

### **Campus Security and Crime Prevention Policy**

The SAE Institute, Chicago – Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is prepared by the Campus Director and the Department of Academic and Student Services. The Report includes information on SAE's policies and procedures with respect to safety and crime prevention, as well as statistics for all Clery-covered crimes reported to have occurred on SAE's Clery geography over the past three calendar years. In addition, SAE annually contacts local law enforcement to obtain crime statistics for Clery-covered crimes reported to local police and occurring on SAE's Clery geography.

The Final Report is distributed to students and employees on an annual basis and is provided to prospective students and new employees. The report is available to all currently enrolled students throughout the year through the school website.

### **Reporting Crimes and Emergencies**

A safe environment is everyone's responsibility. Students and employees are encouraged to accurately report all criminal acts, suspicious activities, or emergencies promptly to campus security personnel and appropriate law enforcement agencies when the victim of a crime elects not to, or is unable to, make such a report. Victims or witnesses have the right to report these matters confidentially and are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Campus Director. Reports are kept secure in the administration office and names of victims or witnesses are not disclosed in the crime report or in any Timely Warning issued in connection with the incident. It is the policy of SAE Chicago that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law, except in certain limited instances where a student files a complaint alleging sexual harassment, declines to notify local law enforcement, and requests that SAE maintain the complainant's confidentiality. Such requests will be evaluated pursuant to school policies. SAE does not have pastoral or professional counselors available to students or employees.

Students and employees should promptly report all criminal actions and emergencies occurring on or around campus to the Campus Director, either in person or by calling the school at (312) 300-5685, for the purposes of making Timely Warnings and the annual disclosure of crime statistics in this Report. You may also contact the local police department by dialing 911. All criminal activity is documented by the completion of an Incident Report.

### **Campus Facilities: Security and Access to the Institution**

It is the policy of SAE Institute, Chicago that access to facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to SAE's policies and conduct codes and must register at the front desk upon arrival. Students and employees are responsible for the conduct of their guests at all times, pursuant to this policy:

#### **All Employees shall be required to:**

- Keep all unsupervised and unoccupied areas locked at all times.
- Routinely check the alarm system and security lighting to ensure their operational effectiveness.
- Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. Normal campus hours are 9:00 am – 10:30 pm, Monday – Thursday and 9:00 am – 7:00 pm. Please check the SAE website at <https://usa.sae.edu/> for updates on campus protocols and hours due to COVID.
- Report immediately, to the Campus Director's office, any suspicious activities related to the Institution or of its properties, regardless of how minor these may seem.
- Notify Studio Technicians of any activities when the Campus Director is not available.
- Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities.

The incident procedures are listed below:

- a) Immediately determine the condition of any injured employee, student, or other parties.
- b) Notify the appropriate authorities by calling 911 (if necessary).
- c) Ensure the Campus Director is made aware of the incident.
- d) Gather information from any witnesses.

- e) All involved parties must complete an Incident Report with the Studio Technician or Campus Director. This report is filed in the corresponding student file and in the internal electronic Tickit system.
- f) Investigate property damage or theft, following the above steps.
- g) Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes.
- h) A summary of the report is entered into the Contact Manager in CampusVue and entered into the and entered into the internal electronic Tickit system.

**All students are required to:**

- Notify a staff member if a student becomes ill or is injured while on campus.
- Upon enrollment, report to the Student Services Coordinator, any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.
- Be aware of any announcements or newsletters. These may contain information regarding the change of criminal or emergency contact information or procedures.

As noted above, facilities staff regularly check the alarm system and security lighting to ensure their operational effectiveness. Employees are encouraged to raise security concerns with school administrators. School administrators will address security considerations as they are raised or in response to patterns of crime.

**Campus Security Enforcement**

SAE Institute, Chicago has Campus Security Enforcement officers. The Campus Director or Studio Technician on duty will notify the Campus Security and Enforcement officer and/or police department as warranted. A staff member is on duty during all hours the building is occupied. This person is responsible for ensuring that persons entering the building are employees, students and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises; they do not have authority to make arrests. Students are advised to carry their School Photo ID card at all times. SAE personnel may not make arrests, but are instructed to promptly contact the Chicago Police Department of any illegal activity.

**Relationships with Local and State Police**

SAE maintains a relationship with the Chicago Police Department with periodic contact initiated by the Campus Director to ensure that the Institution is aware of criminal offenses and arrests occurring on or near the campus. This is done to ensure that the Institution can properly report or warn students regarding crimes that represent a continuing threat. However, SAE does not have a memorandum of understanding in place with local law enforcement.

**Timely Warnings**

SAE will initiate a Timely Warning to notify the campus community in response to certain Clery Act crimes reported to campus authorities or local police departments that occurred on SAE's campus or covered public property and constitute an ongoing or continuing threat to students or employees. Timely Warnings are emailed to employees, and students are notified of any events by weekly in-class announcements. SAE will ensure that Timely Warnings withhold the victims' names and other identifying information as confidential.

**Emergency Response and Evacuation Procedures**

The following staff are responsible for carrying out Emergency Response and Evacuation Procedures:

- Campus Director
- Director of Education
- Studio Technician

Should there be an emergency or dangerous situation that, in the judgment of the Campus Director, Studio Technician or Director of Education, involve an immediate threat to the health or safety of students or employees occurring on campus, SAE will immediately notify the campus community and the larger community. The Campus Director, Director of Education or Studio Technician will, without delay and taking into account the safety of the community, determine the content of the notification and the appropriate segment or segments of the campus community to receive the notice, 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,

The Studio Technician on duty will work with local law enforcement, other emergency officials, and SAE staff responding to an incident to confirm whether there is a significant emergency or dangerous situation and notify the Campus Director or Director of Education of the emergency, who will notify all on campus students, by email or by posting messages on the Canvas. In some cases, SAE will make public announcements. In cases of a hostile threat or medical emergency, the on duty Studio Technician will call the police or paramedics if needed. If emergency evacuation is required, the Studio Technician on duty will activate the fire alarm system. This will immediately notify students that emergency evacuation is required and students are required to follow the emergency evacuation procedures.

These procedures are posted in various locations around the school. Students are informed of these procedures during orientation and the information is accessible at any time on the school website. SAE staff members are trained on these procedures and will help escort the students out of the building in an orderly fashion during an emergency evacuation.

SAE will annually test the emergency response and evacuation procedures, including tests that may be announced or unannounced. Publication of the emergency response and evacuation procedures will be distributed to the campus in conjunction with at least one test per calendar year. Documentation for each test, including a description of the exercise, the date, time, and whether it was announced or unannounced will be maintained in the Campus Director's Office.

### **Programs to Inform Students and Employees about the Prevention of Crimes and Campus Security Procedures**

All employees are instructed on crime awareness, prevention, and campus security upon employment.

Employees are instructed on any changes in SAE security policy and crime activity in the area during staff meetings, and are also encouraged to take responsibility for their own security, as well as the security of their fellow co-workers.

All new SAE students are instructed on crime awareness, prevention, and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency.

The institution provides publications designed to heighten awareness of crimes and prevention. These publication topics include personal safety, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual report, students and employees are notified of specific security concerns should they arise throughout the year. In the event the Institution, with the assistance of the local police, determine that a particular criminal offense continues to be a threat to the campus SAE will notify the student body with bulletin board notices, notices read by instructors in classrooms as well as an email to SAE student email accounts.

### **Off-Campus Student Organizations**

SAE does not recognize any student organizations with non-campus locations. Should a student or employee be a victim of injury or crime during a school-sponsored activity away from campus, the student or employee should contact the police by dialing 911 and notify the Campus Director or Director of Education of the incident in a timely manner.

### **Drug and Alcohol Policies**

SAE forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty or staff anywhere within the school facilities or in connection with any school event. Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs or alcohol, including underage drinking, may be subject to both criminal prosecution and school disciplinary action. SAE's full drug and alcohol policy, including a description of drug and alcohol abuse education programs, is available at <http://usa.sae.edu/about/alcohol-and-drug-prevention/>.

### **Procedures for Victims Reporting Crimes of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

SAE prohibits all forms of sex discrimination, including sexual assault, dating violence, domestic violence, and stalking. Under Illinois law, those terms and "consent" are defined below.

#### **Dating Violence**

Is not defined under Illinois law but is covered by the crime of Domestic Violence.

## **Domestic Violence**

The following persons are protected by Illinois Domestic Violence Act:

- i. any person abused by a family or household member;
- ii. any high-risk adult with disabilities who is abused, neglected, or exploited by a family or household member;
- iii. any minor child or dependent adult in the care of such person; and
- iv. any person residing or employed at a private home or public shelter which is housing an abused family or household member. (750 ILCS 60/201).

"Domestic violence" means abuse, defined as physical abuse, harassment, 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. "Harassment" means knowing conduct which is not necessary to accomplish a purpose that is reasonable under the circumstances; would cause a reasonable person emotional distress; and does cause emotional distress to the petitioner. Unless the presumption is rebutted by a preponderance of the evidence, the following types of conduct shall be presumed to cause emotional distress:

- i. creating a disturbance at petitioner's place of employment or school;
- ii. repeatedly telephoning petitioner's place of employment, home or residence;
- iii. repeatedly following petitioner about in a public place or places;
- iv. repeatedly keeping petitioner under surveillance by remaining present outside his or her home, school, place of employment, vehicle or other place occupied by petitioner or by peering in petitioner's windows;
- v. improperly concealing a minor child from petitioner, repeatedly threatening to improperly remove a minor child of petitioners from the jurisdiction or from the physical care of petitioner, repeatedly threatening to conceal a minor child from petitioner, or making a single such threat following an actual or attempted improper removal or concealment, unless respondent was fleeing an incident or pattern of domestic violence; or
- vi. threatening physical force, confinement or restraint on one or more occasions.

"Interference with personal liberty" means committing or threatening physical abuse, harassment, intimidation or willful deprivation so as to compel another to engage in conduct from which she or he has a right to abstain or to refrain from conduct in which she or he has a right to engage.

"Intimidation of a dependent" means subjecting a person who is dependent because of age, health or disability to participation in or the witnessing of: physical force against another or physical confinement or restraint of another which constitutes physical abuse, regardless of whether the abused person is a family or household member.

"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 the Criminal Code of 2012. For purposes of this paragraph, neither a casual acquaintanceship nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship. In the case of a high-risk adult with disabilities, "family or household members" includes any person who has the responsibility for a high-risk adult as a result of a family relationship or who has assumed responsibility for all or a portion of the care of a high-risk adult with disabilities voluntarily, or by express or implied contract, or by court order. (750 ILCS 60/101).

## **Stalking**

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

- (1) fear for his or her safety or the safety of a third person; or
- (2) suffer other emotional distress

A 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.

(b) Sentence. Stalking is a Class 4 felony. A second or subsequent conviction for stalking is a Class 3 felony.

(c) Definitions. For purposes of this Section:

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

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

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

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

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

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

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

(8) "Reasonable person" means a person in the victim's situation.

(9) "Transmits a threat" means a verbal or written threat or a threat implied by a pattern of conduct or a combination of verbal or written statements or conduct. (720 ILCS 5/12-7.3)

**Sexual assault** is defined as:

Sexual penetration by force or threat of force or an act of sexual penetration when the victim was unable to understand the nature of the act or was unable to give knowing consent. (720 ILCS 5/12-13).

Illinois law defines sexual penetration as:

Any contact, however slight, between the sex organ or anus of one person by an object, the sex organ, mouth, or anus of another person, or any intrusion, however slight, of any part of the body of one person or of any object into the sex organ or anus of another person, including but not limited to cunnilingus, fellatio, or anal penetration.

Evidence of emission of semen is not required to prove sexual penetration. (720 ILCS 5/12-12(f)).

### **Consent**

(a) "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. A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct.

Should a student or employee be a victim of a crime of dating, violence, domestic violence, sexual assault, or stalking, it is the student's or employee's option to notify the appropriate law enforcement authorities, including Title IX Coordinator and local police, or to decline to notify the authorities. At the victim's request, SAE officials will assist in notifying the proper authorities. The victim has the right to request the SAE personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with the alleged assailants, or to change his or her academic schedule, or to request a protective order or similar order from a criminal, civil, or tribal court or from the institution. SAE will follow all requests for protective order.

For more information regarding requesting protective orders from local law enforcement in Illinois, see [http://www.cookcountyclerkofcourt.org/?section=SERVRESPage&SERVRESPage=order\\_prot](http://www.cookcountyclerkofcourt.org/?section=SERVRESPage&SERVRESPage=order_prot)

Victims of sexual assault or rape should follow these recommended steps:

- 1) Go to a safe place following the attack
- 2) Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack
- 3) Go to a hospital emergency room for medical care
- 4) Make sure you are evaluated for the risk of pregnancy and/or venereal disease. A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.
- 5) Call someone to be with you, you should not be alone

Any person who has been the victim of physical sexual violence is urged to go to the local emergency room at any local hospital for medical attention. It is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or may be helpful in obtaining a protective order.

It is also recommended that victims call the National Sexual Assault Hotline 800-656-HOPE (4673) or Online Hotline [online.rainn.org](http://online.rainn.org). This resource is open 24 hours a day and counselors can help answer medical and emotional questions in complete confidence. Reporting the rape to the police is up to the discretion of the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. The offense should be reported to the Campus Director, either in person or by calling the school at (312) 300-5685.

SAE will protect the confidentiality of victims and other necessary parties by completing publicly available record keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. SAE will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective measures.

If the victim requests, SAE Chicago will assist in identifying off-campus counseling or mental health services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community. SAE will also provide options for and available assistance in, and how to request changes to academic and working situations or protective measures if the victim requests them and regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Victims that notify SAE Chicago of an incident involving sexual misconduct will be provided with written information regarding the following:

Procedures to follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including:

- the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
- how and to whom the alleged offense should be reported;
- options about the involvement of law enforcement and campus authorities, including the victim's option to (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and (3) decline to notify such authorities.

- information about how SAE will protect the confidentiality of victims, including completing publicly available recordkeeping without inclusion of personally identifying information about the victim, and maintaining as confidential any accommodations or protective measures provided to the victim;
- existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community;
- options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. SAE will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement; and
- an explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking.

### **Prevention Awareness Program**

SAE offers programming designed to prevent domestic violence, dating violence, sexual assault, and stalking to all students and employees, including all incoming students and new employees. The program covers the following subjects:

- identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- defines what behavior and actions constitute consent to sexual activity;
- provides a description of safe and positive options for 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 institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- outlines procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including topics such as how to report such crimes, the importance of preserving evidence, and options for involving law enforcement;
- reviews information about how the institution will protect the confidentiality of victims and other necessary parties;
- provides an overview of information contained in the ASR, including procedures for institutional disciplinary action in cases of sexual assault.

### **Resources**

National Domestic Violence Hotline at 1-800-799-7233 or visit [www.thehotline.org](http://www.thehotline.org) National

Teen Dating Helpline at 1-866-331-9474 or visit [www.loveisrespect.org](http://www.loveisrespect.org) National Sexual

Assault Hotline at 1-800-656-4673 or visit [www.rainn.org](http://www.rainn.org)

Local resources that provide education and support services for rape, acquaintance rape, and other forcible and non-forcible sex offenses.

### **Illinois Coalition Against Sexual Assault (ICASA)**

888-293-2080

Off-campus counseling for victims:

**Rape Victim Advocates**

Rape Crisis Hotline: 888-293-2080  
180 North Michigan, Suite 600  
Chicago, IL 60601

**Disciplinary Action and Sanctions**

SAE uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who 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.

**Reporting**

Reporting a sex offense, domestic violence, dating violence, sexual assault or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE community may choose to file a complaint or report an incident to SAE Institute instead of, or in addition to, seeking legal action outside the college. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Institute may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

If the complainant or respondent is a student, a complaint is addressed according to the procedures for student discipline. If the complainant or respondent is a staff or faculty member, a representative from the Human Resources Department will be consulted to work with college administrators to help guide the individuals through the appropriate process.

**Notification**

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60-day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or General Manager/Chief Operating Officer has the authority to determine a temporary course of action until the Disciplinary Committee can convene.



- If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
- If a respondent is allowed to remain on campus, a “no contact” order may be issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

### **Pre-Hearing Conference**

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. As the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

### **Hearing**

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

- Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
- Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
- Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.
- In an effort to follow Civil Rights Law, and Title IV guidelines, SAE will adhere to a preponderance-of-the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is “more likely than not” to have happened in order for disciplinary action to take place.
- No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

### **Appealing**

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The Chair of the Appeals Committee is the SAE Dean, who appoints the other members. No one who served on the Disciplinary Committee can serve on the Appeals Committee. The decision of the Appeals Committee is final. The decision of the Appeals Committee is final.

### **Penalties**

The range of college penalties and sanctions include, but are not limited to: alternation of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Institute disciplinary decisions.

The preponderance of the evidence standard will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE will, upon written request, 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 such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement. Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses are outlined below.

### **Sex Offender Registration**

Information regarding registered sex offenders can be obtained at the following website maintained by the Illinois Department of Law Enforcement: <https://www.isp.state.il.us/sor/>

### **Crime Statistics**

SAE prepares an annual disclosure of crime statistics that includes crime statistics for the previous three calendar years. Statistics include crimes reported to campus officials or local police authorities that occurred on any on-campus or non-campus building, or any public property. Statistics are compiled by type of crime and by location and reported annually to the U.S. Department of Education. These statistics are also made available to current and current and prospective students.

Offense	Year	On-Campus Property	Public Property
Murder/Non-negligent manslaughter	2019	0	0
	2020	0	0
	2021	0	0
Manslaughter by Negligence	2019	0	0
	2020	0	0
	2021	0	0
Rape	2019	0	0
	2020	0	0
	2021	0	0
Fondling	2019	0	0
	2020	0	0
	2021	0	0
Incest	2019	0	0
	2020	0	0
	2021	0	0
Statutory rape	2019	0	0
	2020	0	0
	2021	0	0
Robbery	2019	0	0
	2020	0	0
	2021	0	2
Aggravated assault	2019	0	0
	2020	0	0
	2021	0	1
Burglary	2019	1	0
	2020	0	0
	2021	0	0
Motor vehicle theft	2019	0	1
	2020	0	1
	2021	0	7
Arson	2019	0	0
	2020	0	0
	2021	0	0
Domestic violence	2019	0	0
	2020	0	0
	2021	0	0
Dating violence	2019	0	0
	2020	0	0
	2021	0	0
Stalking	2019	0	0
	2020	0	0
	2021	0	0

Arrests-Weapons: carrying, possessing, etc.	2019	0	0
	2020	0	0
	2021	0	0
Arrest-Drug abuse violation	2019	0	0
	2020	0	0
	2021	0	0
Arrest-Liquor law violations	2019	0	0
	2020	0	0
	2021	0	0
Disciplinary-Weapons: carrying, possessing, etc.	2019	0	0
	2020	0	0
	2021	0	0
Disciplinary-Drug abuse violation	2019	0	0
	2020	0	0
	2021	0	0
Disciplinary-Liquor law violations	2019	0	0
	2020	0	0
	2021	0	0

SAE did not receive reports of any hate crimes occurring at its Chicago campus in 2019, 2020, or 2021. In addition, SAE does not have any on-campus student housing or non-campus property. 0 total number of crimes reported were unfounded.