

# Methodist College



## 2024 COMBINED ANNUAL SECURITY REPORT & FIRE SAFETY REPORT

## **Introduction**

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Methodist College ("College") with information on: the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

## **Policy for Preparing the Annual Report**

This report is prepared by the Chief of Campus Safety in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's campus security authorities and various other elements of the College. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting the Campus Safety Office, 7600 N. Academic Dr, Peoria, IL. 61615. The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field and are constantly tested and re-evaluated for their effectiveness.

## **General Safety and Security Policies**

### **Campus Security Personnel & Relationship with Local Law Enforcement**

The Campus Safety Department is responsible for campus safety at the College. Campus Safety provides security, safety, crime prevention, and premises access on the campus during the hours of 6:00 am until 10:00 pm Monday-Friday and 6:00 am until 10:00 pm Saturday and Sunday unless the College is closed, seven days a week. The Campus Safety Department's authority covers all the institution's property and the roadways surrounding the main campus. Campus Safety officers have the authority to ask people for identification and to determine whether individuals have lawful business on the College's campus. They also have the authority to issue parking citations. Criminal incidents are investigated with the cooperation of local law enforcement agencies. Criminal arrests made on campus are handled by the Peoria Police Department (PPD) because the Campus Safety officers do not have arrest authority as they are not commissioned law enforcement officers. Campus Safety will, however, provide assistance with PPD as needed.

While the College does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with local police.

## **Campus Security Authorities**

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College's annual report of crime statistics. The campus security authorities to whom the College would prefer that crimes be reported are listed below.

- Resident Advisors (309) 339-1862
- Campus Safety Department (309) 672-4500
- Dr. Kayla Banks/Chancellor (309) 672-5515
- Ryan Schubert/Chief of Campus Safety (309) 672-4500
- Karli Johnson/Title IX Coordinator (309) 671-2187

## **Reporting a Crime or Emergency**

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so.

- To help provide a safe and secure environment, all faculty, staff, students, and visitors are encouraged to report all crimes and safety-related incidents to Methodist College's Campus Safety Department at (309) 672-4500 or the Peoria Police Department at (309) 673-4521 immediately. Making such reports will ensure their inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.
- To report a situation that is an emergency, call (309) 672-4500 if within the campus, or local emergency responders by dialing 911 from any campus phone. There are blue light emergency call boxes connected directly to the Peoria Police and they are monitored 24 hours a day, 7 days a week, including all holidays. Their locations are as follows:
  1. West side of the College near door #3.
  2. Middle of the student lot on the light pole in the front of the College.
  3. East side of the student lot in front of the College on the light pole.
  4. On walkway on the east side of the College near the faculty lot.
  5. On walkway north of the College leading to Prairie Sky apartments.
  6. Outside the north entrance door of Prairie Sky apartments.
  7. In an open field just west of the south parking lot of Prairie Sky apartments.

If you need help, simply press the button on the call box. To contact Campus Safety for non-emergency reports, call (309) 672-4500.

- Students, staff, and visitors should also report situations to one of the campus security authorities identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a college staff member will assist in making the report to the police.
- Anonymous and Third-Party Reporting: The College encourages victims of Sexual misconduct to talk to someone to ensure their health and wellbeing. The College provides anonymous reporting for victims who do not wish to be identified. Methodist College has anonymous reporting option through this link: <https://forms.office.com/pages/responsepage.aspx?id=0QhDBKBNZEyMPkvNv7tt96bnpEvJjSxAvJi0Y0rMYARUM09GSktaMU5RWVdJU11SSVICMjlETfZWRi4u&route=shorturl>.
- Anonymous reports will be accepted by the College and supportive measures will be offered to complainants (if known), but a complaint cannot be submitted anonymously.
- Visitors, bystanders, and third parties may make a report by contacting the Title IX Coordinator.

## **Confidential Reporting**

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Pursuant to the College's Sexual Harassment and/or discrimination and Grievance Procedures policy, when an employee who is not a confidential resource becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, Sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator. A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the College's disciplinary system, or the criminal justice system, is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim's request, a report of the details of the incident can be filed with the College without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

Confidential Advisor Contact Information:

Counseling Services Coordinator

Student Counselor, W158 (309) 671-2152

The College encourages its professional counselors, if appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics. The College does not have pastoral counselors.

### **Security of and Access to Campus Facilities**

This campus location has one campus building and a separate residence hall. The campus is only accessible from 6:00 am until 10:00 pm Monday-Friday and 6:00 am until 10:00 pm Saturday and Sunday. These are the hours that Campus Safety is on duty. The doors are locked and only accessible with a badge issued to students and staff and activated by Campus Safety. The badges have a chip inserted in them and will not operate the entry doors unless security enters the number coinciding with the individual badge into the door program. Students are only allowed to use two of the five entrances on the campus. Campus Safety can monitor which student enters, which entrance and at what time. These badges can also be deactivated at any time by Campus Safety to prohibit entry into the college. The entrances can also be programmed to not allow any student or staff badges to work in case the college is closed for business or an emergency.

The residence hall is on the north end of campus. It is also locked, and each resident has their own individual key for entry. These keys are programmed to only open the main entry door and each student's individual apartment. If a student loses or misplaces their key, a new one can be activated and the old one deactivated. This is done by Cullinan Properties, who owns the building. Campus Safety makes frequent patrols of the residence hall. There are 2 Resident Advisors (RA's) that also live in the building. All RA's complete mandatory training annually to ensure their knowledge and responsibilities in residence hall security policies.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured
- Do not lend keys or access cards to non-students and do not leave them unattended
- Do not give access codes to anyone who does not belong to the campus community

### **Security Considerations in the Maintenance of Facilities**

Maintenance is available to respond to calls for service regarding unsafe facility conditions. These conditions may include unsafe steps, unsafe roadways on campus, unsecured equipment, nonworking street or safety lights, overgrown shrubs, or landscaping, etc. Campus Safety checks bi-annually the college's emergency blue light call boxes. Maintenance checks the fire extinguishers monthly, sprinkler valves quarterly, and other facility items, and documents their findings by completing a checklist and completing a work order for any problems they find while checking the equipment.

The procedures used in maintenance of the residential facilities do involve coordination between student life and maintenance. Students must complete a work order and give it to the Director of Operations. The Director of Operations will then notify maintenance of the work to be done. This form allows the student to decide if he/she would like to be present when the work order is completed. In times of emergency, members of Maintenance have permission to enter rooms to make the necessary repairs. Access to resident hall floors is limited to residents on those floors, their guests, maintenance, Director of Operations, Campus Safety, and Chancellor of the College (or designee).

## **Educational Programs Related to Security Awareness and Prevention of Criminal Activity**

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

### *General Emergency Preparedness*

The cooperation of students and employees is essential. Students and employees must assume responsibility for their personal safety and the security of their personal belongings.

Crime and awareness programs are on-going at the college. Methodist College's prevention programs are aimed at both minimizing criminal opportunities and encouraging students to be responsible for their own security and that of others. These programs are through housing staff, Student Government Association, Human Resources, and security.

### *Programs:*

\*Alcohol and drug abuse: The educational offerings at the College include an AlcoholEDU event in April. At this event, students participate in activities using drunk goggles that simulate the level of brain impairment when intoxicated. Another activity allows students to gauge a serving size of alcohol, and handouts are distributed with information about safe drinking and contact numbers for services.

\*Residence and street safety: Provides students with information on protecting individual property and being aware of their surroundings. Approximately 2 times per year.

\*Emergency response guides are posted on the web site to provide the community with information regarding reporting and dealing with emergency situations.

The Methodist College safety officer is available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. To get more information contact Campus Safety at (309) 672-4500.

### **Monitoring Off Campus Locations of Recognized Student Organizations**

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

### **Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense**

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the paragraph's purposes.

The previous paragraph does not apply to victims of dating violence, domestic violence, Sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

## **Drug and Alcohol Policy**

The College prohibits the possession, use, and sale of alcoholic beverages on campus or as any part of its activities, and it enforces all state laws pertaining to the illegal use of alcoholic beverages, including the laws that prohibit the sale to or possession of alcoholic beverages by person(s) under the age of 21. Any groups or persons violating the alcohol/substance policies or laws may be subject to arrest by local law enforcement authorities and/or disciplinary sanctions by the college.

The College also enforces federal and state drug laws. The possession, sale, manufacture or distribution of illegal drugs is prohibited under both state and federal laws and College policy. Such laws will be enforced by the College's law enforcement authority on

campus. Violators of the College's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

### **Federal Drug Laws** (updated 08.05.2024)

**Denial of Federal Benefits (21 U.S.C. § 862)** A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

**Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853)** Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

**Federal Drug Trafficking Penalties (21 U.S.C. § 841)** Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, "liquid ecstasy"), or flunitrazepam (or, "rohypnol"), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (**21 U.S.C. § 860**) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

**Federal Drug Possession Penalties (21 U.S.C. § 844)** Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but



not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at [www.campusdrugprevention.gov/sites/default/files/2022-07/Federal Trafficking Penalties Chart 6-23-22.pdf](http://www.campusdrugprevention.gov/sites/default/files/2022-07/Federal%20Trafficking%20Penalties%20Chart%206-23-22.pdf).

### Drug and Alcohol State Laws

Category	Summary (Illinois Compiled Statutes)
Possession of Marijuana	<p>Illinois residents 21 years of age and older may legally purchase recreational cannabis and possess up to 30 grams of cannabis flower and no more than 500 milligrams of THC contained in cannabis-infused product and five grams of cannabis concentrate. 410 Ill. Comp. Stat. 705/10-10. The possession limit is 15 grams of cannabis flower, 2.5 grams of cannabis concentrate, and 250 milligrams of THC contained in a cannabis-infused product for non-Illinois residents. <i>Id.</i> It is unlawful for individuals under the age of 21 to purchase, possess, use, transport, grow, or consume cannabis, except where otherwise authorized for medical purposes. 410 Ill. Comp. Stat. 705/10-15.</p> <p>Beyond the permissible use and possession of marijuana provided for in 410 Ill. Comp. Stat. 705/10-5 <i>et seq.</i>, it is otherwise unlawful for any person to knowingly possess cannabis. 720 Ill. Comp. Stat. 550/4. Possessing up to 10 grams of any substance containing cannabis is a civil violation punishable by a minimum fine of \$100 and a maximum fine of \$200. <i>Id.</i> Possessing more than 10 grams but not more than 30 grams is a Class B misdemeanor, which can include a prison sentence of up to 6 months and a fine of up to \$1,500. 720 Ill. Comp. Stat. 550/4; 730 Ill. Comp. Stat. 5/5-4.5-60. As the amount of cannabis increases, the crime classification becomes more severe and related penalties increase. 720 Ill. Comp. Stat. 550/4.</p>
Controlled Substances	<p>The Illinois Controlled Substances Act covers a wide range of offenses related to controlled substances. <i>See</i> 720 Ill. Comp. Stat. 570/401 <i>et seq.</i> Penalties for the possession and delivery of illegal drugs include prison sentences and monetary fines. <i>See</i> 720 Ill. Comp. Stat. 570/402. These vary widely by the type and quantity of drug, the number of previous offenses by the individual, and whether the individual intended to manufacture, sell, or use the drug. <i>Id.</i> Trafficking—defined as knowingly bringing into the State for the purpose of manufacture or delivery or with the intent to manufacture or deliver—controlled substances will result in more severe penalties. 720 Ill. Comp. Stat. 570/401.1.</p>

	<p>There are higher penalties and different crime classifications when the offender possesses the controlled substance with the intent to manufacture or deliver on school grounds or within 500 feet of the real property comprising any school. <i>See</i> 720 Ill. Comp. Stat. 570/407.</p> <p>As an example application of these laws, the possession of more than 15 grams but less than 100 grams of heroin, cocaine, morphine, or LSD is punishable by a fine of up to \$200,000 and 4 to 15 years in prison. 720 Ill. Comp. Stat. 570/402.</p>
Alcohol and Minors	<p>It is generally illegal for anyone under the age of 21 to possess or consume alcohol, and it is also illegal to use fake identification for the purpose of obtaining alcohol. <i>See</i> 235 Ill. Comp. Stat. 5/6-20. A violation is a Class A misdemeanor, which can include a prison sentence of less than 1 year and a fine of up to \$2,500. <i>Id.</i> 730 Ill. Comp. Stat. 5/5-4.5-55.</p> <p>No person, after purchasing or otherwise obtaining alcoholic liquor, shall sell, give, or deliver such alcoholic liquor to another person under the age of 21 years, except in the performance of a religious ceremony or service. 235 Ill. Comp. Stat. 5/6-16(a)(iii). A violation is a Class A misdemeanor, and the sentence shall include, but shall not be limited to, a fine of not less than \$500 for a first offense and not less than \$2,000 for a second or subsequent offense. <i>Id.</i></p>
Driving Under the Influence (DUI)	<p>Driving while under the influence of alcohol and/or drugs is prohibited. 625 Ill. Comp. Stat. 5/11-501. One situation where violation occurs is when a person is driving or physically controlling a motor vehicle with a blood or breath alcohol concentration of 0.08 percent or greater. <i>Id.</i> A violation may also occur when a driver is under the influence of alcohol and/or other drugs (even if BAC is not 0.08 percent or greater). <i>Id.</i> A DUI is a Class A misdemeanor, which can include a prison sentence of less than 1 year and a fine of up to \$2,500. <i>Id.</i>; 730 Ill. Comp. Stat. 5/5-4.5-55. Increased penalties are available for subsequent offenses and other aggravating circumstances (i.e., getting a DUI while transporting a person under the age of 16). 625 Ill. Comp. Stat. 5/11-501. Additional penalties may apply, such as a driver's license suspension or substance abuse evaluation. 625 Ill. Comp. Stat. 5/11-501.01.</p>

## Drug and Alcohol Abuse Prevention Program

The College has a drug and alcohol abuse and prevention program and conducts a biennial review of this program to evaluate its effectiveness. For more information, see below.

- Student alcohol/drug policy: <https://www.methodistcol.edu/policies.aspx>
- Employee alcohol/drug policy: <https://www.methodistcol.edu/policies.aspx>
- You are encouraged to review the report of the biennial review of the College's drug and alcohol abuse prevention program, available at: <https://www.methodistcol.edu/biennial->

[review.aspx](#) *The information at this weblink will be updated with the latest Biennial Review available.*

The abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The college, therefore, encourages members of the community who may be having trouble with drugs or alcohol to seek help:

\* Employees: Employee Assistance Program (EAP) (1-800-433-7916)

\* Students: Counseling Services at (309) 671-2152

**Community agencies that provide services include:**

- Addiction Recovery Center at Carle Health/Proctor

(309) 691-1055 or 1 (888) 311-0321

<http://www.trilliumplacehealth.org>

- Trillium Place- Mental Health Center for Wellness

(309) 347-1148 (Tazewell/Woodford Counties)

[www.trilliumplacehealth.org](http://www.trilliumplacehealth.org)

- Human Service Center Peoria

(309) 671-8084

[www.hscpeoria.org](http://www.hscpeoria.org)

- Narcotics Anonymous; Helpline 1-800-539-0475
- Alcoholics Anonymous in Peoria - <https://aapeoria.org>

All faculty and staff must complete annual training on the topic of safety and security. Drug and alcohol awareness and the related health and legal risks are a component of this training.

The College ensures through the biennial report the health risks associated with the use of illicit drugs and the abuse of alcohol are provided. Training is also provided to the Resident Advisors and the residence life students.

AlcoholEDU event is offered every April with a focus on alcohol/drug awareness.

# **Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Consistent with applicable laws, the College prohibits dating violence, domestic violence, Sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Sexual Harassment and/or discrimination and Grievance Procedures: [https://www.methodistcol.edu/filesimages/Policies/Student/A-15%20Sexual%20Harassment and/or discrimination%20and%20Grievance%20Procedures.pdf](https://www.methodistcol.edu/filesimages/Policies/Student/A-15%20Sexual%20Harassment%20and/or%20discrimination%20and%20Grievance%20Procedures.pdf)
- Student Code of Conduct: <https://www.methodistcol.edu/code-of-conduct.aspx>
- Policy A-015 Anti-Harassment and/or discrimination and Grievance Procedures(Staff): [https://www.methodistcol.edu/filesimages/IT%20Files/A-15%20Sexual%20Harassment and/or discrimination%20and%20Grievance%20Procedures.pdf](https://www.methodistcol.edu/filesimages/IT%20Files/A-15%20Sexual%20Harassment%20and/or%20discrimination%20and%20Grievance%20Procedures.pdf)
- Faculty Handbook: <https://methodistcol.edu/filesimages/IT%20Files/2024-2025%20Faculty%20Handbook%208.19.24.pdf>

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, Sexual assault and stalking; provide information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses and advise students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

## **Primary Prevention and Awareness Program:**

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, Sexual assault, and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

## **Crime Definitions**

<b>Crime Type (Illinois Compiled Statutes)</b>	<b>Definitions</b>
Dating Violence	The institution has determined, based on good-faith research, that Illinois' criminal statutes do not define the term dating violence.  Illinois' health and safety statutes define "Teen dating violence" as "(1) A pattern of behavior in which a person uses or threatens to use physical, mental, or

	<p>emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age. (2) Behavior by which a person uses or threatens to use Sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.”</p>
<p>Domestic Violence</p>	<p>Illinois' Domestic Violence Act indicates that “domestic violence” means “abuse”, which means physical abuse, harassment and/or discrimination, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis. (750 Ill. Comp. Stat. § Ann. 60/103).</p> <p>In addition, Illinois law includes the following:</p> <ul style="list-style-type: none"> <li>• Domestic Battery (720 Ill. Comp. Stat. § Ann. 5/12-3.2): A person commits domestic battery if he or she knowingly without legal justification: (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.</li> <li>• Aggravated Domestic Battery (720 Ill. Comp. Stat. § Ann. 5/12-3.3): (a) A person who, 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.</li> <li>• For purposes of the above crimes, “family or household members” is defined at 720 Ill. Comp. Stat. § Ann. 5/12-0.1 as: “Family or household members” include spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of this Code. For purposes of this Article, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.</li> </ul>
<p>Stalking</p>	<ul style="list-style-type: none"> <li>• Stalking (720 Ill. Comp. Stat. § Ann. 5/12-7.3):</li> </ul>

	<ul style="list-style-type: none"><li>○ 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.</li><li>○ 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.</li><li>○ 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.</li><li>○ A person commits stalking when he or she knowingly makes threats that are part of a course of conduct and is aware of the threatening nature of his or her speech.</li><li>• Aggravated Stalking (720 Ill. Comp. Stat. § Ann. 5/12-7.4): 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.</li><li>• Cyberstalking (720 Ill. Comp. Stat. § Ann. 5/12-7.5):<ul style="list-style-type: none"><li>○ 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.</li><li>○ A person commits cyberstalking when he or she, knowingly and without lawful justification, on at least 2</li></ul></li></ul>
--	--

	<p>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.</p> <ul style="list-style-type: none"> <li>○ 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 (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.</li> <li>• 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.</li> </ul>
Sexual Assault	<ul style="list-style-type: none"> <li>• Criminal Sexual Assault (720 Ill. Comp. Stat. § Ann. 5/11-1.20): 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</li> </ul>

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.

- Aggravated Criminal Sexual Assault (720 Ill. Comp. Stat. § Ann. 5/11-1.30):
  - 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.
  - 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.
  - 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.



	<ul style="list-style-type: none"> <li>• Predatory Criminal Sexual Assault of a Child (720 Ill. Comp. Stat. § Ann. 5/11-1.40): 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.</li> </ul>
Rape, Fondling, Incest, Statutory Rape	<p>For purposes of the Clery Act, the term "Sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. The institution has determined, based on good-faith research, that Illinois law does not define these terms. Related crimes are defined under "other Sexual assault" crimes listed below.</p>
Other "Sexual assault" crimes	<p>Other crimes under Illinois law that may be classified as a "Sexual assault" include the following:</p> <ul style="list-style-type: none"> <li>• Criminal Sexual Abuse (720 Ill. Comp. Stat. § Ann. 5/11-1.50):       <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol> </li> <li>• Aggravated Criminal Sexual Abuse (720 Ill. Comp. Stat. § Ann. 5/11-1.60):       <ol style="list-style-type: none"> <li>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,</li> </ol> </li> </ul>

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.

- Sexual Relations Within Families (720 Ill. Comp. Stat. § Ann. 5/11-11): A person commits Sexual relations within families if he

	<p>or she: (1) Commits an act of Sexual penetration as defined in Section 11-0.1 of this Code; and (2) The person knows that he or she is related to the other person as follows: (i) Brother or sister, either of the whole blood or the half blood; or (ii) Father or mother, when the child, regardless of legitimacy and regardless of whether the child was of the whole blood or half-blood or was adopted, was 18 years of age or over when the act was committed; or (iii) Stepfather or stepmother, when the stepchild was 18 years of age or over when the act was committed; or (iv) Aunt or uncle, when the niece or nephew was 18 years of age or over when the act was committed; or (v) Great-aunt or great-uncle, when the grand-niece or grand-nephew was 18 years of age or over when the act was committed; or (vi) Grandparent or step-grandparent, when the grandchild or step-grandchild was 18 years of age or over when the act was committed.</p>
<p>Consent (as it relates to Sexual activity) (720 Ill. Comp. Stat. §5/11.70)</p>	<p>“Consent” means a freely given agreement to the act of Sexual penetration or Sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.</p> <p>“Unable to give knowing consent” includes when the accused administers any intoxicating or anesthetic substance, or any controlled substance causing the victim to become unconscious of the nature of the act and this condition was known, or reasonably should have been known by the accused. “Unable to give knowing consent” also includes when the victim has taken an intoxicating substance or any controlled substance causing the victim to become unconscious of the nature of the act, and this condition was known or reasonably should have been known by the accused, but the accused did not provide or administer the intoxicating substance. 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:</p> <ul style="list-style-type: none"> <li>• (1) was unconscious or asleep;</li> <li>• (2) was not aware, knowing, perceiving, or cognizant that the act occurred;</li> <li>• (3) was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact; or</li> <li>• (4) 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.</li> </ul>

	<p>A victim is presumed “unable to give knowing consent” when the victim:</p> <ul style="list-style-type: none"> <li>• (1) is committed to the care and custody or supervision of the Illinois Department of Corrections (IDOC) and the accused is an employee or volunteer who is not married to the victim who knows or reasonably should know that the victim is committed to the care and custody or supervision of such department;</li> <li>• (2) is committed to or placed with the Department of Children and Family Services (DCFS) and in residential care, and the accused employee is not married to the victim, and knows or reasonably should know that the victim is committed to or placed with DCFS and in residential care;</li> <li>• (3) is a client or patient and the accused is a health care provider or mental health care provider and the Sexual conduct or Sexual penetration occurs during a treatment session, consultation, interview, or examination;</li> <li>• (4) is a resident or inpatient of a residential facility and the accused is an employee of the facility who is not married to such resident or inpatient who provides direct care services, case management services, medical or other clinical services, habilitative services or direct supervision of the residents in the facility in which the resident resides; or an officer or other employee, consultant, contractor or volunteer of the residential facility, who knows or reasonably should know that the person is a resident of such facility; or</li> </ul> <p>(5) is detained or otherwise in the custody of a police officer, peace officer, or other law enforcement official who: (i) is detaining or maintaining custody of such person; or (ii) knows, or reasonably should know, that at the time of the offense, such person was detained or in custody and the police officer, peace officer, or other law enforcement official is not married to such detainee.</p>
--	--

College Definition of Consent

In addition to the definition of consent under state law, the College used the following definition of consent for the purpose of determining whether Sexual violence (including Sexual assault) has occurred, pursuant to its Sexual Harassment and/or discrimination and Grievance Procedures Policy:

“Consent” refers to words or action that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the Sexual conduct at issue. A person who is Incapacitated is not capable of giving Consent.

1.Lack of consent is a critical factor in determining whether Sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- a. Silence or lack of physical or verbal resistance does not imply consent.
  - b. If coercion, intimidation, threats, and/or physical force are used, there is no consent.
  - c. Consent cannot be inferred from a person's manner of dress.
  - d. Consent to one form of Sexual activity does not imply consent to other forms of Sexual activity.
  - e. Consent to engage in Sexual activity with one person does not imply consent to engage in Sexual activity with another.
  - f. Consent to past Sexual activity does not constitute consent to future Sexual activity.
  - g. Consent can be withdrawn at any time. A person who initially consents to Sexual activity is deemed not to have consented to any Sexual activity that occurs after he or she withdraws consent. When consent is withdrawn, Sexual activity must immediately stop.
  - h. Being in a romantic relationship with someone does not imply consent to Sexual activity. Even in the context of an ongoing relationship, consent must be sought and freely given for each specific Sexual act.
  - i. Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).
  - j. A person cannot consent to Sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
    - a. The individual is incapacitated due to drug or alcohol consumption, either voluntarily or involuntarily;
    - b. The individual is unconscious, asleep, or otherwise unaware that Sexual activity is occurring;
    - c. The individual is below the minimum age of consent in the applicable jurisdiction (17 years in Illinois); or
    - d. The individual has a mental disability that impairs his or her ability to provide consent.
2. If coercion\*, intimidation, threats, and/or physical force are used, there is no consent; a person's lack of verbal resistance or submission resulting from the use or threat of force does not constitute consent.

3. Coercion is a direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in Sexual activity to which they otherwise would not engage or to which they otherwise would not submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in Sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's free will and ability to choose whether to engage in Sexual activity. Coercion can include unreasonable and sustained pressure for Sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of Sexual interaction, continued pressure beyond that point can be coercive; once a person has made it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of Sexual interaction, you should be absolutely clear that they have changed their mind and are consenting before proceeding in Sexual activity with them.

a. If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the Sexual situation, there is no consent. Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling, passing out, and vomiting.

b. If a person is asleep or unconscious, there is no consent.

c. A person who is underage in the applicable authority cannot provide consent to Sexual activity.

d. Consent to one form of Sexual activity does not imply consent to other forms of Sexual activity.

e. Consent to past Sexual activity does not imply consent to future Sexual activity.

f. Dressing in a certain manner does not constitute consent.

g. Consent to engage in Sexual activity with one person does not constitute consent to engage in Sexual activity with another.

h. Consent can be withdrawn. A person who initially consents to Sexual activity is deemed not to have consented to any Sexual activity that occurs after he or she withdraws consent.

4. Incapacitation is a state where an individual cannot make an informed and rational decision to consent to engage in Sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why or how" of the Sexual interaction) and/or is physically or mentally helpless. An individual is also considered incapacitated, and therefore unable to give consent, when asleep, unconscious, or otherwise unaware that Sexual contact is occurring.

Incapacitation can only be found when the Respondent knew or should have known that the Complainant was incapacitated when viewed from the position of a sober, reasonable person. One's own intoxication is not an excuse for failure to recognize another person's incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol or other drugs, inebriation, or intoxication alone are insufficient to establish incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual's:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature of circumstances of the act.

No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling, vomiting, and unconsciousness.

### Risk Reduction

The PPAP includes instructions on how to avoid becoming a victim and the warning signs of abusive behavior, the recognition of which will help mitigate the likelihood of perpetration, victimization, or bystander inaction. Specifically, students and employees are advised:

While you can never completely protect yourself from Sexual assault, there are some things you can do to help reduce your risk of being assaulted. To reduce one's risk of Sexual assault or harassment and/or discrimination, strategies below were taken from Rape, Abuse, and Incest National Network, [www.rainn.org](http://www.rainn.org).

#### **Avoid dangerous situations by doing the following:**

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a tough situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you do not know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.

- Make sure your cell phone is with you and charged and that you have cab money.
- Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a tough situation.
- Do not leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you have left your drink alone, just get a new one.
- Do not accept drinks from people you do not know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, do not drink from punch bowls or other large, commonly open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated by the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
- Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends and family so that if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing.
- Have an escape plan. If you do not want to hurt the person's feelings, it is better to make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are taking care of a friend or family member, not feeling well, having somewhere else you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

If you find yourself in the position of being the initiator of Sexual behavior, these suggestions may help you to reduce your risk of being accused of Sexual assault or another Sexual crime:

- Remember that you owe Sexual respect to the other person.



- Don't make assumptions about the other person's consent or about how far they are willing to go.
- Remember that consent to one form of Sexual activity does not necessarily imply consent to another form of Sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your Sexual intentions so that the other person has a chance to clearly tell you, their intentions.
- Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress Sexually.
- Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of an incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include:

- Past abuse
- Threats of violence or abuse
- Breaking objects
- Using force during an argument
- Jealousy
- Controlling behavior
- Quick involvement
- Unrealistic expectations
- Isolation
- Blames others for problems
- Hypersensitivity
- Cruelty to animals or children
- "Playful" use of force during sex
- Jekyll-and-Hyde personality

### Bystander Intervention

Bystander Intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, Sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding college structure and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Bystander Intervention is a philosophy and strategy for prevention of various types of violence, including bullying and Sexual harassment and/or discrimination. A bystander who witnesses the conditions that perpetuate violence has the choice and power to intervene. Stepping in can stop violence and/or potential injury and can keep someone from becoming a victim. Interventions don't have to be dramatic but can be asking a friend to leave a party with you, redirecting a conversation, or interrupting an incident. Bystander intervention includes walking a classmate to his/her car after class, not leaving an overly intoxicated person in a bar/party alone, not leaving an unconscious person alone, intervening when someone is being degraded or emotionally abused, and calling police when a potentially violent situation is unfolding. Positive bystander behavior plays a powerful role in creating an environment free from Sexual violence.

### Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, Sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

### **Ongoing Prevention and Awareness Campaign:**

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, Sexual assault, and stalking.

### **PPAP and OPAC Programming Methods:**

#### Primary Prevention and Awareness:

New students and new employees receive primary prevention and awareness education at their mandatory orientations. Also, annual training is provided through on-line courses.

Ongoing prevention and awareness campaigns are also provided for all students and employees through programs provided in specific months and information on our intranet throughout the year. This campaign expands upon the training given in the Primary Prevention and awareness Program and is aimed at increasing their understanding of the issues addressed in it and their skills for addressing crimes of Sexual assault, domestic and dating violence and stalking. The month and emphasis are scheduled for:

Domestic Violence	April
Alcohol Awareness	April
Rape Prevention	April
Stalking	April
Sexual Assault	April

**Other promotions/education:**

- Business cards were created with contact information on suicide, rape, and Title IX. They have been placed in the bathrooms for easy and confidential access to students and employees. Email blasts are done annually.
- 
- Methodist College has partnered through a Memorandum of Understanding with Center for Prevention of Abuse. They will provide confidential crisis intervention, counseling, information and referral, and accompaniment to medical and legal services as requested by students and employees. They also provide general information about our college reporting and help the college identify patterns or systemic problems related to Sexual violence. They provide 24-hour abuse prevention hotline services to our students and employees.
- 
- Consent and bystander training is provided in a video on Sexual assault to all students to increase awareness. This is done bi- annually through Netlearning at the beginning of each semester.
- 

**Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:**

If you are a victim of dating violence, domestic violence, Sexual assault, or stalking, go to a safe place and call 911 or the Campus Safety Department at (309) 672-4500. You may also contact the Title IX Coordinator at (309) 671-2187

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at one of the following centers:

Carle Methodist:	221 NE Glen Oak, Peoria, IL	(309) 672-4848
Carle Proctor:	5409 N. Knoxville, Peoria, IL	(309) 691-1000
Carle Pekin:	600 S. 13th Street, Pekin, IL	(309) 347-1151
OSF St. Francis:	530 NE Glen Oak, Peoria, IL	(309) 655-2000

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide later to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

- Campus Safety, (309) 672 - 4500
- Peoria Police Dept. 600 S.W. Adams 61602, (309) 673-4521.
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

In Illinois, victims may obtain an Adult Order of Protection, which provides protective relief for victims of domestic violence, stalking, or Sexual assault. Information about Adult Orders of Protection may be found at: [www.centerforpreventionofabuse.org](http://www.centerforpreventionofabuse.org).

There are three kinds of protective orders:

- **Order of Protection** for domestic violence victims
- **Civil No Contact Order** for Sexual assault/abuse victims
- **Stalking No Contact Order** for victims not eligible under the other two protective orders

•

Order of Protection Office [www.peoriacounty.org/1056/File-for-an-Order-of-Protection](http://www.peoriacounty.org/1056/File-for-an-Order-of-Protection)

### **Peoria County Courthouse, Room G-14**

- All emergency petitions must go before the judge.
- To see a judge, you must arrive at the Order of Protection Office a minimum of 1 hour before your court time.

•

Paperwork can be filled out at the Order of Protection Office located in

The Peoria County Courthouse

324 Main St. Room G-14

Peoria Il, 61602

(309) 672-6074

All three types of protective orders can be obtained at the above address.

Victims may contact local domestic violence and Sexual assault advocates for assistance in obtaining a protection order. When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department. The institution will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

The College does not issue legal orders of protection. However, as a matter of institutional policy, the College may impose a no-contact order between individuals in appropriate circumstances. The College may also issue a “no trespass warning” if information available

leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

### **Available Victim Services:**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

College:

- Karli Johnson, Title IX Coordinator at Methodist College at 309-671-2187
- Counselors at Methodist College, 309-671-2152
- Campus Security at 309-672-4500

Local/State:

- Emergency Response Service at 309-671-8084
- DHS Family Community Resource Center in Peoria County at 309-686-8700 or TTY: 866-451-5763
- Prairie State Legal Services at 309-674-9831
- Methodist Hospital at 309-672-5522

National:

- United States Government Immigration and Naturalization Service at 217-585-9868
- Crisis and/or Suicide Hotline at 855-837-4673
- Inner Strength at 800-559-SAFE
- National Domestic Violence Hotline at 1-800-799-7233
- Center for Prevention of Abuse at 800-559-7233
- National Sexual Assault Hotline at 1-800-656-4673

Forensic Exams can be provided at:

Methodist Hospital  
221 NE Glen Oak Ave  
Peoria, Il. 61636

Proctor Hospital  
5409 Knoxville Ave  
Peoria, Il. 61614

St. Francis Hospital  
530 NE Glen Oak Ave  
Peoria, Il. 61637

If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at: [www.methodistcol.edu](http://www.methodistcol.edu).

### **Accommodations and Protective Measures:**

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests of this nature should be made to the Title IX Coordinator Karli Johnson at (309) 671-2187, and the Student Wellness Coordinator is responsible for deciding what, if any, accommodation or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.

- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodation or protective measures provided for a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party to implement the accommodation or protective measure. Such decisions will be made by the College considering the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

### **Procedures for Disciplinary Action:**

These procedures apply to allegations of domestic violence, dating violence, Sexual assault, and stalking raised by any member of the College community as well as others that participate in the College's programs and activities, including third-party visitors on campus, that are covered by the College's Sexual Harassment and/or discrimination and Grievance Procedures Policy.

Reports may be made by complainants, third parties, witnesses, or bystanders, there are various reporting and confidential disclosure options available to students and employees of the College community to enable them to make informed choices about where to turn should they experience Sexual misconduct.

Anyone who has experienced conduct prohibited by this policy is encouraged to make a report. Those who have experienced such conduct should understand that some employees at the College, (those designated as "responsible employees" as indicated below), have an obligation to report concerns to the Title IX Coordinator.

Within 12 hours of receiving an electronic report, the College will respond to the reporter through verbal, written, or electronic communication.

Title IX Coordinator, Karli Johnson

(309) 671-2187 #W160

ReportTitleIX@methodistcol.edu

The College encourages victims of Sexual misconduct to talk to someone to ensure their health and wellbeing. The College provides anonymous reporting for victims who do not wish to be identified. Methodist College has anonymous reporting option through this link:



[https://docs.google.com/forms/d/e/1FAIpQLScEoh5Qc05uPgT4lJy91wo1UgW-ykr\\_Hoq-QC0XDVZ8G4gFew/viewform](https://docs.google.com/forms/d/e/1FAIpQLScEoh5Qc05uPgT4lJy91wo1UgW-ykr_Hoq-QC0XDVZ8G4gFew/viewform)

Anonymous reports will be accepted by the College and supportive measures will be offered to complainants (if known), but a formal complaint cannot be submitted anonymously. Visitors, bystanders, and third parties may make a report by contacting the Title IX Coordinator.

A. Identifying the Investigator(s)

Once a formal complaint has been filed with the Title IX Coordinator, an investigation will be commenced. The Title IX Coordinator, or designee(s) appointed by the Title IX Coordinator, will lead the investigation, and may consult with appropriate College officials and/or legal counsel as appropriate. If the Concern is with respect to conduct of the Chancellor of Methodist College, the investigation shall be coordinated and resolved by the Chair of the Board of Directors.

B. Preliminary Matters Regarding the Investigation

After receiving a report under "Reporting Sexual Harassment and/or discrimination," the Title IX Coordinator will conduct a preliminary assessment to determine:

- Whether the conduct, as reported, falls, or could fall within the scope of the Sexual Harassment and/or discrimination and Grievance Procedures; and
- Whether the conduct, as reported, constitutes, or could constitute Sexual Harassment and/or discrimination.

1. The complainant must be participating in or attempting to participate in the education program or activity of Methodist College at the time the complaint is filed.

2. All formal complaints will be investigated in an adequate, reliable, impartial and timely manner by the appropriate Methodist College official. The goal is to have the investigation completed within sixty (60) calendar days. However, if the nature of the investigation requires a longer period, the complainant and the respondent will be given periodic updates concerning the status of the investigation. Parties will have equal rights during the investigation. Any real or perceived conflicts of interest between investigators or the decision-maker(s) and the parties should be disclosed. If an involved College official determines that he or she cannot apply the Grievance Procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual will be designated to administer the procedures.

3. The investigation will utilize the preponderance of the evidence standard; that is, whether it is more likely than not that the alleged conduct occurred.

4. Both parties will have an advisor accompany them at all stages of the process. If either party does not supply their own advisor, one will be supplied free of charge by Methodist College. The advisor will not take an active role in any interviews or meetings but will conduct the cross-examination on behalf of the complainant or respondent during the live hearing. The advisor must agree to maintain the confidentiality of the process. An advisor may be removed if he or

she becomes disruptive, harasses, or intimidates others involved in the process, or does not abide by the limitations discussed in the previous sentence. Additionally, the College is not required to allow a particular advisor to be involved in the process if it causes undue delay of any meeting with the investigator. An advisor will be asked to sign an affirmation that he or she understands his or her role in the process.

5. Some conduct covered by this policy may also constitute criminal conduct, and the complainant is encouraged, but not required, to file a report with the appropriate law enforcement authorities. If requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under the law. Therefore, to the extent that doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of complaint.

6. A case will be dismissed if (i) the conduct does not meet the definition of Sexual harassment and/or discrimination as defined in this policy (ii) the conduct did not occur in the College's education program or activity, (iii) the conduct did not occur in the United States, or (iv) the respondent is no longer employed and/or enrolled at Methodist College. Such a dismissal does not preclude action under another provision such as the student code of conduct and does not eliminate the complainant's right to supportive measures.

### C. Interim Removal

At any time after receiving a report of Sexual Harassment and/or discrimination, the Title IX Coordinator may remove a student Respondent from one or more of the College's Education Programs and Activities on a temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment and/or discrimination justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to meet with the Respondent within twenty-four hours and provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the College may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment and/or discrimination, including during the pendency of the investigation and adjudication process (see "Investigation" and "Adjudication").

For all other Respondents, including independent contractors and guests, the College retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment and/or discrimination or otherwise.

### D. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation procedure described below. The following standards apply to any informal resolution method that is utilized:

1. The informal process can only be used with both parties' voluntary cooperation after receiving

a full disclosure of the allegations and their options for formal resolution, and with appropriate involvement by the institution (e.g., the Title IX Coordinator).

2. The complainant will not be required to “work out” the problem directly with the respondent.
3. Either party may terminate the informal process at any time prior to agreeing to a resolution and elevate the complaint to or continue with the formal investigation procedures described below.
4. With the agreement of the parties involved and the College, a complaint may be informally resolved at any stage of these procedures.
5. If an informal resolution is reached, it will be documented in writing and signed by both parties. Because informal resolution is a voluntary and mutually agreeable process, a resolution reached via informal means cannot be appealed.
6. Informal resolution is not an option to resolve allegations against an employee.

#### E. Initial Evaluation of the Complaint and Notification to the Parties

1. When a report is made, the Title IX Coordinator (or designee) will meet with the complainant and evaluate whether the report falls within the scope of this policy. If the complaint is covered by the policy, supportive measures will be immediately offered to the complainant. Prior to the commencement of the investigation, a prompt written notice will be provided to the respondent and complainant of the allegations constituting a potential violation of the policy, including identities of the parties involved, the specific section of the policy allegedly violated, the precise conduct constituting the potential violation, and the date(s) and location(s) of the alleged incident.
2. In addition, the complainant and the respondent shall (i) receive notice of the individual(s) with authority to make a finding or impose a sanction at the conclusion of the investigation, (ii) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest, and (iii) receive notice of their right to an advisor of their choice. If either party does not have an advisor Methodist College will supply an advisor at no charge.
3. Respondents are presumed not responsible under this policy until the conclusion of the grievance process.

#### F. Formal Investigation

1. After the written notice has been sent to both parties, the investigator will commence an investigation of a complaint as soon as practicable, but not later than seven (7) calendar days after the complaint is made. The investigation is to gather information and evidence to be presented at the hearing. In certain narrow circumstances, the investigator may commence an investigation even if the complainant requests that the matter not be pursued. In such a

circumstance, the investigator will take all reasonable steps to investigate and respond to the matter in a way informed by the complainant's concerns.

2. During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will be able to respond to the allegations and present supporting witnesses or other evidence. During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning Sexual history of the Complainant, as specified in "Sexual History." The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own. Throughout the investigation, the parties will receive written notice in advance of any meetings so that they have sufficient time to prepare for meaningful participation. The investigator will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

3. At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the Investigating Officer will transmit to each party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence the College may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter, the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

The parties and their advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.

4. The preliminary written report will be updated with the parties' comments, if any, and will then be provided back to the parties at least ten (10) business days prior to the date of the hearing.

#### 5. Consolidation of Formal Complaints

i. The College may consolidate Formal Complaints as to allegations of Sexual Harassment and/or discrimination against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment and/or discrimination arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable. A Formal Complaint of Retaliation may be consolidated with a Formal Complaint of Sexual Harassment and/or discrimination.

## G. Hearing

1. Both parties and all witnesses will be given written notice of the date and time of the hearing at least ten (10) business days in advance.
2. During the hearing, each party's advisor will ask questions and cross-examine the witnesses and other parties. Individuals will be present using remote video technology to not be physically present in the same room.
3. The Decision-maker(s) will determine if each question is relevant before the party gives their answer. If the question is deemed irrelevant the decision-maker(s) will supply the rationale.
4. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility.
5. The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. The hearing officer will have discretion to modify the Hearing Procedures, when good cause exists to do so.
6. Once the hearing has concluded, the decision-maker(s) will draft a written report, which will include information regarding appeal rights, regarding responsibility with the findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent and whether remedies will be provided to the complainant. If the decision-maker(s) determines that a policy violation occurred, it, in consultation with other College officials as needed, shall set forth in the report those steps necessary to maintain an environment free from discrimination and harassment and/or discrimination and to protect the safety and well-being of the complainant and other members of the College community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment and/or discrimination, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.
7. Methodist College will simultaneously send the written determination to the complainant and the respondent including appeal rights within seven (7) calendar days of the hearing's conclusion.
8. The decision shall be the final resolution of the matter subject only to the right of appeal set forth below.

## VII. Appeals from Decisions on Concerns:

### A. Basis for Appeal

Either the complainant or the respondent may appeal decisions on concerns, including corrective

action if any.

Grounds for appeal are as follows:

1. A procedural error occurred that affected the outcome of the matter.
2. Current information exists that would change the outcome of the finding.
3. Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.
4. The sanction is disproportionate to the violation.

#### B. Where and When to Bring an Appeal of a Concern

The complainant or respondent may appeal a decision, including corrective action if any, to the Chancellor of the College, or Chancellor's designee, within, ten (10) business days of receiving notification of the prior decision, absent extenuating circumstances. The decision of the Chancellor of the College is final.

In cases of resolution of a Concern against the Chancellor, complainant or respondent may seek reconsideration of the Chair of the Board's decision and the Chair may designate an individual or individuals to recommend a decision for reconsideration. The decision of the Chair's designee(s) on reconsideration is final.

Appeals must be in writing and contain the following information:

1. Name, college address and e-mail address of complainant.
2. Name, college address and e-mail address of respondent.
3. A statement of all decisions, including corrective action if any, at all levels in the process.
4. A detailed statement of the appeal's basis, including the facts and circumstances supporting it.
5. Requested action, if any.
6. When a party files an appeal, the non-appealing party will be notified in writing that an appeal has been filed.

#### C. Review of the Appeal

1. The College official (i.e., Chancellor or her/his designee) acting on the appeal may take all actions which in his/her discretion she/he determines are in the interest of a fair and just decision, including upholding, reversing, or modifying any decision or corrective action. The complainant or respondent may request a meeting with the College official. However, the decision to grant a meeting is up to the College official. If one party can meet with the College official, the other will be granted a similar opportunity.

2. The College official will make her/his decision and notify the complainant, respondent, underlying decision maker and others on a need-to-know basis in writing within seven (7) business days of receiving the appeal, including a notification of any changes made to the previous decision. If a decision within that time limit is not practicable under the circumstances, both complainant and respondent will be given periodic status reports until the decision on the appeal is rendered.

#### Methodist College Student Code of Conduct Policy

Methodist College requires Students to act in accordance with a defined Student Code of Conduct, the tenets of which are described in this policy. When there is a report of an alleged violation of the Student Code of Conduct, Students are afforded due process as described herein. This policy applies to all student conduct, including behavior conducted online, via email (whether College Email or otherwise) or another electronic medium. Students are responsible for their conduct under this policy from the time of application for admission through the actual awarding of a degree. This policy shall apply to a Student's conduct even if the student withdraws from Methodist College while an Investigation Process is pending. Students are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

#### Definition of Terms

“Adviser” means the person chosen by a Respondent to provide guidance during the investigation and resolution process. An adviser of choice may include a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. An adviser may not be another party in the matter, a participating witness or otherwise have any role in the process that would create a conflict of interest. An adviser can assist a party by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with a party in a way that does not disrupt or delay the process. The adviser may not speak on behalf of a party or directly participate in a meeting, interview or proceeding. An adviser whose presence disrupts or interferes with the meeting or proceeding, in the sole discretion of the College official conducting the meeting or proceeding, will be required to leave, and may be prohibited from participating in future meetings or proceedings under this Policy. Business Day” means any weekday (Monday through Friday) that is not a college holiday.

“Carle” means any hospital or clinic under the umbrella of Carle Health.

“Charge” means the claim or assertion that a Student has violated this Policy that has been submitted by a Complainant through the Code of Conduct Initiation Form.

“Cheating” means using or attempting to use unauthorized materials, information, or study aids in any academic exercise including electronically accessed information or devices. This includes the solicitation of unauthorized materials (e.g., existing tests or assignments) from Students, or other sources, as well as seeking to attain or successfully attain assistance for the intent of using others' work as one's own. At Methodist College, test questions are considered protected and confidential unless released by the faculty member who created them to the students.

“College” means Methodist College.

- “College Premises” means buildings, grounds, websites, or computer networks owned, leased, operated, controlled, or supervised by Methodist College/Carle Health.
- “College Sponsored Activity” means any activity on or off Methodist College Premises that is initiated, aided, authorized, or supervised by Methodist College/Carle Health.
- “Complainant” means any person who notifies the College of a violation of the Student Code of Conduct by submitting a Code of Conduct Initiation Form as further described herein.
- “Email” means the email system provided by Methodist College to its Students, Faculty, and Staff, for academic and administrative purposes. This is the designated primary channel for official communications within the College community, and all members are expected to use this email for all correspondence related to college activities and responsibilities. “Emailing” or “emailing” refers exclusively to email.
- “Evidence” means an item or information proffered to make the existence of a fact more or less probable. Evidence includes, but is not limited to, written or oral statements, documents, records, photographs, videos, voice recordings, tangible objects, and other form of information having any tendency to make the existence of any fact that is of consequence to the determination of the Charge more probable or less probable than it would be without such information.
- “Fabricating” means falsification or invention of any information or citation in an academic exercise.
- “Faculty” means any person hired by the College to conduct classroom or teaching activities or activities involving research, administration, or clinical responsibilities, or who is otherwise considered by the college to be a member of its faculty or administration.
- “Harassment and/or discrimination” means unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information.
- “Investigation Process” means the process encompassing all procedures outlined in the Student Code of Conduct policy to examine and resolve a Charge. This process begins with the submission of a Code of Conduct Initiation Form.
- “Member of the College Community” means any person who is a Student, Faculty, Staff; or any other person employed by the College or Carle Health acting in the capacity of their position.
- “Plagiarism” means the presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source; or using all or part of a literary plot, poem, video, musical score, or other artistic product without attributing the work to its creator.
- “Policy” means this Student Code of Conduct Policy.
- “Preponderance of the Evidence” means that the Charge is more likely true than not true.
- “Respondent” means a student who is suspected of violating the Student Code of Conduct.
- “Staff” means any person with a direct employment relationship with Methodist College, including those who work on a part-time or adjunct basis. An individual can hold status as both a student and staff.
- “Student Conduct Administrator” means the Methodist College employee (Staff or Faculty member) designated on a case-by-case basis to administer the adjudication process under



this policy, including investigating reported misconduct, determining responsibility for misconduct, and assigning appropriate sanctions.

“Student” means all persons taking courses through Methodist College, either full-time or part-time, on-line or in-person, single or dual enrolled, pursuing undergraduate, graduate or professional studies. “Student” also includes all persons who withdraw after allegedly violating this policy, persons who are not enrolled officially for a particular term but remain enrolled under the College’s continuous enrollment policy, persons who have been notified of their acceptance for admission, and persons living in Methodist College Premises regardless of course enrollment.

“Unauthorized Reuse of Work Product” means the submission of work for academic credit, work that was already used for a previous assignment without the express approval of the faculty member in the current course. Small parts of a project, e.g., a PowerPoint slide, would not be conduct violation under this definition.

“Weapon” means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to all firearms, pellet guns, switchblade knives, knives, chemicals, electronic devices, drugs or alcohol, chemicals such as mace products, pepper spray, or tear gas.

Student Code of Conduct. The following conduct, committed or attempted, is prohibited for all Students and is subject to disciplinary sanctions:

#### Abuse of Computer Facilities and Resources

Violations include, but are not limited to, unauthorized entry, unauthorized transfer of a file, use of another individual’s identification and/or password, use of computing facilities and resources to interfere with the work of another College member, use of computing facilities and resources to send obscene messages as legally defined, use of computing facilities and resources to interfere with the normal operation of the College computing system, use of computing facilities and resources in violation of copyright laws, or any violation of College policy.

#### Abusive Conduct

Assault: Words or actions that would cause one or more individual(s) to reasonably fear for their immediate safety. Words do not constitute assault unless they are accompanied by the apparent ability to inflict immediate bodily harm.

Battery: The unjustified use of physical force against an individual or group.

Disorderly conduct: Disrupting or preventing the peaceful or orderly conduct of classes, lectures, meetings, or other College functions, or interfering with the lawful freedom of other persons, including invited speakers, to express their views, or interfering with the performance of the duties of college personnel.

Endangering health or safety: Taking or threatening actions that endanger the physical safety, mental health, or life of any person(s) or create reasonable fear of such action.

Harassment and/or discrimination: Repeated, persistent, or pervasive actions directed towards one or more specific individual(s) with the intent or effect to harm, or alarm, including attempted or threatened physical contact or repeated or pervasive acts that create the reasonable apprehension of unwanted physical or verbal contact as well as contact through any electronic or digital medium.

Hazing: Any reckless or intentional mental or physical requirement, request, or obligation placed upon any person for the purpose of admission, affiliation, initiation, or

continued association with a student organization that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates 720 ILCS 5/12C-50, regardless of the voluntary or willful participation of the so endangered or injured person.

Invasion of privacy: Invasion of another person's privacy, where that person has a reasonable expectation of privacy, including but not limited to the use of electronic devices to make an unauthorized audio or video recording of any person or their personal belongings without their prior knowledge, or without their effective consent, when such a recording is of information or of images taken from or of a person at a time and place where they have a reasonable expectation of privacy and where the recording is reasonably likely to cause injury or distress.

Sex-based misconduct: Conduct prohibited by the College's Sexual Harassment and/or discrimination and Grievance Procedures policy. All complaints of alleged sex-based misconduct by Students will be reviewed by the Colleges Title IX Coordinator for a determination of policy applicability and jurisdiction.

Stalking: Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For this definition:

“Course of conduct” means two or more acts, including, but not limited to, acts in which the Respondent 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;

“Reasonable person” means a reasonable person under similar circumstances and with similar identities to the complainant;

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

#### Academic Integrity Violations

Engaging in any form of academic dishonesty, including but not limited to, Cheating, Plagiarism, Unauthorized Reuse of Academic Work, bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another Student, presenting another Student's work as one's own.

The recording or distribution of lecture content, classroom resources, or course materials without Faculty or Staff consent.

3.3.3 Any other violation of the Academic Integrity Policy.

#### Acts of Dishonesty

Furnishing false information to any College employee (including staff and faculty) or office.

Forgery, alteration, or misuse of any College document (e.g., student transcript), record or instrument of identification.

#### Alcohol and Other Drugs

Alcohol and Drugs: The unlawful possession, use, or distribution of alcohol or other drugs, including but not limited to, conduct prohibited by the Student Alcohol and Drug-Free policy, and the Tobacco-Free Campus policy.

Paraphernalia: Possession of paraphernalia used to consume illegal drugs is not permitted on College Premises. Paraphernalia includes roach clips, bongs, pipes, blow tubes, bowls, and any water pipe or object filled with water through which smoke is drawn.

#### Failure to Comply

Failure to comply with a reasonable request or directive of college officials. This includes, but is not limited to, failure to present a college identification card, failure to keep or attend a required meeting, or failure to leave any College premises when requested by a college official.

Failure to observe rules and regulations issued by the College.

Failure to complete or comply with a college-imposed sanction.

#### False Reports

Making an intentionally false report of a student violation of this or other College policy. False reporting may also violate state criminal statutes and civil defamation laws.

#### Fireworks/Explosives/Dangerous Chemicals

Unauthorized possession or use of fireworks, explosives or dangerous chemicals.

#### Involvement in a College Violation

Presence during any violation of this Policy in such a manner to condone, support, or encourage that violation.

#### Retaliation

Any actual or threatened adverse action against a person because of the person's participation in a complaint, investigation, or adjudication by the College or other relevant authority.

#### Theft or Unauthorized Use of Property

Theft: Theft, attempted theft, or possession of stolen property or services or possession of burglarious tools.

Unauthorized use of college property or services.

Climbing: Unauthorized climbing inside or outside buildings or structures on College Premises.

Damage or destruction of property: Actual or threatened damage or destruction, including defacing/vandalism/graffiti of College Premises or property of others, whether done intentionally or with reckless disregard.

Unauthorized presence or entry: Entering or being present in college buildings, rooms, or other areas without proper authorization.

Tampering: Tampering with College equipment, including but not limited to, any elevator, wiring, plumbing, doors, locking mechanisms, College keys, access cards, or other College equipment without authorization from a college official.

Misuse of fire-fighting equipment/disregard of fire alarm signals/arson: Misuse or tampering with fire-fighting equipment, disregard of a fire alarm signal or refusal to evacuate a building, tampering with detection or suppression equipment, initiating a false fire alarm or unauthorized burning of any material in any College building or on College Premises.

Obstruction: Blocking of the free flow of pedestrians or vehicular traffic on college premises or at college sponsored or supervised functions.

#### Weapons

Possession or carrying of any weapon, as defined in the College's Weapons Regulation, or anything used to injure or attempt to injure a person.

Violation of other College regulations, policies, or rules.

Any violation of any applicable College standard, regulation, policy or rule.

Violation of any federal, state, or local law.

Any violation of local, state, or federal law, which in the discretion of the of Student Conduct Administrator, affects a substantial College interest, including but not limited to a violation committed in the municipality where the College is located, is detrimental to the educational interests of the College, or presents a danger to the student or others. Notwithstanding the forgoing, any such violation shall be immediately reported to Student Conduct Administrator, who will inform the Chancellor. Appropriate action shall be taken.

#### Interim Measures

An interim suspension is the immediate removal of a Student from the College and may include, but is not limited to, exclusion from College Premises, exclusion from college activities (including classes and programs), and revocation of college privileges. In certain cases, an interim suspension of an individual Student may warrant administrative withdrawal from classes. Interim suspension is a temporary action that is protective in nature. It is designed to mitigate the risk to Members of the College Community by deterring future prohibited conduct, often while conduct charges are pending for reported misconduct. It is separate and distinct from the processes of investigation and adjudication undertaken pursuant to the standard of due process set forth in this Policy and other College policies and regulations, including Sexual Harassment and/or discrimination and Grievance Procedures.

A Student suspended on an interim basis shall be given an opportunity to appear personally before or communicate in writing to the Student Conduct Administrator within five (5) Business Days from the effective date of the interim suspension to discuss the following issues only:

The reliability of the information concerning the student's conduct.

Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the Student at Methodist College Premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal Methodist College Sponsored Activity.

If a student violates the terms of an interim suspension, that Student may be subject to disciplinary action by the College, arrest, and/or criminal prosecution.

#### General Procedures

Eligibility to Report. Any person may report an alleged violation of the Student Code of Conduct.

Mandatory Participation in the Investigation. The Complainant is required to participate in the Investigation Process as requested by the Student Conduct Administrator or the designated investigating authority. Participation may include, but is not limited to, providing further details during interviews, clarifying information on the Code of Conduct Initiation Form, presenting evidence or witnesses that may support the

Investigation Process, and appearing before an Investigation Committee. Should the Respondent choose not to participate in the procedures described in this Policy, the College may proceed with adjudication of the Charge without the Respondent's input.

**Anonymity and Confidentiality.** While each Charge shall be treated as confidential, the Complainant cannot remain anonymous to college officials and the College will not act on an anonymous allegation. The Complainant's name and copies of the Code of Conduct Initiation Form will be provided to the Respondent. Except as further described in the Confidentiality provisions herein, Members of the College Community shall keep the name of the Complainant and Respondent confidential. No party involved in any matter under this Policy shall discuss the Charge under investigation or release any Student name or Student information to any individual outside of the Investigation Process. Notwithstanding the foregoing, any parties to the Investigation Process shall not be restricted from gathering information or discussing the allegations with others involved in the Investigation Process, including witnesses. Retaliation of any kind is prohibited under the Policy.

**Conflicts of Interest.** Due care will be taken such that no person who has a conflict of interest will be involved in the Investigation Process. If a conflict of interest is determined and that person has a role in the Investigation Process, the Student Conduct Administrator will reassign the role to another administrator. In the event the Student Conduct Administrator is implicated in the Code of Conduct Initiation Form, then the Chancellor shall resolve the conflict in the same manner.

**Form of Communication.** All communications and notices required or permitted under this Policy must be sent via College Email.

**Standard of Due Process**

**Code of Conduct Initiation.** To report an alleged violation of the Student Code of Conduct, the Complainant must complete a Code of Conduct Initiation Form. The completed Code of Conduct Initiation Form must be submitted directly to the Student Conduct Administrator via the online webform in D2L. The Code of Conduct Initiation Form must be submitted within five (5) Business Days from the date of the occurrence of the alleged violation of the Student Code of Conduct or within five (5) Business Days from the date when the Complainant became aware of the same.

**Complaint Notification.** Within two (2) Business Days of receipt of the Code of Conduct Initiation Form, the Student Conduct Administrator shall confirm receipt of the Code of Conduct Initiation Form by emailing the Complainant.

**Respondent Notification.** Within five (5) Business Days of receipt of the Code of Conduct Initiation Form, the Student Conduct Administrator shall notify the Respondent of the Charge in writing via email using the Notification to Respondent Letter.

**Content of Notice.** The Notification to Respondent Letter shall include:

Copies of the original Code of Conduct Initiation Form and any Evidence submitted therewith.

The identity of the Complainant (names other than the Complainant and Respondent may be redacted from these documents).

Instructions for meeting with the Student Conduct Administrator and an appropriate administrator, based on the nature of the Charge, including the date, place, and time of the interview, which shall be no later than (5) Business Days from the date of the Notification to Respondent Letter.

A statement that should the Respondent fail to attend the scheduled meeting, the College may proceed with adjudication of the Charge without the Respondent's input.

A statement where the Respondent can view a copy of this Policy and that their obligations and rights are contained herein.

**Preliminary Review.** The Student Conduct Administrator shall have ten (10) Business Days from the date of Notification to Respondent Letter to resolve the Charge.

To resolve the Charge, the Student Conduct Administrator shall:

review the Charge

meet with the Respondent to discuss the allegations and to hear the Respondent's version of the events giving rise to the Charge no later than (5) Business Days from the date of the Notification to Respondent Letter;

in their sole discretion, meet with the Complainant, any identified witnesses, and request and examine Evidence;

Dismiss the Charge or make a determination of responsibility using the Preponderance of the Evidence standard.

The Student Conduct Administrator shall dismiss the Charge when:

The Complainant has failed to comply with the procedures set forth in this Policy;  
The allegations set forth in the Charge, even if true do not constitute a violation of this Policy;

The Evidence does not establish, by a Preponderance of the Evidence standard, that the Respondent violated this Policy.

The Student Conduct Administrator shall find the Respondent "responsible" when they find, by a Preponderance of the Evidence standard, that the Respondent violated this Policy.

**Notification of Completed Review.** The Student Conduct Administrator shall send a Notice of Completed Review to the Email address of the Respondent no later than ten (10) Business Days from the date of Notification to Respondent Letter.

The Notice of Completed Review shall either dismiss the Charge or state the determination of responsibility and, if the Respondent was found responsible, the assigned sanctions as applicable.

If the Student Conduct Administrator dismisses the Charge or finds the Respondent not responsible and therefore that no sanctions will apply, the matter will be closed without requiring further action by the Respondent and the Notice of Completed Review shall be added to the Respondent's student file.

**Respondent's Response to Notice of Completed Review.** If the Student Conduct Administrator determines that the Respondent is responsible for some, or all of the allegations set forth in the Charge then the Respondent shall have five (5) Business Days from the date of the Notice of Completed Review to exercise one of the following options by signing the Respondent Response to Notice of Completed Review Form and submitting it to the Student Conduct Administrator via Email:

*Respondent accepts responsibility and sanctions:* The Respondent accepts responsibility for violating specified provisions of this Policy and agrees to complete the sanctions recommended by the Student Conduct Administrator. Respondent exercising this option will forego the opportunity to appeal. The Notice of Completed Review and the Respondent Response to Notice of Completed Review Form shall be added to the Respondent's student files.

*Respondent accepts responsibility but disagrees with recommended sanctions:* If the Respondent accepts responsibility for violating specified provisions of this Policy but disagrees with the sanctions recommended by the Student Conduct Administrator, the Respondent may contest the sanctions and appeal to the Chancellor, as set forth in the appeal provisions herein.

*Respondent contests finding of responsibility:* If the Respondent contests the Student Conduct Administrator finding of responsibility, then within (5) Business Days from the date of Respondent Response to Notice of Completed Review Form, the Student Conduct Administrator shall:

assign the complaint to an ad hoc Investigation Committee via the Letter to the Investigation Committee;

notify the Respondent that the Charge has been referred to an investigation committee using the Investigation Committee Notification Letter; and provide a copy of the original Code of Conduct Initiation Form and all Evidence uncovered during the preliminary review to both the Investigation Committee and the Respondent.

**Respondent's Failure to Respond.** If five (5) Business Days have passed since the Notice of Completed Review date and the Respondent has not responded, the College may proceed with adjudication of the Charge without the Respondent's input.

**Investigation Committee, Hearing, and Report**

**Composition.** The Investigation Committee is comprised of three (3) Faculty or Staff members selected from departments unrelated to either the Complainant or the Respondent to ensure impartiality. Members must maintain independent judgment, free from biases or conflicts of interest.

**Fact Finding.** The Committee's investigative process begins with a fact-finding period initiated within five (5) Business Days of receiving the Letter to the Investigation Committee and concludes within fifteen (15) Business Days. During this period, the Committee gathers facts by accessing materials, requesting documents, calling witnesses, and conducting interviews, notifying interviewees at least three (3) Business Days in advance and specifying the date, time, and place of the interview. Interviews may be conducted either in person or via videoconference. Interviewees other than the Complainant may decline to interview. Both the Complainant and the Respondent can submit evidence and identify witnesses before the fact-finding period ends.

**Hearing.** Following the fact-finding period, a hearing shall be scheduled where the Committee assesses the Evidence and determines the Respondent's responsibility regarding the Charge. Notifications about the hearing are sent out five (5) Business Days in advance, and shall specify the date, time, and place of the hearing. Both the Complainant and the Respondent may be accompanied by an Adviser. Advisers may not appear in lieu of the Complainant or Respondent. If either the Complainant or Respondent fails to attend the scheduled hearing, the hearing will proceed in and the Respondent shall have no ability to appeal the hearing.

**Hearing Procedure**

The Committee will introduce themselves by name and role.

A member selected by the Committee shall describe the order of the hearing.

The Committee shall invite each participating Complainant (if applicable) to make an opening statement regarding the allegations. These statements should last no

longer than ten minutes unless the Committee approves a greater duration. The Committee members shall then question the Complainant, after which the Respondent will have a chance to suggest questions to be posed to them.

The Committee shall invite the Respondent to make an opening statement regarding the allegations. This statement should last no longer than ten minutes unless the Committee approves a greater duration. The Committee members shall then question the Respondent, after which the Complainant will have an opportunity to suggest questions to be posed to the Respondent.

The Committee will invite each witness it has called into the hearing, one at a time, to answer questions from the Committee. For each witness, both the Respondent and any participating Complainants will have an opportunity to suggest questions to be posed by the Investigation Committee. The Investigation Committee will have a final opportunity to question any participating Complainants and the Respondent regarding the allegations.

The Investigation Committee shall invite any participating Complainant and the Respondent to make a closing statement regarding the allegations. Each statement should last no longer than ten minutes.

The hearing shall be concluded, and the Respondent shall be advised that the Investigation Committee will make a determination as to whether the Respondent is responsible for violating the Student Code of Conduct, and recommend sanctions, with such determination and recommendation to be provided to the Student Conduct Administrator via the Investigation Committee Chair Report, within thirty (30) Business Days following receipt of the Letter to the Investigation Committee.

#### Investigation Committee Report

The Investigation Committee shall determine, by majority vote, if the Respondent is responsible for violating the Student Code of Conduct. The Committee's deliberation shall be recorded in the Investigation Deliberation Decision Rendering Minutes.

The Investigation Committee shall notify the Student Conduct Administrator of its determination, and any recommended sanctions by submitting the Investigation Committee Chair Report which, at a minimum, should contain the following:

The Evidence the committee uncovered and by what means.

Individuals interviewed by the committee, including the date and minutes of such interviews.

The specific violation of the Student Code of Conduct, if any.

What specific Evidence supports the violation.

What sanctions are recommended, if any.

The Investigation Committee Chair Report must be submitted to the Student Conduct Administrator within thirty (30) Business Days of the date of the Letter to the Investigation Committee.

The Student Conduct Administrator shall review the Investigation Committee Chair Report and shall determine the final sanctions, provided that the sanctions recommended by the Investigation Committee may be reduced, but not added to.

The Student Conduct Administrator shall notify the Respondent within five (5) Business Days of receipt of the Investigation Committee Chair Report, of the Investigation



Committee's determination, the final sanctions, and the process for appeal by sending a Letter of Resolution to the Respondent's College Email address.

Appeal to the Chancellor

Right to Appeal. The Respondent shall have the right to appeal the finding of responsibility in a Letter of Resolution issued by the Student Conduct Administrator, and the severity or appropriateness sanctions imposed in a Notice of Completed Review or Letter of Resolution.

Notice of Appeal. Any appeal of sanctions must be made by the Respondent via Email using the Appeal to Chancellor Letter no later than five (5) calendar days from the date of a Notice of Completed Review containing sanctions or a Letter of Resolution. If no appeal is filed by the appeal deadline, the Chancellor shall inform the Student Conduct Administrator, who will administer the sanctions.

Chancellor Review. The Chancellor shall review the Investigation Committee Report and may request additional Evidence if they become aware of additional documentation that was not provided or if anything in the Investigation Committee Report is unclear.

Respondent Meeting. Within five (5) Business Days of receipt of the Appeal to Chancellor Letter, the Chancellor and the Student Conduct Administrator shall meet with the Respondent.

Chancellor Decision. The Chancellor shall render one of the following decisions:

Affirm the sanction imposed by the Student Conduct Administrator.

Reduce, but not eliminate, the sanction imposed by the Student Conduct Administrator, if found to be grossly disproportionate to the offense.

Remand the case to the Investigation Committee, if procedural errors or errors in interpretation of college regulations were substantial, or if new and significant Evidence became available which could not have been discovered by a properly diligent person accused before or during the original investigation.

Dismiss the case.

Respondent Notification. The Chancellor will notify the Respondent in writing of the Chancellor's decision within ten (10) Business Days of receipt of the Appeal to Chancellor Letter, using the Chancellor Decision Letter. The decision of the Chancellor is final and cannot be appealed.

Sanctions

Overview. Upon any final finding of responsibility for a violation of the Student Code of Conduct, one or more sanctions may be imposed for each violation. Failure to complete any assigned sanction is a separate violation of this Policy. Impairment from the voluntary use of alcohol and/or other drugs (other than as medically prescribed) shall be considered an aggravating, and not a mitigating, factor in sanctioning. All sanctions become part of a Respondent's permanent College disciplinary record. The College may withhold a degree, or any other academic achievement, otherwise earned, until the completion of the process set forth in this Policy, including appeals and the completion of all sanctions.

Sanctions for violations of disciplinary regulations include, but are not limited to:

Warning. Warning is a written notice to the Respondent to avoid a recurrence of any conduct that violates this policy and/or any College policy. Subsequent violations of this policy or any College policy may result in more severe disciplinary action.

**Disciplinary Probation.** Disciplinary probation is a specified period, a minimum of one semester, requiring the Respondent to avoid a recurrence of any conduct that violates this policy and/or any College policy that may result in additional College sanctions, including, but not limited to, suspension or expulsion. The Respondent shall not represent the College in any extracurricular activity or run for or hold office in any student group or organization for a specified period. Additional restrictions or conditions may also be imposed.

**Educational Experiences.** Educational experiences are learning opportunities, including community service, drug and alcohol education, and written papers.

**Loss of Privileges.** Loss of privileges is a denial for a designated period of access to college services, privileges, and benefits, which may impact participating in extracurricular activities, residence in college housing, College student leadership responsibilities, leadership within student organizations, academic activities, ability to reserve space, funding, intramurals, and study abroad. Bans, deactivations, and holds are restrictions on access to college services, activities, facilities, or registration.

**Restitution.** Restitution is monetary recompense to the College and/or a Member of the College Community or others to cover the cost of damage, injury, or loss of community or personal property as a result of a violation.

**Deferred Suspension.** Deferred suspension is a designated period during which a Respondent is given the opportunity to demonstrate the ability to abide by this policy. Subsequent violations of this policy during the term of a deferred suspension will result in suspension or expulsion.

**Suspension.** Suspension is removal of a Respondent for a defined period during which a Respondent loses all College privileges, which includes access to classes, facilities, programs, activities, services, property, and College Premises. Credit earned elsewhere during the period of suspension may not subsequently be transferred to the College. Permanent notification shall appear on the Respondent's transcript.

**Expulsion.** Expulsion is permanent dismissal from the University, administrative withdrawal from classes, and loss of all College privileges. The Respondent shall also be barred from the College Premises. Permanent notification shall appear on the Respondent's transcript.

#### **Disciplinary Records**

Any final finding of responsibility for a violation of the Student Code of Conduct shall be permanently included in the Respondent's disciplinary file, unless expunged. Sanctions, except for suspension or expulsion, are not recorded on a Respondent's transcript, and are not reported to external agencies as a college disciplinary action, unless required by law or specifically authorized by the Respondent.

Disciplinary records may be expunged from the Respondent's disciplinary file by the Student Conduct Administrator for worthy cause, upon written petition of the accused Respondent, up to three years from the date of final written decision. Disciplinary records shall not be expunged without unusual and compelling justification. Factors to be considered in review of such petitions shall include:

The present demeanor of the person accused.

The conduct of the person accused after the violation.

The nature of the violation, and the severity of any resulting damage, injury, or harm. The Student Conduct Administrator will respond, in writing, within ten (10) Business Days of the receipt of the petition. If the Student Conduct Administrator refuses the petition, copies of this letter will be kept.

Expunged records shall not be destroyed but maintained in a separate file and shall not be made available or considered for any future alleged conduct violations under this policy.

#### Confidentiality

Methodist College is committed to protecting Student privacy in accordance with applicable law, including the federal Family Educational Rights and Privacy Act (“FERPA”). Sanctions and other Student disciplinary records that identify an individual Student are part of that Student’s educational record and are protected from release without their written authorization. While the College will keep matters confidential to the extent possible, the College may have to disclose information related to the matter, such as in the following situations:

to those to whom it is necessary to give fair notice of the allegations and to conduct the investigation;

to law enforcement consistent with state and federal law;

to other College officials in accordance with FERPA;

to third parties as permitted or compelled by law;

to the College Board or the College’s parent company and its affiliates and subsidiaries;  
and

to college legal counsel.

#### Institutional Information

If after the Investigate Process detailed has been completed and a student is not satisfied with the outcome, the student may contact the Illinois Board of Higher Education, Illinois State Board of Education, Illinois Attorney General or The Higher Learning Commission to file a formal complaint using the contact information noted below:

Illinois Board of Higher Education

431 E. Adams, 2nd Floor

Springfield, IL 62701-1404

[inf@ibhe.org](mailto:inf@ibhe.org)

Institutional Complaint Hotline 217-557-7359

Illinois State Board of Education

100 N. 1st Street

Springfield, IL 62777

[http://webprod1.isbe.net/contactisbe/\(email\)](http://webprod1.isbe.net/contactisbe/(email))

Illinois Attorney General Consumer Fraud Bureau

500 South Second Street

Springfield, IL 62706

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604

[inquiry@hlcommission.org](mailto:inquiry@hlcommission.org)

## **Faculty Handbook and Other Employee Policies:**

For allegations of dating violence, domestic violence, Sexual assault and stalking that fall outside of the scope of the Sexual Harassment and/or discrimination and Grievance Procedures involving staff, Methodist College uses Policy A-103 Anti-Harassment and/or discrimination and Grievance Procedure.

### **I.REPORTING CONCERNS OF PROHIBITED HARASSMENT AND/OR DISCRIMINATION AND RETALIATION**

- A. Methodist College takes reports of harassment and/or discrimination seriously. How the College responds depends upon a variety of factors, including the wishes of the victim, the facts and circumstances of the specific incident, to whom it was reported, and the College's obligations under applicable federal and state laws.
- B. Any person who has been subjected to harassment and/or discrimination by a student should report the conduct to the Dean of Students who will investigate the allegation under the Student Code of Conduct.
- C. Any student who has been subjected to harassment and/or discrimination by a Methodist College employee should report the conduct to the employee's dean, if the employee is faculty, or the College's Human Resources office for any other employee.
  
- D. Any employee who experiences and/or observes the actions or words of another employee and believes that those actions or words constitute harassment and/or discrimination should:
  - 1. Tell the individual that the behavior is unwelcome or offensive, explaining how it made you feel and/or how it has affected your work and that the behavior should stop.
  
  - 2. Immediately report the incident to one or more of the following:
    - a. Human Resources;
    - b. Your local supervisor or management;
    - c. Your local Compliance Officer;

- d. Carle Health Compliance Officer – (217) 902-5391;
- e. Carle Health Audit Services – (217) 902-5391
- f. Carle Health General Counsel – (217) 902-5140
- g. Compliance Helpline – (888) 309-1566; or
- h. Compliance Helpline Web Reporting Tool:  
<https://www.lighthouse-services.com/StandardCustomURL/LHIReportingPage.asp>
- i. Helpline and Web Reporting Tool are operated by an independent, outside service that permits your report to be anonymous, that is you do not need to identify yourself.

3. In Illinois, any team member who feels he/she has been subjected to unlawful harassment and/or discrimination may also file a charge of discrimination in writing with the Department of Human Rights or the Human Rights Commission within one hundred eighty (180) days of the harassment and/or discrimination or within three hundred (300) days of the harassment and/or discrimination with the Equal Employment Opportunity Commission (EEOC).

The Department of Human Rights can be contacted at:

State of Illinois Department of Human Rights 222 South College, Floor 1

Springfield, Illinois 62704

(217) 785-5100

The Human Rights Commission can be contacted at:

State of Illinois Human  
Rights Commission 404  
Stratton Building

Springfield, Illinois 62706

(217) 785-4350

EEOC can be contacted at:

Chicago District Office

500 West Madison Street, Suite 2000

Chicago, Illinois 60661

(800) 669-4000

4. Employees may be asked to complete a form concerning their complaint, assuming the team member does not wish to remain anonymous. All complaints will be investigated. Methodist College is committed to conducting prompt and impartial investigations and are completed within a reasonable amount of time. It is expected that the team member submitting the complaint cooperate in the investigation to the extent required.

5. Confidentiality in these matters will be maintained to the extent possible and at a “need to know level” and is consistent with UPH's obligation to conduct a complete investigation.

6. After the investigation is completed, the appropriate parties will be notified. Methodist College will take disciplinary action, if it is deemed appropriate and applicable.

7. This procedure has been established for the benefit of employees and allows them the freedom to express their feelings and/or complaints. If an employee is not satisfied with the manner in which his/her complaint has been acted upon by any member of the management team, the team member has a responsibility to report that concern directly to Human Resources or the Compliance Helpline (888)309-1566 or [Legal@Carle.com](mailto:Legal@Carle.com)).

No retaliation or disciplinary action of any kind will be taken against any team member for the good faith reporting of concerns about their work environment. If any retaliation occurs, that is a separate wrong, and the team member is requested to report the retaliation according to the options described above.

For Allegations of dating violence, domestic violence, Sexual assault and stalking that falls outside of Title IX, Methodist College uses Carle Health Policy HR629.

D.

#### **A. General Workplace Harassment and/or discrimination**

1. The Carle Foundation (Carle) is committed to providing a work environment that is free from all forms of harassment and/or discrimination based on an individual's race, color, creed, class, religion, sex, Sexual orientation or preference, age, marital status, military status, certain unfavorable discharges from military service, citizenship, ancestry, national origin, physical or mental disability, personal appearance, matriculation, political affiliation, prior arrest or conviction record, or any other characteristic protected by law (the "Protected Characteristics"). Refer to HR612 - Equal Employment Opportunity.
2. Any such harassment and/or discrimination is strictly prohibited by Carle as well as by federal, state, and local law. Conduct prohibited by this policy is unacceptable in any Carle workplace as well as any work-related settings outside the workplace, such as business trips, business meetings, and business-related social events.
3. Any person engaging in harassment and/or discrimination, including Sexual harassment and/or discrimination in the form of unwelcome Sexual advances, requests for Sexual favors, or other such verbal or physical conduct creating an intimidating, hostile, or offensive working environment may be discharged immediately.

#### **B. Sexual Harassment and/or discrimination**

1. Sexual harassment and/or discrimination means any unwelcome Sexual advances or requests for Sexual favors or any conduct of a Sexual nature or because of a person's sex or Sexual orientation when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (ii) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
2. Sexual or other harassment and/or discrimination can occur in a variety of circumstances. The victim as well as the harasser may be any gender. The harasser can be the victim's supervisor, a coworker, a physician, or a non-employee such as a patient, visitor, vendor, or a

volunteer. However, in all cases the harasser's conduct is unwelcome. Sexual harassment and/or discrimination in violation of this policy includes but is not limited to:

- a. Sexually suggestive or vulgar comments or jokes, inappropriate comments about another person's Sexual behavior or body, or insulting or ridiculing an employee because of their gender;
- b. Improper or intrusive questions or comment about an employee's romantic or Sexual experiences or preferences, or unwelcome or offensive Sexual flirtations, propositions, advances, or requests;
- c. Using, displaying, or communicating words, objects, pictures, calendars, cartoons, articles, letters, e-mail messages, text messages, cell phone pictures, computer programs, Internet web sites and/or other forms of printed or electronic communication that denigrate, insult, offend, or ridicule based on a Protected Characteristic.
- d. Making or threatening undesired physical contact (such as touching, embracing, or pinching) or impeding another's movements in a deliberate manner; and
- e. Offering or providing employment benefits in return for Sexual favors or an employee's agreement to provide Sexual favors or taking or threatening to take adverse action against an employee because the employee rejects requests for Sexual favors.
- f. It is important to note that Sexual harassment and/or discrimination does not have to involve conduct of a Sexual nature in order to constitute unlawful behavior. For example, abusive, offensive, or demeaning behavior that is directed to members of one gender only may be deemed a form of Sexual harassment and/or discrimination, even though the conduct was not motivated by Sexual desire or gratification.

### **C. Discriminatory Harassment and/or discrimination**

1. Discriminatory harassment and/or discrimination in violation of this policy includes, but is not limited to:

- a. Comments or jokes that denigrate, insult, offend, or ridicule based on a Protected Characteristic;
- b. Creating a hostile work environment or otherwise singling out an individual for abusive conduct based on that individual's Protected Characteristic; and
- c. Using, displaying, or communicating words, objects, pictures, calendars, cartoons, articles, letters, e-mail messages, text messages, cell phone pictures, computer programs, Internet web sites and/or other forms of printed or electronic communication that denigrate, insult, offend, or ridicule based on a Protected Characteristic.



d. Even if such actions do not rise to the level of legally actionable conduct, they nonetheless are prohibited in our workplace.

#### **D. Responsibility of Individual Employees**

1. Each employee is responsible for refraining from Sexual and other forms of harassment and/or discrimination in the workplace or while participating in work-related events or activities. An employee who harasses a fellow worker is liable for their conduct. The harassing employee will be subject to disciplinary action up to and including, termination of employment.
2. If you believe that you or any other employee has been the victim of harassment and/or discrimination, discrimination, or any other violation of this policy, report the conduct to Management as set forth in Section G even if you think Management is or should be aware of the situation. Any such report should be made promptly so that, whenever possible, any problem can be remedied at the earliest opportunity.

#### **E. Responsibility of Supervisory Personnel**

1. Each supervisor is responsible for maintaining the workplace free of harassment and/or discrimination. This is accomplished by promoting a professional environment and by promptly dealing with harassment and/or discrimination as well as all other forms of employee misconduct.
2. Specifically, a supervisor must address an observed incident of harassment and/or discrimination or a complaint with seriousness, promptly report it to the Executive Vice-President, Chief Human Resources Officer, or their designee, and maintain confidentiality. This also applies to cases where an employee tells the supervisor about the behavior considered harassment and/or discrimination but does not want to make a formal complaint.
3. In addition, supervisors must ensure that no retaliation will result against an employee making a harassment and/or discrimination complaint.

#### **F. Direct Communication of Unwelcomeness**

1. Any employee who either observes or believes themselves to be the object of harassment and/or discrimination should deal with the incident as directly and firmly as possible. If there is harassing behavior in the workplace, the harassed employee should directly and clearly express their objection that the conduct is unwelcome and request that the offending behavior stop.
2. The initial message may be verbal. However, if subsequent messages are needed, they should be put in writing in a note or memo.

#### **G. Procedures for Filing a Complaint**

1. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the Executive Vice-President, Chief Human Resources Officer, or their designee. If the harasser is the Executive Vice-President, Chief Human Resources Officer, the problem should be

reported to the President and CEO. Reports can also be made to the Illinois Secretary of State Inspector General or the Illinois Department of Human Rights.

2. All reports of such conduct will be investigated promptly handled as confidentially as possible consistent with doing an appropriate investigation and dealt with appropriately.

3. No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation. Other whistleblower protections may be available under the State Officials and Employee Ethics Act, the Whistleblower Act, and/or the Illinois Human Rights Act.

## **H. Consensual Relationships**

1. Carle is committed to providing a workplace that is free of harassment and/or discrimination, discrimination, conflicts of interest, and favoritism. Carle employees who enter into consensual relationships must ensure that they will continue to comply with Carle's Standards of Professional Conduct (HR627). Any conflicts of interest, acts of favoritism, or any other types of preferential treatment that could result from these relationships are in direct violation of Carle's policies and expressly prohibited. In the event of the termination of a relationship, the employees involved will continue to behave professionally towards each other, and without fear of workplace retaliation of any form.

## **I. Resolution of Complaints**

1. All reports of harassment and/or discrimination will be investigated promptly and handled as confidentially as possible consistent with conducting an investigation. Every effort will be made to conclude the investigation within 30 days of the date that the employee reports the incident. Upon investigation's conclusion, the complaining employee will be advised of the investigation's findings and any action to address the complaint. No employee or other individual will be subject to retaliation of any kind based upon their good faith reporting of an incident or complaint, or for participating in any investigation of any incident of complaint.

## **J. Resolution outside Company**

1. An employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) regarding filing a formal complaint, which must be filed within 300 days of the alleged incident. A filing with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective Sexual harassment and/or discrimination policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

## **K. Jurisdiction of Lobbyist Registrant**

1. Carle recognizes the Illinois Secretary of State Inspector General has jurisdiction to review any allegations of Sexual harassment and/or discrimination alleged against a lobbyist registrant or lobbyists hired by the registrant pursuant to 25 ILCS 170.

#### Administrative Contacts

Illinois Department of Human Rights (IDHC)

Chicago: 312-814-6200

Springfield: 217-785-5100

Marion: 618-993-7463

Illinois Human Rights Commission (IHRC)

Chicago: 312-814-6269

Springfield: 217-785-4350

United States Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000

### **Rights of the Parties in an Institutional Proceeding:**

During the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
  - A prompt, fair and impartial process is one that is:
    - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
    - Conducted in a manner that:
      - Is consistent with the institution's policies and transparent to the accuser and the accused.
      - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
      - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.
    - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, Sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
  - Such training addresses topics such as relevant evidence and how it should be used during a proceeding,

proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.

The institutional Title IX Team (Title IX Coordinator, Hearing and Appeal Officers) participate in ongoing training opportunities and online modules offered by Institutional Compliance Solutions (ICS). The institution is a client of ICS.

3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the Preponderance of the evidence standard.
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.

### **Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:**

Following a final determination in the institution’s disciplinary proceeding that domestic violence, dating violence, Sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include: warning; reprimand; probation; restitution; fine; loss of privileges; housing probation; suspension or expulsion/termination; restriction on eligibility to represent the College at any official function or in any intercollegiate competition. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Manager of Human Resources. Following a suspension, the individual will be required to meet with the Director of Student Affairs, Diversity, Equity and Inclusion (student) or Manager of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the College can make available to the victim a range of protective measures. These include: forbidding the accused from entering the victim’s residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

### **Publicly Available Recordkeeping:**

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, Sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

### **Victims to Receive Written Notification of Rights:**

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, Sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

### **Sex Offender Registration Program:**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Chief of Campus Safety/ Ryan Schubert. State registry of sex offender information may be accessed at the following link: <http://www.isp.illinois.gov>

### **Timely Warnings and Emergency Response**

#### *Timely Warnings*

In the event of criminal activity occurring either on campus or off campus that in the judgment of the College Chancellor or the Chancellor's designee constitutes a serious or continuing threat to members of the campus community, a campus-wide "timely warning" will be issued. Examples of such situations may include a Sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- The College Chancellor, (309) 672-5583
- Campus Safety, (309) 672-4500
- Title IX Coordinator, (309) 671-2187

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

### Emergency Response

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response. The full plan may be found at [www.methodistcol.edu](http://www.methodistcol.edu) under Campus Community.

Students, staff, and visitors are encouraged to notify the College Chancellor at (309) 672-5583 or Campus Safety at (309) 672-4500 of any emergency or potentially dangerous situations.

Campus Safety will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the emergency, other College departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the College Chancellor or the Chancellor's designee, will consult with Campus Safety and other appropriate College or local officials to determine the appropriate segment or segments of the College community to be notified.

The College Chancellor or the Chancellor's designee, in collaboration with other appropriate personnel, will determine who should be notified, and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The institution has general evacuation guidelines if a segment of the campus needs to be evacuated. The plan could be affected by numerous factors, including the type of threat, the occupancy of the building, location in the building, etc. Therefore, specific information about evacuation cannot be shared with the campus community in advance. Methodist College expects members of the community to follow the instructions of first responders on the scene. In some emergencies, you may be instructed to "shelter-in-place." If an incident occurs and the building

you are in is not damaged, but buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in until you are told it is safe to go outside.

Campus Safety will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

If the threat extends beyond the campus community, the College Chancellor or designee will be responsible for determining who else needs to be informed, the information that needs to be disseminated and the most appropriate and effective means of doing so. This may include notifying local law enforcement if they are not already aware and local media outlets so that the larger community outside campus will be aware of the emergency.

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

<b>Method</b>	<b>Sign-Up Instructions</b>
Overhead PA system	N/A
College email	This is set up by IT department
Methodist College phone app	Information is given to students when they are in orientation on how to download the app onto their phones or tablets.
SchoolCast	Students and employees contact IT and request inclusion in the college email alert system

Testing & Documentation

Periodically throughout the year, the Emergency Management Team and Crisis Intervention and Response Team meet and train on the college’s response plan to an incident using various means that might include a table-top or functional exercise. Members of the campus community also are encouraged periodically to review the college’s Emergency Response Guide, which can be found on the College’s web site at: <http://www.methodistcol.edu> entitled Emergency Response Guide under Campus Community.

The SchoolCast system is tested twice a year and is logged by the Campus Safety Department.

The Chief Campus Safety Officer maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employee's information to remind them of the College’s emergency response and evacuation procedures.





Incest	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

**Hate crimes:**

2023: No hate crimes reported.  
2022: No hate crimes reported.  
2021: No hate crimes reported.

**Crimes unfounded by the College:**

2023: 0 unfounded crimes.  
2022: 0 unfounded crimes.  
2021: 0 unfounded crimes.

**Statistics for unfounded crimes provided by law enforcement agencies:**

2023: 0 unfounded crimes.  
2022: 0 unfounded crimes.  
2021: 0 unfounded crimes.

**Data from law enforcement agencies:**

- The College was provided with some crime data from law enforcement agencies for which it cannot be determined whether any of the statistics apply to or include the College's Clery Geography.
-

- Certain law enforcement agencies did not comply with the College’s request for crime statistics.

## Annual Fire Safety Report

### Housing Facilities and Fire Safety Systems

The College maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

Campus: Methodist College, 7700 N. Academic Dr., Peoria, IL 61615

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Prairie Sky Apartments, 7700 N. Academic Dr.	X		X	X	X	X	2

### Policies on Portable Appliances, Smoking and Open Flames

The residence hall is an apartment building behind the college named Prairie Sky apartments. These apartments are fully stocked with full size appliances such as, refrigerators, electric stoves, dishwashers, and microwaves. This is still a smoke-free campus.

**APARTMENT UNITS** – We recognize the importance of personalizing the Apartment. However, to comply with fire codes (which exist for your protection and safety), to reduce the risk of accidents, and to prevent other damage to the Apartment, we have established the policies that follow.

If you fail to follow these policies, we may sanction you and/or charge you fines and costs.

- A. We do not allow hot plates in your Apartment.
- B. We do not allow multiple outlets, "octopus," plugs in the Apartment unless they have a self-contained circuit breaker. All extension cords must be U.L. approved.
- C. You may not use halogen lamps, candles, incense, or any open flame in the Apartment. If the power goes out, use flashlights only for light. Do not store flammable liquids in or around your Apartment.
- D. You may not hang, stick, or erect anything in, on, or about any windows or anywhere else on the outside of any building.
- E. All decorations should be temporary so as not to permanently deface or damage any of the Apartment's finishes. You can hang posters and other wall decorations with thumb tacks, or any other method that will not damage painted wall surfaces. No wall papering or painting is permitted in the Apartment.
- F. Do not use nails, stickers or tape on the Apartment entrance, bedroom and closet doors, or kitchen cabinet surfaces.
- G. We do not allow waterbeds.
- H. Do not hang anything from sprinkler heads. Damage to these may result in flood damage which you will be responsible for.
- I. Aluminum foil may not be placed in windows as insulation or decoration.
- J. External antennas or satellite signal receivers are not permitted.

### **Fire Evacuation Procedures**

Fire alarms alert Methodist College community of potential hazards and community members are required to evacuate the building immediately upon hearing a fire alarm. All community members should familiarize themselves with the exits in the building.

- Find the nearest pull station and sound the alarm.
- Shut all doors and windows near the fire.
- If small fire, use the fire extinguisher to put it out, if you have been trained.
- Exit by the nearest stairway.
- Do not run.
- If there is smoke in the room, keep low to the floor.
  - Try to exit the room. Feel the doorknob. If it is hot, do not open the door. If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.

- Do not panic.
- Seal up the cracks under the door with sheets or towels. If there is smoke in the room, crack the window, if possible, to allow for ventilation.
- Call the fire department on 911.
- If you can exit the room and smoke is evident, get a wet towel to cover your face.
- Close all doors.

Students must evacuate to at least 35ft. from the building. They are also required not to block any roadway for emergency vehicles. Campus Safety, if available, will help coordinate any evacuation procedures.

### **Fire Education and Training Programs**

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. Their purpose is to: familiarize everyone with the fire safety system in each facility, train them in procedures to follow if there is a fire and inform them of the College's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory and any student with a disability is given the option of having a "buddy" assigned to assist him or her.

There are 3 fire extinguishers on each floor of a student's apartment and 1 in each apartment. These may only be used in case of a fire. Fire safety training is provided every year to RAs in August and is also incorporated in new student orientation. Each semester mandatory meeting/training is provided by Student Life Coordinator for all residents, and it includes fire safety measures and procedures that students and employees should follow in case of a fire. Additional fire safety training is available upon request by contacting Campus Safety.

### **Reporting Fires**

The College must disclose yearly statistical data on all fires in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency, ensure your own safety, and then please call 911.

There may also be instances when a fire is extinguished quickly, and an alarm is not pulled or a response by the fire department was not necessary. These incidents must be recorded too. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Campus Safety at Campus Safety. When providing notification of a fire, give as much information as possible about the location, date, time, and cause of the fire.

### **Plans for Future Improvements**

The College periodically reviews its fire safety protections and procedures. Currently, it has no plans for future improvements.

### **Fire Statistics Methodist College**

#### **2023**

No fires were reported in 2023

#### **2022**

No fires were reported in 2022.

#### **2021**

No fires were reported in 2021.