Student Health Center or the ATC Care Clinic
The Sexual Assault Survivors Emergency Treatment Act (“SASETA”) will cover emergency room costs, including any medications received. The hospital should not bill for any treatment. If an advocate is present, he or she can answer any questions related to SASETA and will help to ensure that an individual is not charged for treatment.

Under the Illinois Crime Victims Compensation Act (“CVCA”), victims of violent crimes who qualify can be reimbursed for out-of-pocket medical expenses, loss of earnings, psychological counseling and loss of support income due to the crime.

Sexual Transmitted Infections
Sexually transmitted infections (“STIs”) such as chlamydia, gonorrhea, syphilis, herpes, and HIV can be transmitted during a sexual assault. An individual may not know that he or she has an STI until several weeks or months after it has been transmitted.

If an individual is concerned about having an STI, he or she should discuss this concern with the treating doctor or nurse. Certain medical professionals can give preventive medicine (antibiotics, HIV post-exposure prophylaxis) at the time of the exam. The individual should receive information on any medication given to him or her. An individual should make sure he or she knows the name, dosage, purpose, and possible side effects of the drug. He or she should get the actual medicine, not just a prescription.

Even if an individual receives preventive treatment, it is important to be tested for STIs two weeks after the attack, and again in six weeks. The individual should repeat HIV testing in 3 to 6 months. The College Student Health Center can test for most STIs and provide referrals for free and low-cost STI and HIV testing. The ATC Care Clinic may be able to provide relevant assistance as well.

Pregnancy Testing
For women, there is a chance that pregnancy could result from a sexual assault. A test for pregnancy is recommended for all women of childbearing age who are sexually assaulted.

An individual may request a pregnancy test at the time of the exam. However, a test at the time of the sexual assault will not show if she is pregnant from the assault.

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3 Adopted from After Sexual Assault, a resource page created by the Illinois Coalition Against Sexual Assault and Loyola University Chicago.
Follow-up testing is the most reliable way to determine whether an individual is pregnant.

Having a late period does not necessarily mean someone is pregnant. Stress, tension and worry can cause a late period; this happens to many sexual assault survivors. Pregnancy testing is available at the Student Health Center (for students) and ATC Care Clinic (for eligible faculty and staff).

SECTION V. THE COLLEGE’S TITLE IX COORDINATOR
Columbia’s Title IX Coordinator (the “Coordinator”) is Janely Rivera. Ms. Rivera oversees this Policy and is tasked with identifying and addressing any patterns or systematic problems revealed by Sexual Misconduct reports. She is responsible for ensuring, through regular review, that the College’s Grievance Procedures remain prompt, equitable, and effective. Ms. Rivera also leads related training, and prevention and education efforts. Ms. Rivera is available to meet with students, faculty, and staff as needed to discuss particular issues and/or concerns.

Individuals with inquiries regarding Title IX should contact Mrs. Rivera (contact information below) or the Department of Education’s Office of Civil Rights at (312) 730-1560.

Mrs. Janely Rivera
Director of Equity Issues & Title IX Coordinator
623 S. Wabash, Room 315
Chicago, IL 60605
Phone: 312. 369.6344
jrivera@colum.edu

Verron Fisher
Title IX Investigator and Deputy Coordinator
623 S. Wabash, Room 315
Chicago, IL 60605
Phone: 312-369-6343
vfisher@colum.edu

SECTION VI. RETALIATION PROHIBITED.
It is a violation of this Policy and Title IX to retaliate in any way against an individual who has reported Sexual Harassment or otherwise assisted in the Grievance Procedures. Columbia will promptly investigate any allegation of retaliation and pursue disciplinary action as needed.

SECTION VII. FALSE REPORTS.
Knowingly making false allegations of Sexual Harassment or providing evidence with the knowledge that it is false is a violation of this Policy and may subject a person to disciplinary action up to and including termination or expulsion.

SECTION VIII. AMNESTY UNDER COLLEGE POLICY RESTRICTING THE USE OF DRUGS OR ALCOHOL.
To encourage reporting, the College will consider any use of alcohol or drugs by the Complainant or witnesses at or near the time of the alleged Sexual Harassment to determine consent or memory only under this Policy and this behavior will not serve as the foundation for discipline or independent proceedings under another College policy. However, the College may, at its discretion, require students who engaged in such behavior to participate in education programs or recommend a meeting with a college counselor or other support persons.

SECTION IX. MULTIPLE OPTIONS FOR REPORTING AND CONFIDENTIALLY DISCLOSING SEXUAL HARASSMENT
A. Overview. The College encourages victims of Sexual Harassment to report the offending behavior to individuals who can provide the desired level of support and assistance. Different Columbia employees have different rights and obligations regarding information sharing. The College asks victims to talk to an individual identified in one more of the below groups. Please note that, of the below on-campus resources, only the Office of Safety & Security can provide around-the-clock assistance.

1. Responsible Employees: Victims who would like to initiate an investigation under the Grievance Procedures should report to a Responsible Employee. A Responsible Employee is a College employee who has the authority to redress Sexual Harassment, who has the duty to report incidents of Sexual Harassment, or who a student could reasonably believe has this authority or duty. Responsible Employees are required to report all the details of an incident (including the identities of both the victim and the Respondent) to the Coordinator. A report to a Responsible Employee serves as a formal complaint to the College of alleged Sexual Harassment (“Complaint”) and obligates the College to investigate the incident and to take appropriate steps to address the situation.
Responsible Employees include, but are not limited to:

- The Coordinator;
- All full-time faculty members (including deans, assistant deans, chairpersons, associate chairpersons);
- Staff members with “Director,” “Coordinator,” “Provost,” “Associate Provost,” “Chief of Staff,” “Vice President,” “Assistant Vice President,” “Associate Vice President,” or “President” in their titles;
- Part-time faculty members;
- Resident Advisors (“RAs”);
- All employees in the Office of Human Resources and the Office of the Vice President of Student Affairs (including the Dean of Students’ Office and the Residence Life staff), excluding those employees who are Confidential Resources or non-professional Counselors & Advocates.
- All employees in the Office of Safety & Security (including its independent contractor security personnel). The Associate Vice President for the Office of Safety & Security is Ronald Sodini (rsodini@colum.edu). For emergencies, please call the 24-hour emergency command center at (312) 369-1111. The non-emergency command center phone number is (312) 369-3220.

When a victim or witness tells a Responsible Employee about an incident of Sexual Harassment, the College will promptly take steps to investigate what has happened and to resolve the matter efficiently and equitably. Notice to Responsible Employees constitutes notice to the College. To the extent possible, the College will not share information reported to a Responsible Employee with individuals other than those handling the applicable report pursuant to this Policy. For example, when permissible under the law, a Responsible Employee will not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to such body.

To the extent feasible, before a victim reveals any information to a Responsible Employee, the Responsible Employee shall endeavor to ensure that the victim understands the Responsible Employee’s reporting obligations. A Responsible Employee shall neither encourage the victim to report formally, if the victim is not ready to do so, nor pressure the victim to request assistance from a different resource. If the victim communicates that he or she does not want to initiate a formal investigation, the Responsible Employee shall then direct the individual to a Non-Professional Counselor & Advocate or Confidential Employee. If the victim communicates that he or she wants to issue a Complaint with the Responsible Employee but has specific concerns regarding the information sharing rules of a formal investigation (explained in Section XI), the Responsible Employee shall document any concerns and explain that, while the College will consider all confidentiality requests, it may not be able to avoid certain disclosures during an investigation. The Responsible Employee shall forward any confidentiality requests to the Coordinator along with formal notice of the Complaint.


Victims who may not be ready to report formally, but would still like information and support, may contact a Non-Professional Counselor & Advocate at the College. Generally, these employees are only required to report to the Coordinator that an incident occurred and do not have to reveal any personally identifying information. Disclosures to these employees, standing alone, will not initiate a College investigation into an incident against the victim’s wishes.

Kari Sommers, the Assistant Dean of Student Life, is a Non-Professional Counselors & Advocates at the College. Individuals who work or volunteer in their offices, including front desk staff and students, can generally also talk to a victim without having to reveal any personally identifying information about an incident to the Coordinator. Ms. Sommers and her respective staff should report only the nature, date, time, and general location of an incident to the Coordinator. This

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4 Employees in the Global Education Office are not Responsible Employees under this Policy when assisting international students, undocumented students, or students for whom English is not their first language, with language interpretation, travel-related, or visa issues. Similarly, employees in the Office of Human Resources or the Services for Students with Disabilities Office (SSD) (including the Dean of Students to whom SSD staff report) are not Responsible Employees when providing guidance or other support concerning disability issues. See sections XIV(A)(4) and XIV(A)(5) for the services these offices provide.
limited report which should not include any information that would directly or indirectly identify the victim – helps keep the Coordinator informed of the general extent and nature of Sexual Harassment on and off campus. These individuals shall consult with the victim before reporting to the Coordinator to ensure that the report omits any personally-revealing details.

Kari Sommers
Associate Dean of Student Life
623 S. Wabash, Room 307
312.369.7223
klsommers@colum.edu

Confidential Resources: Victims who desire strictly confidential support and assistance, to the extent permitted by law, may contact a Confidential Resource. Under some circumstances, these employees are required to maintain near complete confidentiality. Speaking with a Confidential Resource does not constitute reporting to the College and, without more, will not trigger a formal investigation.

Under certain circumstances, the law and applicable professional codes require the below-listed individuals and resources to keep the details of Sexual Harassment in a confidential manner and to refrain from disclosing such information to third parties without the reporting party’s consent. In particular, professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Coordinator without a victim’s permission. The following are Confidential Resources on-campus. Please check the below websites or contact these Confidential Resources directly for more information, including updated hours and the best ways to receive assistance.

FOR STUDENTS
Columbia College Chicago Student Health Center
(Licensed Physicians & Nurses)
731 S. Plymouth Ct.
312.369.6830

http://students.colum.edu/health-center/
By appointment or walk-in

Counseling Services (Professional Counselors)
916 S. Wabash Ave., 5th Floor
312.369.8700

http://students.colum.edu/health-center/counseling-services/
By appointment or walk-in

Office of Student Relations (Professional Counselors)
623 S. Wabash, Room 301
312.369.8554
By appointment or walk-in

Confidential Advisors
Orterio Villa
Director of Student Organizations & Leadership
754 S. Wabash Ave., 2nd Floor
312.369.6792
ovilla@colum.edu

As Confidential Advisors, both Mr. Villa and Ms. Theodore have completed at least forty (40) hours of training on sexual violence. Each Confidential Advisor shall attend a minimum of six (6) hours of ongoing education training annually on issues related to sexual violence. Each Confidential Advisor shall also receive periodic training on the College’s administrative processes, interim protective measures and accommodations, and complaint resolution procedures.

Confidential Advisors may provide confidential services to and have privileged, confidential communications with victims of sexual violence in accordance with Section 8-804 of Illinois’ Code of Civil Procedure.
ON CAMPUS RESOURCES FOR FACULTY & STAFF
Columbia Care ATC Clinic
(Licensed Physicians & Nurses)
600 S. Michigan, Suite 402
800.993.8244
By appointment or walk-in

B. Reminders For Reporting To Confidential Employees Or Non-Professional Counselors & Advocates. A victim who speaks to a Confidential Resource or a Non-Professional Counselor & Advocate should understand that, if he or she elects not to file a formal report with a Responsible Employee, the College may be limited in its efforts to investigate or to pursue disciplinary action against the alleged Respondent. Notwithstanding the above, these individuals can assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or courses schedules. A victim who at first speaks with a Confidential Resource or a Non-Professional Counselor & Advocate may later decide to file a Complaint with the College or to report the incident to local law enforcement. A Confidential Resource or Non-Professional Counselor & Advocate shall provide the victim with assistance in formally reporting if the victim selects this route. It’s important to remember that while Confidential Resources and Non-Professional Counselors and Advocates will not share personally-identifying information with the Coordinator under this Policy, these employees may have reporting or other disclosure obligations in some circumstances under local, state, and/or federal law.

C. The Role of Witnesses. Witnesses to Sexual Harassment, including bystanders, shall report the details of the offending behavior to a Responsible Employee so that the College may properly intervene, investigate, and – where necessary – impose interim and/or permanent measures to protect the victim. The College understands that witnesses to Sexual Harassment may need support resources as well. Accordingly, such witnesses may seek confidential support from a Confidential Resource or a Non-professional Counselor & Advocate regarding how to address any effects from observing or otherwise becoming aware of such behavior. As explained previously, any retaliation against an individual who has reported Sexual Harassment is a violation of this Policy.

SECTION X. OFF-CAMPUS RESOURCES FOR ASSISTANCE & SUPPORT.
The College encourages all victims of Sexual Harassment to report the offending behavior to an employee or employee within one of three categories articulated in Section VII. Informing a College employee of such misconduct provides the College with an opportunity to promptly take remedial action and to investigate – if desired – so that the victim may have an academic experience free of any discrimination. The College can only address a specific situation if it is aware of it. That said, the College understands that some individuals may feel more comfortable speaking with an off-campus resource in lieu of or in addition to a College employee.

The below Chicagoland organizations may offer support, assistance, and information to victims, witnesses, and others affected by Sexual Harassment. Some of these organizations may maintain confidentiality and not share information with the College or others unless the victim requests the disclosure and signs a consent or waiver form. Some of these groups may have reporting or other obligations under local, state, and/or federal law. One can contact the below directly for more information regarding offered services and applicable confidentiality policies.

YWCA Metropolitan Chicago
1 N. LaSalle Street Suite 1150
Chicago, IL 60602
312.733.2102
https://ywcachicago.org/our-work/sexual-violence-support-services/

Rape Victim Advocates (RVA)
180 N. Michigan
Chicago, IL 60601
312.443.9603
www.rapevictimadvocates.org

Center on Halsted
3656 N. Halsted St Chicago, IL 60613
773.472.6469
http://www.centeronhalsted.org/

YWCA Metropolitan Chicago Rape Crisis Hotline
(Chicago RAINN affiliate)
Call 888.293.2080 in Chicago Metropolitan Area
Call 630.971.3927 in DuPage County
Call 708.748.5672 in the South Suburbs
https://ywcachicago.org/our-work/sexual-violence-support-services/rape-crisis-hotline/
The Title IX Coordinator, Title IX Deputy Coordinator, Non-Professional Counselors & Advocates, and on-campus Confidential Resources, including Confidential Advisors, are available to assist victims with obtaining support from off-campus resources – i.e. making appointments or identifying appropriate sources of support.

Section XI. The Confidentiality Of The College’s Investigation & Grievance Procedures. Complaints of Sexual Harassment to Responsible Employees at the College will be treated responsibly and in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action. Subject to federal and state privacy and/or disclosure laws, the College shall not share information related to a Complaint with individuals other than the parties involved or those with responsibilities under this Policy. In the event the College must disclose information to individuals other than those above, it shall provide the parties with proper notice and reasons for such disclosure.

The Coordinator reviews all requests for confidentiality beyond those disclosure or information-sharing rules articulated in this section XI, IX, XIV, or elsewhere in this Policy. The Coordinator shall make every effort to respect these requests, and should examine such requests in the context of the College’s responsibility to provide a safe and nondiscriminatory environment for the victim and all students and employees. Among other factors, the College may weigh these additional confidentiality requests (including a victim’s stated preference that the College not investigate or pursue discipline at all) in the context of the following:

- The increased risk that the alleged Respondent will commit additional acts of Sexual Harassment, Sexual Misconduct, Sexual Violence, or other violence, such as:
  - Whether there have been other Sexual Harassment Complaints about the same Respondent
  - Whether the Respondent has a history of arrests or records from a prior school indicating a history of violence
  - Whether the Respondent threatened further Sexual Harassment, Sexual Misconduct, Sexual Violence, or other violence against the victim or others
  - Whether the Sexual Harassment was committed by multiple Respondents
- Whether the Sexual Harassment was perpetrated with a weapon
- Whether the victim is a minor
- Whether the College possesses other means to obtain relevant evidence of the Sexual Harassment (e.g. security cameras)
- Whether the victim’s report reveals a pattern of perpetration at a given location or by a particular group

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action, without extra confidentiality rules. If none of these factors is present, the College may respect the victim’s request for additional confidentiality.

Prior to starting an investigation, the College will inform the Complainant if, and to the extent, it cannot honor a request for additional confidentiality. In all cases, the College’s prohibition against retaliation, including steps to prevent retaliation and strong responsive actions if it occurs, shall apply. As articulated elsewhere in this Policy, the College shall tailor its interim remedial measures to the particular circumstances of each Complaint. For example, where the College cannot honor a victim’s request for extra confidentiality, it shall assist the victim in accessing other support (i.e. academic, counseling, disability, health, or mental services), provide appropriate security (i.e. issuing a non-contact order, helping arrange a change of living, academic, or working conditions), ensure that the victim is aware of his or her right to file with local law enforcement, and provide assistance in such reporting if necessary.

The College’s ability to fully respond to an incident, may be limited if a Complainant insists that his or her name or other identifying information not be disclosed to the Respondent or that the College not initiate a formal investigation or pursue disciplinary action against the Respondent. Under such circumstances, while the College may implement some interim remedial measures, it will necessarily be unable to explore those potential resolutions that involve the Respondent (i.e. no-contact orders or a change in the Respondent’s academic or employment arrangement). In the event the College does not accept a Complainant’s request that the College not disclose the Complainant’s name, the College will notify the Complainant before making such disclosure to the Respondent. If the College proceeds with an investigation despite the Complainant’s
objection, the College shall – upon the Complainant’s request – inform the Respondent that the College, not the Complainant, decided to move forward. The College shall never require a victim to participate in any investigation or disciplinary proceeding.

Complainants should be aware of a Respondent’s rights under FERPA to request to review information about the Sexual Harassment allegation if the information directly relates to the Respondent and the information is maintained by the College as an education record. Where the Complainant requests that the College not disclose his or her identity and the Respondent makes a request under FERPA for education records, the College will either redact the Complainant’s name and all information identifying the Complainant before allowing the Respondent to inspect and review the sections of the Complaint that relate to the Respondent, or inform the Respondent of the specific information in the Complaint that are about the Respondent.

Section XII. Notice & The College’s Obligation To Investigate. Although Columbia encourages victims of Sexual Harassment to promptly disclose such behavior to the College, the College may investigate and initiate informal or formal proceedings under this Policy in the absence of a Complaint from the Victim. The Office for Civil Rights (“OCR”) within the Department of Education deems a school to have notice of student-on-student Sexual Violence if a Responsible Employee knows, or in the exercise of reasonable care should have known, about alleged Sexual Violence. The College shall, complete an adequate, reliable, and impartial investigation regardless of how it received notice.

Notwithstanding the above, public awareness events such as, “Take Back The Night,” the Clothesline Project, candlelight vigils, protests, or survivor speak-out events are not considered notice to the College of Sexual Harassment for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students’ Title IX rights at these events.

SECTION XIII. WHAT CONSTITUTES SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

A. Sexual Harassment. Sexual harassment is any Unwelcome Conduct [defined in XIII(C)] of a sexual nature or that based on gender identity – perceived or actual – or gender stereotypes (“Gender”). It can occur by or between individuals of any – including the same – sex or gender. Sexual Harassment can also take place between individuals who have been or are currently in an intimate relationship, marriage, or other relationship of a romantic, social, or familial nature with each other.7

Examples of behavior that may constitute Sexual Harassment include, but are not limited to:

• Sexual Violence (defined below);
• Sexual Exploitation (defined below);
• Stalking (defined below);
• Requests or subtle pressure, overt or implied, for sexual favors;
• Abusive or threatening behavior of a sexual nature or based on Gender directed at a person;
• Remarks, jokes, comments, or observations of a sexual nature or based on Gender that demean or offend individuals;
• Gestures or other nonverbal behavior of a sexual nature or based on Gender that demean or offend individuals; and
• Display or distribution of offensive materials of a sexual nature or based on Gender.

Sexual Violence. Sexual Violence means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving Consent (e.g. due to a person’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give Consent) [as defined in XIII(F)].

A number of different acts fall into the category of sexual violence, including Sexual Abuse as defined in the Illinois Criminal Code, and Rape and Fondling as defined in the Uniform Crime Reporting Program.

• “Sexual Abuse” means, “any contact, however slight, between the sex organ or anus of the victim or the accused and an object or body part, including

5 Based on 29 CFR 1604.11
6 Such behavior may not constitute Sexual Harassment when engaged in for a valid academic purpose.
7 This Policy prohibits “dating violence” and “domestic violence,” as such crimes are defined by the Final VAWA regulations (34 CFR 668) and/or prohibited under Illinois State law, if and to the extent such crimes are of a sexual nature or based on Gender.
but not limited to, the sex organ, mouth, or anus of the victim or the accused, or any intrusion, however slight, of any part of the body of the victim or the accused or of any animal or object into the sex organ or anus of the victim or the accused, including, but not limited to, cunnilingus, fellatio, or anal penetration. Evidence of emission of semen is not required to prove sexual abuse."

- **“Rape”** means, “the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.”

- **“Fondling”** means “the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.”

**Sexual Exploitation.** Sexual Exploitation occurs when an individual takes non-physical, abusive or Non-Consensual, sexual advantage of another for the individual's benefit or for the benefit of a third party or parties. Examples of sexual exploitation include but are not limited to: Non-Consensual recording or observing of sexual acts or individuals undressing, knowingly sharing such recordings or sexual acts without the Consent of all parties involved, prostitution, exposing oneself to another, bullying of a sexual nature or based on gender, and knowingly transmitting sexually transmitted infections.

**Stalking.** Stalking is “engaging in a course of conduct of a sexual nature or with a sexual component directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

- **“Course of conduct”** means, “two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.”

- “Substantial emotional distress” means, “significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.”

- “Reasonable person” means, “a reasonable person under similar circumstances and with similar identities to the victim.”

**B. Sexual Misconduct.** Sexual Misconduct is Sexual Harassment [defined in section XIII(A)] where:

1. Submission to such harassment is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in other College activities; or

2. Submission to or rejection of such harassment by an individual is used as the basis for a decision affecting that person's employment, education, or participation in other College activities; or

3. Such harassment creates a hostile environment [defined in XIII(F)].

**C. Consent and Unwelcome Conduct.** Any behavior where all parties involved have not provided Consent constitutes Unwelcome Conduct and is Non-Consensual. Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity.

Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute Consent, and Consent to one form of sexual activity does not imply Consent to other forms of sexual activity. An individual's decision to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. An individual's
manner of dress does not constitute consent. Consent to engage in sexual activity may be withdrawn by an individual at any time. Being intoxicated or otherwise impaired due to drugs and/or alcohol does not diminish one’s responsibility to obtain Consent.

Incapacity: In some situations, the College may determine an individual to be incapable of giving Consent to sexual activity due to the circumstances, his or her age, or the behavior of another. Such situations may include, but are not limited to: incompetence, impairment from alcohol and/or drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment. Despite anything to the contrary, where a person is incapable of giving Consent, conduct of a sexual nature or gender is a violation of this Policy, provided that the Respondent knew or reasonably should have known of the person’s incapacity.16

D. Sexual Harassment That Creates a Hostile Environment.

Sexual Harassment creates a hostile environment if, considering the totality of the circumstances, the conduct is sufficiently serious that it interferes with or limits an individual’s ability to participate in or benefit from the school’s programs, employment, or other activities. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. Indeed, a single or isolated incident of Sexual Harassment may create a hostile environment if the incident is sufficiently severe. For instance, a single incident of rape is sufficiently severe to create a hostile environment. The College evaluates the conduct from both a subjective and objective perspective. Among other factors, the College considers the following when determining whether alleged Sexual Harassment creates a hostile environment:

- The type, frequency, and duration of the conduct;
- The identity of and relationship between the alleged harasser and the subject or subjects of the harassment;
- The number of individuals involved;
- The age and sex of the alleged harasser and the subject or subjects of the harassment;
- The location of the incidents and context in which they occurred;
- Other incidents at the College; and
- Incidents of gender-based, but nonsexual harassment.

E. Quid Pro Quo Sexual Harassment. Making the submission or rejection to harassment a term or condition of an individual’s employment, education, or activity participation, or the basis of a decision affecting such activities, as articulated in XIII(a)(1) and XIII(a)(2) above, constitutes Quid Pro Quo Sexual Harassment and is prohibited Sexual Misconduct under this Policy. Examples of Quid Pro Quo Sexual Harassment include, but are not limited to:

- Asking for or requiring sexual favors in exchange for a passing grade in a class, a promotion, or pay raise;
- Modifying one’s employment or academic arrangements due to the termination of a consensual relationship or when an individual refuses sexual advances, or invitations for a date; and
- A professor declining a student’s request for a recommendation letter or an internship placement after the student refused the professor’s sexual advances.
SECTION XIV. SEXUAL MISCONDUCT GRIEVANCE PROCEDURES

A. Generally Applicable Information

1. Timeline For Investigation, Adjudication, and Appeals. The College designed its grievance procedures to investigate a matter, hold a hearing (if need be), and to render a determination within 60 calendar days upon notice of an incident of Sexual Misconduct and then to provide an opportunity for appeal. However, due to the College’s academic calendar and other limitations, some investigations may take longer than the aforementioned period. Complaints submitted towards the end of a semester or during a break might take longer to resolve. The timeframes expressed in this policy are guidelines rather than inflexible requirements. Columbia will give notice to both parties when it needs to modify any of its procedures. Such notice shall include the reason for the timeline or procedural modification. Either party may request a deadline extension for good cause, and the College will grant or reject such requests in its sole discretion.

2. Conflicts. The Coordinator shall select the investigator, hearing panelists, and appeals officer for each investigation from a pool of College employees specifically trained to serve in those roles. If any administrator, including the Coordinator, tasked with a responsibility under this Policy is the Respondent, Complainant, victim, or the College determines in its sole discretion that any administrator has a material and actual conflict of interest due to a preexisting relationship with any of the aforementioned individuals or due to material bias, the College will appoint a replacement. In the event the Complainant or Respondent believes that the Coordinator or the Deputy Coordinator is conflicted, he or she should inform the Associate Vice President of Human Resources as soon as reasonably feasible after initiating or receiving notice of the Complaint – no later than before the Coordinator, or a Deputy Coordinator, renders a threshold determination regarding whether the Complaint is Actionable, as described below in Section XIV(C)(1). The Respondent or Complainant shall inform the Coordinator of any perceived conflicts with the investigator, hearing panelists, or appeals officer within three (3) days after receiving notice of such assignments.

3. Notices. Except as otherwise specifically provided herein, all notices or communications due under this Policy shall be in writing and mailed or emailed to the respective addresses set forth in this Policy or provided in person to the required individual or over the phone directly to the required individual. Neither leaving a message with an individual other than the required administrator nor recording a voicemail shall constitute notice. Written notice shall be deemed given on the date of its receipt by the College.

4. Individuals with Disabilities. Columbia will endeavor to provide the appropriate accommodations to ensure that individuals with disabilities may participate fully in the steps outlined in these grievance procedures. Individuals with disabilities who need assistance in reporting misconduct under this Policy may contact the below offices:

   Services for Students with Disabilities
   (For Students).……………………………………312.369.8296
   Office of Human Resources
   (For Faculty & Staff).……………………………………312.369.7468

5. International Students & Undocumented Students. This Policy protects all Columbia students regardless of national origin, immigration status, or citizenship status. Individuals for whom English is not their first language may contact Rikki Brown, the International Student and Scholar Coordinator in the Global Education Office, for assistance in reporting. Please contact the Global Education Office at the below address for information about the U nonimmigrant status, T nonimmigrant status, and possible visa issues relating to Sexual Misconduct (i.e. the requirement to maintain a full-time course load).

   Claire R. Lake
   Director of International Student and Scholar Services
   618 S. Michigan Ave., 4th Floor
   312-369-7246
   clake@colum.edu

6. Request To Withdraw A Complaint. Under Title IX, the College may be obligated to continue to investigate an allegation of Sexual Misconduct even when the Complainant requests that the College cease its investigation. However, in some cases, there are steps that Columbia can take to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence without initiating formal action against the Respondent or revealing the identity of the Complainant. Examples include, but are not limited to, providing supervision or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; changing and publicizing the College’s policies on sexual violence; and conducting climate surveys regarding Sexual Misconduct. In some instances affecting many individuals, an
alleged perpetrator may be able to be put on notice of allegations of harassing behavior and be counseled appropriately without revealing, even indirectly, the identity of the Complainant.

7. Interim Measures. Upon Notice of a Complaint, the Coordinator (or Non-Professional Counselors & Advocates or Confidential Resources if the Complainant does not report to the Coordinator or a Responsible Employee) shall take appropriate, reasonably available interim measures – in consultation with the Complainant or at his/her request – to limit retaliation against the Complainant, to prevent renewed conflict during the course of the investigation, and to otherwise protect the Complainant and the Community. The College shall take such action even where the Complainant does not report the misconduct to local law enforcement or to campus security. These temporary remedial actions may include, but are not limited to:

Offering on-campus counseling to the Complainant at the College’s cost;

Providing the Complainant with appropriate academic adjustments with the consultation of appropriate faculty members (such as changes in course schedules, tutoring, or the provision of alternative course completion options);

• Offering extracurricular accommodations to the Complainant;
• Changing the Complainant's living arrangements;
• Assisting with the Complainant’s transportation to and from classes (to the extent practicable on Columbia's campus);
• Working with the Complainant to modify work schedules and other conditions;
• Obtaining and enforcing campus no contact orders (and honoring an order of protection or no contact order entered by a state civil or criminal court);
• Temporarily suspending the Respondent if the College determines that the Respondent poses a significant and immediate threat to an individual or that the Respondent's continued presence on campus is likely to create substantial disruptions; and
• Modifying the Respondent's academic, extracurricular, living, or other arrangements, while the investigation is pending.

During the investigation, the Coordinator shall periodically access the efficacy of these steps and provide modifications as needed. The College shall endeavor to take such interim steps in a manner that minimizes the burden to the Complainant as well as preserves confidentiality to the extent desired and to the extent that maintaining such confidentiality would not impair the ability of the institution to provide such remedial measures. Non-Professional Counselors & Advocates and, to a greater extent, Confidential Resources may be limited in the interim measures that they can provide.

In addition to Complainant-specific remedial steps, the College may consider broad remedial action to protect the community, including but not limited to: increased monitoring, supervision or security at certain locations, increasing education and prevention efforts, conducting climate assessments/victimization surveys, and revisiting its policies and practices.

8. Investigation Delays Due To Law Enforcement Requests. Upon request by law enforcement, the College may elect to delay its investigation until after the police or other governmental investigatory body has completed the first stages of its fact-gathering. During such a delay, the College will continue to implement interim remedial measures and to communicate with the Complainant and Respondent regarding their rights under this Policy. When law enforcement has completed this initial step, the College will promptly resume its own investigation.

9. Multiple Respondents and/or Similar Complaints. Where the Complainant alleges misconduct against multiple individuals, and the allegations contain a common set of facts, the Coordinator shall decide, in his or her sole discretion, whether to hold separate or combined investigations. Where multiple Complainants make complaints involving a common set of facts against the same Respondent or Respondents, the Coordinator may elect to process the complaints individually or consolidate the complaints into one or multiple investigations.

10. Support Person. Each party may bring one individual for moral support at any meeting, proceeding, or hearing under this Policy. This individual may sit next to the party but cannot participate in the meeting, proceeding, or hearing in any manner other than to request a short recess. The support person cannot be a witness. The Coordinator, in his or her sole discretion, may remove a Support Person who is not abiding by these rules or is creating a disruption.

11. Court Orders. The College shall abide by any and all orders of protection, no-contact orders, restraining orders, or similarly lawful orders issued by a court of
appropriate jurisdiction and authority.

**12. Training.** All College employees whose duties include resolution of complaints under this Policy shall receive a minimum of eight (8) to ten (10) hours of annual training on issues related to sexual violence, domestic violence, dating violence, stalking and their responsibilities under this Policy in addition to other College training in connection with Title IX.

**B. REPORTING SEXUAL MISCONDUCT.**

1. **Contacting a Responsible Employee.** As explained in Section IX, victims have three options for assistance and support within the College. However, individuals who would like to initiate these Grievance Procedures shall notify a Responsible Employee. Notice to Responsible Employees constitutes notice to the College and serves as a formal complaint under the Grievance Procedures. Upon receipt of a complaint, a Responsible Employee will promptly provide all relevant information regarding the alleged misconduct (including, if known, the name of the alleged perpetrator, the name of the student alleging the misconduct, the name of other students involved, and pertinent facts such as date, time, and location) to the Coordinator.

As explained previously, witnesses to Sexual Misconduct shall formally report to a Responsible Employee and may also seek confidential support. A witness report may initiate these Grievance Procedures.

2. **How To Report to a Responsible Employee.** An individual may submit a formal complaint to a Responsible Employee in writing, over the phone, or in person. A complaint should be as specific as possible, providing the name of the injured party; the name of the alleged discriminator or harasser; a chronology of the relevant events, detailing dates, places, and times; a description of the offending behavior; the names of any witnesses to the behavior or persons with knowledge of the behavior, and a requested remedy, if applicable. In the absence of a written complaint, the Responsible Employee receiving an individual’s testimony shall thoroughly document all relevant facts and circumstances and pass this document on with notice of the claim to the Coordinator.

The College understands that victims of Sexual Misconduct may experience difficulty recalling some details of an incident and that certain memories may become repressed. Accordingly, individuals should report as much information as they can initially but know that they may add to or otherwise modify a complaint at any time.

3. **Anonymous Reporting.** Individuals may make anonymous complaints by completing and submitting the online form available at www.colum.ethicspoint.com. However, depending on the extent of information available about the incident, the College's ability to respond to such complaints may be limited.

4. **When To Report.** Individuals may report Sexual Misconduct to the College at any time. However, the College encourages witnesses and victims – who elect to report – to report offending conduct under this Policy to the College as expeditiously as possible in order to provide the College with the best opportunity to properly address the behavior and to provide a remedy. The College’s investigatory and remedial options may be limited when it receives a complaint a significant period of time after the occurrence of the alleged misconduct.

5. **What To Expect When Reporting.** The College realizes that it may be especially difficult for a victim or witness to come forward. Accordingly, to the extent practicable, the College’s Responsible Employees shall endeavor to provide a supportive environment where victims and witnesses are comfortable reporting alleged misconduct. Before a victim reveals information that he or she may wish to keep as confidential, a Responsible Employee should make every effort to ensure that this individual understands: (1) the employee’s obligation to report the names of the alleged perpetrator and alleged victim involved in the alleged Sexual Misconduct, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title IX coordinator, (2) the individual’s option to request that the College maintain his or her confidentiality or not pursue a formal investigation, which the Coordinator will consider, and (3) the individual’s ability to share the information confidentially with other resources. For purposes of clarification, Responsible Employees shall also comply with any other applicable confidentiality requirements, as articulated in Section IX and XI.

6. **Encouragement of Dual Reporting With Local Law Enforcement.** The College encourages, but does not require, those victims who elect to formally report to the College to also notify local law enforcement. Under some circumstances, Sexual Misconduct may violate both college policy and criminal law. The College may proceed with an internal investigation under this policy simultaneously with a criminal investigation. While criminal investigations may facilitate fact-finding, the outcome of a criminal proceeding may not be indicative of whether alleged misconduct violates Title IX and this policy. The
C. INVESTIGATING SEXUAL MISCONDUCT

1. Initial Stage. Upon receipt of notice of alleged Sexual Misconduct by a witness or victim or upon observing such behavior, a Responsible Employee – excluding a Confidential Resource or Non-professional Counselor & Advocate – shall promptly provide all relevant information concerning the alleged misconduct to the Coordinator. If the reporting party is someone other than the victim, the Coordinator shall endeavor to promptly contact the victim – if his or her identity is known – and inform him or her of the rights under this Policy, including but not limited to the right to participate in the investigation as a Complainant, to request confidentiality, and to ask the College not to pursue the Complaint. The Coordinator shall provide the victim with a concise synopsis written in plain English of the victim’s rights and options under this Policy (within 12 hours after receiving an electronic report of Sexual Misconduct). The victim may make a request for confidentiality or that the College not pursue the misconduct at any time. The Coordinator shall rule on all such requests in a prompt manner consistent with sections IX and XI.

As soon as practicable after a victim makes a Complaint, the Coordinator shall determine whether the Complaint alleges facts that, if true, constitute an actual violation of this policy (is “Actionable”). If the Complaint is Actionable, the Coordinator shall assign this matter to a neutral investigator (“Investigator”) and serve the Complainant and Respondent with written notification that an Actionable claim has been filed, a description of the type of Sexual Misconduct alleged (the “Charge”), and the Investigator’s name. The Coordinator will dismiss factually insufficient complaints with a notice to both parties, including the type of Sexual Misconduct alleged and the reason(s) why the allegation is not actionable.

If an individual other than the victim files the report, the victim does not issue a Complaint or otherwise does not want the College to pursue this matter, and the College elects to investigate nonetheless, the Coordinator shall assign this matter to an Investigator and serve the victim and the Respondent with the Charge and the Investigator’s name. In these scenarios, the College shall serve as the Complainant, the Coordinator shall endeavor to include the victim in the process where appropriate, and follow the below steps to the extent practicable.

2. Preliminary Meeting & Informal Resolution Option. After issuing a Charge, the Coordinator shall meet separately with the Complainant and the Respondent to apprise both parties of their rights under this Policy and to address questions related to these Grievance Procedures. The Coordinator shall also provide both parties with notice of the types of information that likely will be disclosed during the investigation, the recipients of this information, and the reasons for any disclosures. During this meeting, the Complainant may request that the College commence with the formal investigation and hearing procedures articulated below, that the College devise a plan to resolve this matter informally (a non-judicial approach without the possibility of formal discipline), or both. Neither approach is exclusive of the other; however, a Complainant’s selection of an option may affect the College’s ability to respond to the alleged misconduct.

The College will initiate informal measures only when: (A) the Complainant requests this approach, (B) the Respondent consents, and (C) the Title IX coordinator determines, in his or her sole discretion, that the College has adequate information regarding the scope of the alleged misconduct and that such a remedy will enable the College to promptly and equitably eliminate the alleged hostile environment. The Coordinator may postpone deciding the suitability of the informal approach until the below fact gathering is complete. The Coordinator or the Complainant, upon notice to the Coordinator, may end the informal process at any time.

If the Complainant selected only to proceed informally, termination of this process will initiate the formal investigation and hearing procedures.

Informal resolution may include, but is not limited to, education programs or training, remedies that allow the Complainant to remain anonymous, College-supervised or third-party monitored communication between the Complainant and Respondent, or an interim measure or measures listed in section XIV(A)(7). Columbia will not require the victim to speak directly with the Respondent and the College and will never use mediation to resolve a sexual assault complaint.
3. Fact Gathering and Procedural Equality. Unless parties are proceeding exclusively with an informal approach, the assigned Investigator will broadly examine all relevant facts and circumstances of a claim. He or she will meet with the parties, identify and interview witnesses, and visit relevant locations. As soon as practicable after beginning an investigation, the Investigator shall meet with each party individually to schedule a timeframe for submitting relevant evidence and identifying witnesses. Submission deadlines and other restrictions on the presentation of evidence shall apply equally to both parties. Each party will be given a copy of the opposing party’s submissions and a standard amount of time to issue a response. The Investigator will endeavor to never hold a meeting with one party without subsequently holding a substantially similar meeting with the other party. During the fact gathering stage, the Coordinator shall provide the Complainant and Respondent with periodic updates of the status of the investigation.

4. The Investigation Report. After inquiry into the alleged misconduct, the Investigator shall submit a report of his or her findings (the “Investigation Report”) to the Coordinator. The Investigation Report should include a summary of the issues presented and a detailed explanation of factual findings. The Investigator shall neither make any credibility assessments nor assign responsibility.

5. The Investigation Report Review & Merit Determination. The Coordinator will review the Investigation Report and determine whether a reasonable Hearing Panel could conclude that, by a preponderance of the evidence (a “more likely than not” standard), the Respondent committed the alleged Sexual Misconduct. If the evidence is inadequate to sustain such a finding, the Coordinator will dismiss the charge with written notice to both parties. If the Coordinator determines that the Hearing Panel could reasonably find a violation of this Policy under that evidentiary standard, the Coordinator shall provide a “Notice of Hearing” letter to both parties with the determination and a synopsis of the evidentiary support.

6. Admission. Within five (5) days of receiving the Notice of Hearing letter, the Respondent may notify the Coordinator that he or she accepts responsibility for the alleged misconduct or rejects the finding. If the Respondent accepts responsibility, the Coordinator will, in consultation with the Dean of Students [as explained in section XIV(D)(7)], impose sanctions and/or remedies and provide notice as required under XIV(D)(8). The Respondent may appeal the sanctions under section XIV(E)(2).

D. THE HEARING.

1. When Convened. If the Coordinator issues a Notice of Hearing and the Respondent rejects the Charge, the Coordinator shall arrange for a hearing to conclude whether the Respondent is responsible for the alleged Sexual Misconduct. Within five days after issuance of the Notice of Hearing Letter, the Coordinator will inform the parties of the campus location, date, and time of the Hearing, and the Hearing Panel’s composition. Unless the parties agree to an expedited schedule, the Coordinator shall provide at least fifteen (15) days’ notice before the hearing date. A party shall promptly inform the Coordinator if he or she has a conflict on the scheduled date; the Coordinator may propose an alternative hearing date but is not obligated to do so.

2. Hearing Panel Composition. The Hearing Panel consists of a lead Hearing officer (the “Lead”) and two Hearing officers. The Lead shall always be a full-time faculty member or full-time staff member.

3. Pre-Hearing Review of Documents. Subject to restrictions imposed by federal and state privacy laws, each party shall be able to review all investigation materials at least ten (10) days before the Hearing. The investigation materials may include but are not limited to: the Investigation Report, witness statements, and other documentation. The Coordinator, in his or her sole discretion, may redact portions of this material that he or she believes are unduly prejudicial (compared to its probative value), immaterial, irrelevant, or are the Investigator’s opinion.

4. Witnesses. The Hearing Panel will determine which witnesses to examine during the Hearing. A Party may request that the Panel question a particular individual by providing the following information regarding that individual to the Lead at least five (5) days before the Hearing: (a) name, (b) a synopsis of what that individual witnessed or the circumstance to which he or she could speak, and (c) the witness’ usefulness at the Hearing.

5. General Hearing Rules.

- The Lead shall endeavor to conduct the hearing in an orderly, non-adversarial manner; he or she will explain the Charge(s), articulate the Hearing procedures, call and lead the examination of all witnesses and parties, and determine when to take a recess or adjourn.
• The Panel shall endeavor to conduct the Hearing in a manner that does not inflict additional trauma on the Complainant.
• Only the hearing officers may ask questions of either party or a party’s witnesses.
• To the extent feasible, the Lead will give both parties substantially similar access to all hearing documents and opportunities to present evidence.
• Federal or state rules of evidence do not apply; the Lead, in his or her sole discretion, shall rule on the admissibility of all evidence and testimony. The Lead shall consider the relevance and possible prejudicial effect of proffered material.
• A party may not directly question the other party or any witness. However, before the hearing or during a recess, the parties shall be able to submit proposed questions or comments to the Lead. The Panel, in its sole discretion, may ask those submitted questions that it deems appropriate and relevant.
• The Lead may require Columbia students, staff, and faculty members to give testimony at the hearing. If a non-party individual cannot attend, the Lead may – in his or her sole discretion – allow that individual to submit a written statement.
• Upon request, the College shall allow either party to testify, otherwise participate, or appear at the Hearing in a different room than the other Party. To that end, the College may use Skype or other means.
• Title IX hearings are not open to the public. Only the parties, the Coordinator, each party’s support person, the Hearing Panel, witnesses, and certain College employees as determined by the Coordinator may attend. Witnesses may only be present in the Hearing Room for their own testimony.
• Questioning about the Complainant’s sexual history with anyone other than the Respondent is prohibited.
• Except during recesses or periods when the Panel breaks to convene or deliberate in private, the parties and their support persons are entitled to attend the entire hearing, if they so desire.
• Parties and witnesses should answer questions to the best of their knowledge. Knowingly providing false information is a violation of this Policy and may result in discipline.
• The College does not require the Complainant’s presence at the hearing.

6. Evidentiary Standard & Determination. The Hearing Panel shall examine all evidence received through the course of the investigation and hearing and, as required by the Office for Civil Rights, determine whether it is more likely than not that the Respondent engaged in the misconduct alleged (a “preponderance of the evidence” standard). Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of Sexual Misconduct.

Within five days of the Hearing’s conclusion, the Hearing Panel shall submit a written report of its determination and rationale to the Coordinator.

7. Sanctions & Remedies. If the Panel finds a violation of this Policy, the Coordinator shall forward the aforementioned panel report to the Office of the Dean of Students for a determination of the appropriate sanctions or other remedies. Sanctions include: mandatory apologies, verbal reprimands, written warnings, behavioral contracts, loss of privileges, required College service or participation, restitution, learning activities, change or residence, probation, restricted access, suspension, and expulsion.

Additionally, at its discretion, the College may provide permanent remedies or other accommodations for the Complainant or other members of the community, including but not limited to:
• Making permanent those steps that were administered on an interim basis;
• Providing comprehensive, holistic victim services including on-campus health center, on-campus counseling, and academic support services, such as tutoring;
• Arranging for the Complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty;
• Reviewing any past disciplinary action against the Complainant to evaluate whether there was a causal connection between the Respondent’s Sexual Misconduct and the misconduct that resulted in the College disciplining the Complainant; and
• The Provision of additional education and/or support services for the entire Community.

The College will take such action to prevent the recurrence of the Sexual Misconduct and to address any discriminatory effects on the Complainant and others. When determining sanctions or other remedies, the Office of the Dean of Students may consider aggravating and mitigating factors, including but not limited to:
(a) whether the Respondent has engaged in Sexual Misconduct in the past, (b) the nature of such past violations, if any, (c) the extent to which the conduct at
issue here was premeditated, the impact of the behavior on Complainant and/or the Columbia community, (e) whether Respondent is apologetic or has otherwise accepted responsibility, (f) deterrence considerations, (g) the probability that Respondent will offend again, and (h) Respondent’s involvement in the Columbia community.

8. Simultaneous Written Notice of the Outcome & Sanctions. Within seven (7) days of the Hearing’s Conclusion, the Coordinator shall provide both parties with simultaneous written notice of: the Panel’s decision regarding whether or not the alleged misconduct occurred, (2) the rationale for such decision, and (3) the process and applicable deadlines for submitting an appeal, including the name of the Appeals Officer. In this notice to the Respondent, the Coordinator shall also inform the Respondent of any sanctions imposed against him or her and the rationale for such sanctions. In the notice to the Complainant, the Coordinator shall additionally disclose any offered remedies or accommodations, and any sanctions imposed on the Respondent that relate directly to the Complainant and the reasons for such sanctions, as required by the Clery Act, if the Sexual Misconduct is Sexual Violence, and any other steps that the College has taken or will take to eliminate the hostile environment, if the College finds one to exist, and to prevent its recurrence. The College will not inform the Respondent of the individual remedies that it is providing to the Complainant. The College will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the proceedings.

E. THE APPEAL.

1. Post Hearing Appeal Rights. Either party may send a written appeal to the Coordinator within ten (10) days of receiving formal notice of the Hearing Panel’s decision. To constitute a valid appeal, the appeal must assert at least one of the three following grounds: (1) the College’s investigation did not comply with this Policy and this failure resulted in a decision adverse to the appealing party, (2) there is previously unavailable evidence that could have significantly impacted the outcome of this complaint, or (3) the sanctions and/or other remedies are disproportionate to the misconduct. A party shall submit a clear and detailed explanation of the basis for the appeal with any available documentation. The appeal must be limited to the scope of the initial charge.

If the Coordinator determines that the appeal is valid, the Coordinator will serve the opposing party with a copy and – with notice to both parties – assign the appeal to an Appeals Officer. The opposing party may issue a formal response within ten (10) days of receiving a copy of the appeal. Upon the expiration of this ten-day window or receipt of the opposing party’s response, the Appeals Officer will then have seven (7) days to consult with the Coordinator and issue a final decision to the parties either upholding the finding, sanctions, and remedies, or imposing a revision to such orders. The Appeals Officer may implement a procedural remedy, including but not limited to remanding for a new hearing. The Appeals Officer, in his or her sole discretion, may provide both parties with an opportunity to speak to the merits of the appeal in person or over the phone. This Appeals Officer shall render a decision on the appeal, with simultaneous, written notice to both parties. This decision binds both parties and is not subject to subsequent appeal by either party.

2. Appeals Under Section XIV(C)(6). After accepting responsibility for a Charge, as articulated in section XIV(C)(6), a party shall have ten (10) days to submit a written appeal after receiving notice of any imposed sanctions or remedies. Section XIV(C)(6) appeals are limited to the grounds that the imposed sanctions and/or other remedies are grossly disproportionate to the violation. All other timelines and procedures are identical to those in the above section.

Section XV. Policy Review & Modification. The College reserves the right to modify or amend this Policy at any time. Any modifications shall not be retroactively applied to any pending investigations.