2014 ANNUAL SECURITY REPORT
Published in the Year 2015

September 2015
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MESSAGE FROM THE CEO

The Administration Team at Computer Systems Institute care greatly about the safety and well-being of our students, faculty, staff, alumni and visitors to the College. It is the responsibility of all persons in the College community to make crime prevention and awareness a priority. The information in this report is provided to you as part of this commitment and is in compliance with the Federal Crime Awareness and Campus Security Act of 1990 (re-named the “Clery Act”). Let's work together to assure a safe and secure environment at Computer Systems Institute.

Julia Lowder

Julia Lowder  
CEO
THE CAMPUSES

Skokie Campus
8930 Gross Point Road
Skokie, IL 60077
Ph. 800.684.6884
Fax 847.967.5066

Elgin Campus
400 Airport Road
Elgin, IL 60123
Ph. 847.400.0065
Fax 847.841.7529

Gurnee Campus
5330 Grand Avenue
Gurnee, IL 60031
Ph. 847.263.4258
Fax 847.263.1835

Chicago Campus
29 E Madison Street
Chicago, IL 60602
Ph. 312.781.9292
Fax 312.781.9299

This report includes statistics for the calendar year 2014 concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Computer Systems Institute and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Front Desk at any campus.

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS
The Vice President of Operations prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses. Campus crime, arrest and referral statistics include those reported to the local Police, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations), and local law enforcement agencies. Copies of the report may also be obtained at the Front Desk located at each campus. All prospective employees may obtain a copy from Human Resources or by calling 847.967.5030.
REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES

The Director Building and Technology is responsible for coordination of law enforcement and security at Computer Systems Institute and reports to the Vice President of Operations.

To report a life-threatening emergency, if possible dial 911; or if not possible, report in person to the closest staff or faculty member. To report other crimes or situations in person, contact CSI by telephone, contact the front desk at any campus:

**EMERGENCY 911**

- **Skokie** 847.967.5030
- **Chicago** 312.781.9292
- **Gurnee** 847.263.4258
- **Elgin** 847.400.0065

Students, faculty, staff, alumni and visitors are encouraged to report all crimes and public safety related incidents to:

**Skokie Campus**  
Vice President of Operations, Dawn Bravo  
8930 Gross Point Road  
Skokie, IL 60077  
Ph. 847-967-5030  
Fax 847.967.5066

**Elgin Campus**  
Director of Operations, Zachary George  
400 Airport Road  
Elgin, IL 60123  
Ph. 847.400.0065  
Fax 847.841-7529

**Gurnee Campus**  
Campus President, Megan McCracken  
5330 Grand Avenue  
Gurnee, IL 60031  
Ph. 847.263.4258  
Fax 847.263.1835

**Chicago Campus**  
Campus President, Christopher Stanley  
29 E Madison Street  
Chicago, IL 60602  
Ph. 312.781.9292  
Fax 312.781.9299

Director Buildings and Facilities (Simon Borodyansky) 847.967.5030

Crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices (Security Alerts) to the College community, when appropriate.
TIMELY WARNINGS
In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Operations, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Vice President of Operations may also post a notice at each campus. Anyone with information warranting a timely warning should report the circumstances to the Vice President of Operations or in person at the Front Desk of each campus.

CONFIDENTIAL REPORTING PROCEDURES
If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Student Services, or a designee, can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, faculty, staff, alumni and visitors, determine where there may be a pattern of crime with regard to location, method, or suspect, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

SECURITY OF, AND ACCESS TO, CAMPUS FACILITIES
During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. The College buildings are accessible Monday through Thursday, from 9:00 a.m. – 10:00 p.m.; Friday 9:00 a.m. – 6:00 p.m. The Skokie and Chicago campuses are also open on Saturday 9:00 a.m. – 3:00 p.m. and Sunday 9:00 a.m. – 3:00 p.m. The classroom facilities, administrative and faculty offices are locked when not in use. After-hours access to locked areas is prohibited by unauthorized personnel, and all access is prohibited from 1:00 a.m. to 7:00 a.m. unless special permission is granted by the President and the Vice President of Operations. Computer Systems Institute is interested in the security of the people and facilities in the campus environment. The exterior of the main building complex and sidewalks around the main complex are well light, as are the interior areas of the building. Defective lighting fixtures are replaced upon inspection by maintenance staff or as reported to maintenance staff. Inspections are made of campus exterior doors to ensure that they are properly secured at night; any deficiencies are secured and reported. Members of the campus community are encouraged to report any lighting or property maintenance deficiencies to the Front Desk (847.967.5030).
SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Computer Systems Institute has a goal to prevent crimes rather than to react to them after the fact. We believe the best way to accomplish this is to create an environment of crime prevention awareness on the part of students, faculty, staff, and the rest of the campus community. The primary method of creating this environment is through the College's Security Awareness and Crime Prevention Program. This Program is based on the fundamental concept of encouraging students and employees to take responsibility for their own security and the security of others. In support of this effort, Computer Systems Institute has implemented the following Security Awareness and Crime Prevention Programs:

1. **New Student Orientation** - A Security Awareness and Crime Prevention presentation is made to new students at orientation.
2. **Key Assists** - The entrance to the College and general access areas (atrium, student lounge, and hallways) are open during regular building hours. Access to a secured area, however, will only be granted upon approval in writing from the appropriate department head.
4. **Security Alerts** - In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Operations, constitutes an ongoing or continuing threat, a campus-wide Security Alert will be printed and posted on the numerous bulletin boards located on campus as well as communicated through e-mail to students, faculty, and staff, and hand-delivered to all faculty and staff.

CRIME REPORTS TO THE COLLEGE COMMUNITY

Efforts are made to advise members of the campus community of crime-related problems on a timely basis. These efforts include the following:

1. Crime statistics are compiled and distributed annually in accordance with the Federal Crime Awareness and Campus Security Act of 1990 (re-named the “Clery Act”).
2. In the event that a situation arises, either on or off campus, that, in the judgment of the President and/or the Vice President of Operations, constitutes an ongoing or continuing threat, a campus-wide Security Alert will be printed and posted on the numerous bulletin boards located on campus as well as communicated through e-mail to students, faculty, and staff, and hand-delivered to all faculty and staff.

CRIME STATISTICS

Policy for Reporting the Annual Disclosure of Crime Statistics

The Vice President of Operations of Computer Systems Institute prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Printed Notifications are posted throughout the campus. Copies of the report can also be obtained from the Front Desk, or by calling 847.967.5030.
A. Statistics
The administration of Computer Systems Institute is committed to keeping the campus community informed as part of increasing the community's crime and security awareness. In compliance with the Federal Crime Awareness and Campus Security Act of 1990 (re-named the “Clery Act”), statistics are provided in this report for the years 2012, 2013 and 2014. The statistics represent total numbers reported for both the general public and the College community. It is important to note that although a crime might appear in a particular category, it may not involve a member of the College community but rather a member of the general public. Crime statistics do not include crimes that occur in businesses or buildings located adjacent to the College.

B. Categories Reported
On-Campus Property - Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in (1) above, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

Non-Campus Property - Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property - Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

C. Crime Definitions
Sex Offenses, Forcible - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of
his/her temporary or permanent mental or physical incapacity. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses, Non-Forcible** - Unlawful, non-forcible sexual intercourse.

Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory Rape - non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

**Manslaughter by Negligence** - The killing of another person through gross negligence.

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

**Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary** - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned - including joyriding.)

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

**Liquor Law Violations** - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
**Drug Abuse Violations** - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Weapons Law Violations** - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
**Computer Systems Institute**

Crime Statistics

### Skokie Campus Crime Statistics

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<th>Offense</th>
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Computer Systems Institute is located in a one (1) story building in Skokie IL and has no residential facilities.

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability.

2014 No hate crimes reported
2013 No hate crimes reported
2012 No hate crimes reported
### Chicago Campus

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<th>Offense</th>
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Computer Systems Institute was located in a high-rise building in the downtown business area of Chicago, IL and has no residential facilities.

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability.

2014 No hate crimes reported
2013 No hate crimes reported
2012 No hate crimes reported
### Elgin Campus

<table>
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Computer Systems Institute is located in a strip mall with several stores in Elgin, IL and has no residential facilities.

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability.

- **2014** No hate crimes reported
- **2013** No hate crimes reported
- **2012** No hate crimes reported
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Computer Systems Institute is located in a strip mall with several stores in Gurnee, IL and has no residential facilities.

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability.

2014 No hate crimes reported
2013 No hate crimes reported
2012 No hate crimes reported
DAILY INCIDENT (CRIME) LOG
As mandated by the “Clery Act”, Computer Systems Institute maintains a Daily Incident Log in which all crime incidents are recorded.

“Clery Act” requirements for inclusion in this Log are:
- The nature of the reported incident.
- The date and time the incident was reported.
- The date and time the incident occurred.
- The general location of the incident.
- The disposition of the incident, if known.

The Daily Incident Log is available at the Front Desk of each campus for review, upon request during the hours of 9:00 a.m. - 5:00 p.m., Monday through Friday.

WEAPONS POLICY
Computer Systems Institute weapons policy follows the Illinois Penal Code in prohibiting the carrying or possession of any type of firearm, illegal knife, club or any other weapon, concealed or not, on the physical premises or in a passenger transportation vehicle of an educational institution. This includes any area of the College or off-site College premises, or any grounds or building where an activity sponsored by the College is being conducted, all College parking lots or any College vehicle, or the site of any College related activities. To do so constitutes a third degree felony even though the offending party may be licensed under Illinois concealed handgun law. This applies to all constituents of the College, whether student, faculty, staff, vendor, applicant or any other category of visitor. The only exception would be any law enforcement officer or government agent, whether in or out of uniform, whether on or off duty, who is required to carry a weapon as a matter of complying with the regulations of the agency by which employed. The College prohibits employees from placing personal locks on College property. The College reserves the right to conduct a search of an employee, an employee’s work area, an employee’s personal items, or any vehicle in the possession or subject to the control of the employee to determine whether or not a weapon prohibited by the policy is present. Such a search includes, but is not limited to a visual inspection, a physical search, and/or the use of a metal detector. Failure to comply with the College’s request to conduct a search as specified above may result in the termination of employment.

ILLEGAL DRUG AND ALCOHOL ABUSE PREVENTION POLICY
The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that Computer Systems Institute, an institution of higher education, certify that it has adopted and implemented, and will administer in good faith, a program to prevent the unlawful possession, use or distribution of illegal drugs and alcohol, the misuse of prescription drugs, and the abuse of alcohol by students and employees. This certification is a condition of receiving funds, grants or any other form of financial assistance under any Federal program, including all Federally Funded Student Financial Aid.

STANDARDS OF CONDUCT
Students and employees (faculty, staff or any other individual receiving a salary, wage, or other compensation) of Computer Systems Institute are expected to abide by local, state and federal
laws relating to the use of alcohol and other drugs, including State of Illinois underage drinking laws. The College prohibits the unlawful manufacture, possession, use, or distribution of illicit drugs, and alcohol, the misuse of prescription drugs and the abuse of alcohol by students and employees while on College property, or while representing the College, or while participating in College activities whether on or off College property. The College supports the enforcement of all Federal and State drug laws.

**AUTHORIZED USE OF PRESCRIBED MEDICINE**

Students or employees undergoing prescribed medical treatment with any drug or controlled substance which interferes with student or work activity must report such treatment to the Student Services Department and the immediate supervisor in the case of staff employees. Prescribed medicine should be kept in its original container, which identifies the drug, date of prescription, prescribing doctor, and the person for whom the drug is prescribed.

**COLLEGE DISCIPLINARY SANCTIONS**

Compliance with the Computer Systems Institute Illegal Drug and Alcohol Abuse Prevention Policy is a condition of student enrollment and faculty and staff employment. Any student or employee of Computer Systems Institute found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion or termination of employment and referral for prosecution. Appropriate action may also include requiring the student or employee to satisfactorily complete a drug or alcohol rehabilitation program. Further, employees must notify the Vice President of Operations (Dawn Bravo) of any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business, or while representing the College, no later than five (5) days after such conviction.

**AVAILABLE ALCOHOL & OTHER DRUG PREVENTION, COUNSELING TREATMENT, & REHABILITATION PROGRAMS**

Resources are readily available to assist any person who is having a problem with substance abuse or who is concerned with someone else’s drug or alcohol use. The College prefers to address problems concerning substance abuse, which could include illicit drug use, alcohol abuse, or misuse of prescription drugs, through rehabilitation methods, and will encourage individuals to seek treatment. However, if a student’s or employee’s conduct or actions would subject them to disciplinary action, disciplinary action cannot be avoided by a request for assistance. Confidential referral for counseling, treatment, and rehabilitation programs are available to students from the Director of Student Services (Yvette Zavala); and to employees from the Vice President of Operations (Dawn Bravo).
DRUG FREE WORK PLACE POLICY
In order to comply with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) federal statute enacted by Congress, and in keeping with the ongoing effort to provide a safe and pleasant work environment, the following policy is being reiterated from the previously stated policy of March 18, 1988 and will apply to all Computer Systems Institute employees, including faculty, staff, administrators and student employees. Our policy is as follows: Employees are expected and required to report to work on time and in appropriate mental and physical condition to work. It is the intent of the College to provide a drug-free, healthful, safe and secure work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises or while conducting College business off College premises, or while representing the College is absolutely prohibited. Reporting to work under the influence of a controlled substance is also prohibited. The College recognizes drug dependency as an illness and a major health problem. The College also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to seek professional assistance. Eligible employees can make use of the benefits as described in the group health insurance plan. The Vice President of Operations or the Director of Student Services will assist in locating appropriate professional help. Conscientious efforts to seek such help will not jeopardize any employee’s job, and will not be noted in any personnel record.

As a condition of College employment, every employee shall
1) Abide by the terms of this policy, and
2) Notify the Vice President of Operations of the College of any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business, or while representing the College, no later than five (5) days after such conviction. Any employee found in violation of this policy shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program.

COMPUTER SYSTEMS INSTITUTE SEX OFFENSE PREVENTION POLICY
A sex offense is a crime of violence, not of sex, and can be brutal, violent and degrading. Statistics indicate that most offenses are planned and the attacker may have someone specific in mind or simply a person who is encountered. Almost half of the offenses involve acquaintances or friends and are less likely to be reported. Most victims are those in a vulnerable situation. Sex offenses will not be tolerated by any student or employee (faculty or staff, or any other individual receiving a salary) on our College campus, while on College or academic business, or while participating in College activities, on or off campus.

COLLEGE DISCIPLINARY SANCTIONS
Compliance with the Computer Systems Institute Sex Offense Prevention Policy is a condition of student enrollment and faculty and staff employment. Any student or employee of Computer Systems Institute found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion or termination of employment following an on-campus disciplinary procedure.
REPORTING PROCESS
Students, faculty or staff members who feel they have been victims of sex offenses are encouraged to discuss their complaints or concerns with the Vice President of Operations. This person will counsel the concerned party as to what constitutes a sex offense and explain disciplinary and reporting procedures. Individuals who wish to discuss a concern or those individuals who wish to file a formal complaint may do so without fear of retaliation from the College, and without fear of being penalized for minor infractions of student or employee conduct codes relating to the matter. However, a complainant who knowingly or intentionally files a false complaint will be subject to disciplinary action. If, after being counseled, the concerned individual chooses not to lodge an official complaint, the matter will be dropped without any further action by the College.

EMERGENCY REPORTING PROCEDURES IN CASE OF RAPE OR SEXUAL ASSAULT
Any student or employee who is the victim of rape or sexual assault may immediately seek assistance from the nearest law enforcement officer or CSI staff or faculty member for help in seeking medical aid or in reporting the alleged assault to proper authorities. Computer Systems Institute always encourages reporting such crimes immediately to the Illinois Police Department.

DEFINITIONS
Sex offenses are defined as rape, acquaintance rape, or other sex offenses and could include some behavior which is also defined as “sexual harassment.” However, the College’s Policy against Sexual Harassment is not impaired hereby and shall continue in full force and effect. Rape is described as the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. Acquaintance rape is a form of rape where the rapist may be a date, a steady boy/girlfriend, or a casual acquaintance of the victim, such as a student, professor, supervisor or co-worker.

SECURITY AWARENESS & CRIME PREVENTION PROGRAMS
Security awareness and crime prevention programs provide the campus community with crucial information concerning security issues. New student orientation programs cover the College’s stance on alcohol, drugs and sex offense policies and disciplinary sanctions.

POLICY AGAINST HARASSMENT IN GENERAL
The College prohibits harassment of all kinds by any member of the College community, including any student, professor, instructor, employee or administrator, where the harassment is against another member of the College community. In particular, the College prohibits harassment due to a person’s race, color, national origin, ethnicity, religion, sex, sexual orientation or disability. A special policy and definition regarding sexual harassment is set forth in the next section. Any student wishing to complain about any type of improper harassment by any member of the College community should follow the procedure set forth in the Procedure for Reporting Harassment, set forth below. The College is also concerned about any improper harassment by or against any contractor performing business for the College or on the College’s premises, and about improper harassment by or against any other visitor on the College’s premises. Any student
wishing to complain about harassment by any of these parties should follow the procedure set forth in the Procedure for Reporting Harassment, set forth below.

**SEXUAL HARASSMENT**

The College prohibits sexual harassment by any member of the College community, including any student, instructor, employee or administrator, against any other member of the College community. For example, sexual harassment is prohibited whether it occurs between two or more students; or between an instructor or employee and a student. The College is also concerned about any sexual harassment by any contractor performing business for the College or on the College’s premises, and about sexual harassment by any other visitor on the College’s premises. Any student wishing to complain about harassment by any of these parties should follow the same procedure as is set forth below with respect to complaints about the behavior of other students, faculty, employees and administrators. Sexual harassment includes an unwelcome sexual advance or request that involves an express or implicit threat of retaliation or offer of academic or employment benefit. A sexual advance or request that does not involve any threat or offer may still constitute sexual harassment if it occurs in a way that unreasonably interferes with a person’s academic or work performance, or creates an abusive environment, because of its severity, persistence or pervasiveness. Sexual harassment also may include other offensive conduct that involves a sexual nature or theme; that disparages women or men as a class; or that disparages or humiliates any individual in a sexual manner. Single, isolated incidents of offensive or improper conduct do not ordinarily warrant a complaint under this policy unless or until they become part of a pattern of harassment. However, even a single sexual advance, request or disparagement may be so offensive and so disruptive to a person’s performance as a student or employee that it constitutes sexual harassment in the first instance. Some examples of conduct that may constitute or be part of a pattern of sexual harassment, depending on the circumstances, severity and pervasiveness or persistence of the conduct, are as follows:

- Unwelcomed sexual flirtations, innuendos, advances or propositions
- Any suggestion that academic evaluation may depend on consent to a sexual relationship
- Graffiti, photographs, cartoons or other displays or materials that are sexual in nature or that are offensive or derogatory to men or women as a class
- Inappropriate touching or physical contact
- Offensive and uninvited sexual humor
- Whistling or other sounds or gestures that convey a message of sexual invitation or judgment
- Uninvited discussion or inquiry with another individual about that individual’s sexual activities or lifestyle
- Leering or ogling Conduct that fits the definition of sexual harassment may constitute sexual harassment whether or not the harasser and the complaining party are of different genders, whether or not the harasser is motivated by sexual attraction or hostility to a particular gender. For example, uninvited “hazing” that is directed by men against other men, and not against women, may constitute illegal and improper harassment because it discriminates against men.
Procedure for Reporting Harassment
To report any types of harassment please contact the Vice President of Operations – Dawn Bravo at 847.967.5030.

ACADEMIC FREEDOM FROM SEXUAL HARASSMENT
This policy does not prohibit legitimate academic discussion or comment. Sexual relations and other themes relating to gender or sexuality are frequently the subject of law school lectures, classroom discussion, simulation of legal proceedings and transactions, academic role playing, or informal debate and discussion. Such discussion and comment is not to be regarded as sexual harassment as long as the participants do not engage in offensive conduct that exceeds the legitimate and reasonable limits of academic endeavor.