

# Midwestern University

## Annual Security and Fire Safety

### Report 2023

Academic Year 2022-2023



## **WELCOME TO MIDWESTERN UNIVERISTY!**

The Office of Safety and Security (OSS) is the recognized security provider for Midwestern University. Officers of the Safety and Security Department patrol the campus 24 hours a day, 365 days a year. The Department oversees matters relating to security at the Downers Grove and Glendale campus. Campus Safety personnel provide a range of services such as documenting criminal activity, providing crime prevention and community safety training, ensuring the security of Midwestern buildings and facilities, and responding to calls for service from the Midwestern community. The department strives to support the academic mission of the institution and uphold the Midwestern University values by performing our jobs in an ethical, compassionate, and proactive manner. OSS views itself as a partner with the University community and focuses its efforts on problem-solving and service- providing. OSS maintains relationships with our public-sector law enforcement, first response, and emergency management counterparts; supporting their function of protecting our community. This Annual Security and Fire Safety Report (ASFSR) is provided to the community in the hope that our students, faculty, staff, and the community at large will be more informed. OSS can be reached at (630) 515-7217 (IL) and (623) 572-3270 (AZ) with any questions or concerns.

Paul Creekmore Director of Campus Safety (IL)

Dan Weiss Director of Campus Safety (AZ)

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*Midwestern University (MWU) believes the primary responsibility for safety rests with each individual employee, student, and visitor. Individuals on the campus are expected to conduct themselves in such a manner as to lessen their vulnerability to harassment, attack, or other crime. Similarly, residents of MWU housing are expected to safeguard themselves and their property against unwanted intrusion or theft in the same way that individuals living off campus do in their residences. Student residents are expected to comply with Midwestern University rules, regulations, policies, and procedures and to understand that actions that jeopardize the potential well-being of others will be subject to disciplinary action, up to and including dismissal.*

Midwestern University takes steps to maintain a living and working environment that enhances the safety and security of its community members; among other things discussed in this report, MWU also seeks to provide housing units that are safe and secure. All housing units on campus are staffed with a Manager of Residence Life / Residence Life Coordinator, and residence assistants all of whom accept responsibility to work with residents to provide a safe and secure living environment. Midwestern University also attempts to provide safety and security systems and equipment for its classroom and clinic buildings with additional attention to potentially “high risk” areas such as laboratories. It is expected that community members using these buildings will take the initiative in giving heightened attention to safety and security measures.

The Emergency Response Plan is available on the Midwestern University's website to all members of the community and can be found at <https://www.midwestern.edu/about/offices-and-services-directory/emergency-response>. The procedure manual identifies designated individuals and provides guidance for responding to a wide range of emergency situations including procedures for dealing with potential criminal activity.

## **Campus Geography**

The Downers Grove campus is part of the Village of Downers Grove community and lies directly adjacent to the western border of Oak Brook, Illinois and within close proximity to the southern border of Lombard, Illinois (Map, Appendix A). The Midwestern University Multi-Specialty Clinic is also located in Downers Grove and lies on the southern border of Lombard and eastern border of Lisle (Map, Appendix B).

The Glendale campus is part of the Glendale, Arizona community and lies directly adjacent to the northwestern border of Phoenix, Arizona (Map, Appendix C). Northwestern University has no properties in Glendale that are not contained within the boundaries of the Northwestern University property.

### **Campus Safety Personnel**

Northwestern University employs uniformed OSS officers who are trained and / or have experience in safety and security issues. The OSS officers are unarmed and have no police arrest powers. OSS officers include employees of the University as well as contracted security officers for special events.

Authority of OSS as set forth in the Student Handbook includes:

- Investigating any alleged infraction of the law
- Detaining students attending classes who are alleged to have violated state law, city ordinance, or University rules or regulations
- Questioning the legitimacy of a person's presence or actions on campus
- Requesting the identification of any and all persons on campus
- Escorting individuals from campus that have not shown a legitimate purpose for their visitation
- Administering parking tickets

MWU has a working relationship with local law enforcement and the Directors of Safety and Security have regular meetings with representatives of local law enforcement. Information about activities and persons of concern on all University property can be shared with law enforcement. Similarly, local law enforcement provides the University with information, as legally allowed, in reference to incidents of concern to Northwestern University; however, there is no guarantee that complete information will or can be given to MWU by law enforcement.

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

Northwestern University seeks to maintain a safe working and learning environment. All members of the MWU community including students, faculty, staff, and administration are issued a photo identification badge (ID) that is to be carried at all times while on campus. The ID badge can be programmed to allow selective access to campus facilities. Exterior doors on all campus buildings have electronic locks that can only be opened by IDs that have been programmed for access.

Internal suites in many of the buildings have the same form of lock. Designated buildings are accessible by students via ID access. The designated buildings are indicated under the campus specific headings below. Midwestern University also seeks to ensure crime prevention through environmental design (CPTED). Ongoing checks are made to ensure exterior lights are functioning properly. Plants and foliage are maintained at appropriate heights and density to improve safety on campus. OSS Officers make regular patrols on campus at all hours.

### **Downers Grove Campus**

All buildings are secure at all times and are accessible during business hours via ID access. OSS officers conduct regular patrols through the library between the hours of 6:00 a.m. and Midnight. In addition to Student Aides monitoring activities in the Wellness Center, Security staff patrol the building from 6:00 a.m. – 11:00 p.m. After-hours use of academic and administration buildings by students is prohibited unless special permission is received from the appropriate Midwestern University official in advance.

### **Glendale Campus**

All buildings are secure at all times and are accessible during business hours via ID access. OSS officers conduct ongoing patrols throughout the campus on a 24/7 basis; this includes the library located within the Sahuaro building. Patrols are conducted during Library hours with security personnel available to respond to calls for service and to provide escorts as requested. Barrel Two contains the Cafeteria and Student Study Lounge which are open until midnight. Barrel One contains a 24-hour Study Room which does not possess a restroom so the restroom usage for students after midnight is located in Barrell Two, in the hallway between the cafeteria and the Student Study Lounge. The hallway with the associated bathrooms in Barrel Two is open 24/7 for students who are using the 24-hour Study Room via badge access. The Wellness/ Recreation Center is locked at all times and is only accessible by University ID badge. A staff member is present in the Wellness / Recreation area during the hours it is open 5:30 a.m. – Midnight. After-hours use of academic and administration buildings by students is prohibited unless special permission is received from the appropriate Midwestern University official in advance.

### **Residential Life-Downers Grove**

There are two residence facilities on campus, Redwood Hall and the Pines Apartments. The exterior doors to the Pines Student Apartments are locked 24 hours a day. The Pines Student Apartments are only accessible by key access.

Redwood Hall is a living /learning center and is therefore open to all students by student ID access from the hours of 6:00 a.m. to 6:00 p.m. In Redwood Hall living areas are accessible either by keyed hallways or resident student ID. Elevators to floors which contain student housing can only be activated by MWU ID access. All student residents are permitted access to Redwood Hall in order to access the student lounge, chapel, and student kitchen facilities. Students are issued metal keys to their individual residence hall rooms/apartments. Student checkout is not considered complete until all keys have been returned.

### **Residential Life-Glendale**

The resident facilities on the Glendale campus are student apartments, none of which are considered dorms, but rather fully functioning independent apartment units with their own kitchens, bedrooms, and bathrooms. Each unit has its own separate entrance from the outside via key. While some apartments have their own washers and dryers, there are also laundry facilities available to the residents 24/7 via student ID card. There is also a club house for all on-campus residents that is accessible to residents 24/7 via student ID card. The clubhouse contains a TV, exercise room, pool table, ping-pong table, and foosball table. Students are issued metal keys to their individual apartments. Student checkout is not considered complete until all keys have been returned. Students locked out of their apartments may gain access by contacting OSS at extension 7111/3201. Unauthorized locks may not be put on room doors. Any change or addition of locks must be made by the Department of Campus Facilities and only at the request of the Director of OSS or the Manager of Residence Life / Residence Life Coordinator.

Key control for Midwestern University is the responsibility of the Director of OSS.

### **Crime Reporting**

Midwestern University encourages that all crimes be reported to OSS as soon as possible and strives to make reporting easy and convenient by providing multiple ways to report, including:

1. In-person: A report may be made directly to OSS personnel who are on duty 24 hours a day. Additionally, the Welcome Center located at the entrance of each campus is staffed 24 hours a day. Events that are a significant disruption of Midwestern University routine or that violate safety and security policies are recorded in a web-based Security Incident Report. Relevant individuals receive copies of the original report and any updates to the initial incident report
2. Via phone: MWU provides blue exterior emergency / courtesy phones that are located throughout campus. The phones are activated by pressing the single button which automatically connects to OSS. Interior campus phones are also located in all buildings at various locations; some phone



3. link directly to the Welcome Center otherwise the Welcome Center can be reached 24 hours a day by dialing 7111 (Downers Grove) / 3201 (Glendale)
4. Via email: OSS is available via email at [ilsecurity@midwestern.edu](mailto:ilsecurity@midwestern.edu) (Downers Grove) and [azsecurity@midwestern.edu](mailto:azsecurity@midwestern.edu) (Glendale).
5. Reports may also be made to:
  - a. Dean of Students at ext. 6470 (Downers Grove) / 3210 (Glendale)
  - b. Manager of Residence Life / Residence Life Coordinator at ext. 6400 (Downers Grove) / 3848 (Glendale)

The OSS will notify appropriate members of the MWU Leadership Team as appropriate. OSS personnel will respond to all calls, emergent or non-emergent, in nature. Officers will evaluate the situation and make written reports when appropriate. In certain situations, the OSS will make immediate contact with designated members of Midwestern University administration. The procedure to be followed in specific situations is documented in the Emergency Response Plan. When applicable, the University encourages reporting of a crime by the victim to the local law enforcement agency. In the event of criminal activity OSS personnel will attempt to secure the scene to try to limit the contamination of any evidence.

If an individual is the victim of a crime and does not want to pursue action within the Midwestern University system or the criminal justice system a confidential report may be filed. With the individual's permission, the Director of OSS or a designee can file a report on the details of the incident without revealing the individual's identity. The purpose of a confidential report is to comply with the wish to keep the matter confidential while taking steps to ensure the future safety of the individual and others. With such information MWU can keep an accurate record of the number of incidents involving students and determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes' statistics for the institution.

### **Campus Security Awareness and Crime Prevention Education**

Midwestern University conducts workshops to promote awareness of safety and security related topics. The titles of these workshops vary from year to year but have covered the following topics and areas in the past: personal safety, fire safety, emergency response, crime prevention and reporting, harassment/sexual harassment, and sexual assault/rape awareness. These workshops are presented throughout the year in various formats including workshops, online training through Everfi, power point presentations, videos, and

printed literature. Additional educational information is provided either through a Safety and Security presentation at all first-year student orientations or materials posted on the New Student Orientation Canvas site, which is designed to acquaint students with knowledge of university safety policies and procedures. Mandatory informational sessions are held for students in the resident halls at the beginning of fall quarter to cover fire evacuation and lock-down procedures. Newly hired faculty and staff members also receive information on safety awareness in a separate orientation.

## **Emergency Response Plan**

Midwestern University's Emergency Response Plan includes information about operating status parameters; incident priorities, and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. Emergency response exercises such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus are tested yearly. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

OSS supervisors receive training in Incident Command and Responding to Critical Incidents on Campus. In Illinois if a serious incident occurs that causes an immediate threat to the campus the first responders to the scene are usually OSS personnel, Downers Grove Police Department (DGPD), and Downers Grove Fire Department (DGFD); they typically respond and work together to manage the incident.

In Arizona, the first responders to the scene are usually OSS personnel, Glendale Police Department (GPD), and Glendale Fire Department (GFD); they typically respond and work together to manage the incident. Depending on the nature of the incident, other departments and other local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for MWU is publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the MWU Safety & Security web page. Detailed information about and updates to the Emergency Response Plan are available on the Emergency Response web page.

All members of the Midwestern University community are notified on an annual basis that they are required to notify the OSS of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and / or

employees on campus. The OSS has the responsibility of responding to and contacting outside resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In responding the OSS is responsible for determining if the situation poses a threat to the community. If that is the case a timely notification to the community or the appropriate segments of the community that may be affected by the situation will be sent out.

### **Notification to the Midwestern University community about an Immediate Threat**

In the event of a serious incident that poses an immediate threat to members of the community Midwestern University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Midwestern University community. These methods of communication include Rave alerts, network emails, and indoor & outdoor Emergency Notification System (audio broadcast). Updates during a critical incident will be posted on the Midwestern University website at [www.midwestern.edu](http://www.midwestern.edu).

Individuals can call a recorded information telephone line at 630-515-7185 for updates. Members of the larger community who are interested in receiving information about emergencies on campus should use the website <http://www.midwestern.edu> for obtaining updates in the event of an emergency on campus.

OSS receives information from various offices/departments on campus such as the Office of Student Services, Human Resources, and Campus Facilities. If OSS confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety to any of the MWU community, OSS will use some or all of the systems described in this report to communicate the threat to the Midwestern University community or to the appropriate segment of the community that is under threat.

Without unreasonable delay and taking into account the safety of the community, OSS will determine the content of the notification and initiate the notification system, unless, in the judgment of the first responders (including, but not limited to: OSS, law enforcement, and / or other first responders), issuing a notification will, and / or, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

## **Timely Warning**

In compliance with the Clery Act Midwestern University will issue timely warnings (crime advisories) to notify members of the Midwestern University community when it becomes aware of certain crimes, defined by the Clery Act, on or in close proximity to campus, and if the crime represents a serious or continuing threat to members of the Midwestern University community. In the event that the university is made aware of a crime or other situation that is a threat to the community, it will notify the community in a timely manner. This determination will be made by the Directors of OSS in conjunction with the Chief Executive Officer, Vice President for Operations, and the Chief Financial Officer. Notice to the Midwestern University community will be made by utilizing options such as the Rave alert text messaging system, Emergency Notification System (audio broadcast), e-mail, along with updates posted to the University main website [www.midwestern.edu](http://www.midwestern.edu). A crime advisory shall be issued within a reasonable amount of time after the incident has been reported to the OSS or a Required Reporting Party. Crime advisories may also be issued for non Clery Act crimes, such situations shall be evaluated on a case-by-case basis taking into account the frequency of offense, likelihood for additional occurrence, continuing danger to the University and community, and risk of compromising law enforcement efforts to resolve the case in a timely manner.

## **Emergency Evacuation Procedures and Drill**

The emergency response and evacuation procedures are tested multiple times each year. An evacuation drill is coordinated by OSS, Campus Facilities, and Residence Life each year for all residential facilities on campus. Evacuation drills are also coordinated for the various academic and support buildings on campus. Students are informed about the locations of the emergency exits in the buildings and are provided guidance on which direction they should travel when exiting each facility for a short-term building evacuation. Residents are not informed in advance about the designated locations for long-term evacuations; these decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. Security, Facilities, and Residence Life staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency.

At Midwestern University, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill occupants practice drill procedures and familiarize themselves

with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by the OSS and Residence Life to evaluate egress and behavioral patterns. Reports are prepared by participating departments identifying deficient equipment so that repairs can be made promptly. Recommendations for improvements may also be submitted to the appropriate departments/offices for consideration. Students receive information about evacuation and shelter-in-place procedures during New Student Check-in or during their first-floor meeting. The Residence Life staff members are trained in these procedures and act as ongoing resources for the students living in residential facilities.

MWU conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Campus Facilities, OSS, and Residence Life Director coordinates announced and unannounced evacuation drills at least once a year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. A summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year is published for referencing.

### **Shelter-in-Place Procedures--What it means to "Shelter-in-Place"**

To "shelter-in-place" means to make a shelter of the current building location. With a few adjustments the location may potentially be made even safer and more comfortable until it is safe to go outside. If an incident occurs and the buildings or areas become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances it may be safer to stay indoors as leaving the area may expose a person to danger.

#### ***Basic "Shelter-in-Place" Guidance***

If an incident occurs and the building currently being occupied is not damaged it may be recommended to stay inside and seek an interior room until notification that it is safe to come out. If the building being occupied is damaged the evacuation procedures for the building (close the door, proceed to the nearest exit, and use the stairs instead of the elevators) should be followed. Once evacuated, quickly seek shelter at the nearest safe building. If police or fire department personnel are on the scene, follow their directions.

### ***How to Know When to "Shelter-in-Place"***

A shelter-in-place notification may come from different sources including Student Services, Residence Life staff members, OSS, or other Midwestern University employees authorized to utilize the university's emergency notification and communications tools.

### ***How to "Shelter-in-Place"***

No matter the location the basic steps of shelter-in-place will generally remain the same. Should the need arise the following steps may provide guidance unless instructed otherwise by local emergency personnel:

1. If inside a building, stay in place. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If outdoors, proceed into the closest safe building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. Depending on the situation the following room types may be preferable:
  - a. An interior room;
  - b. Above ground level and without windows or with the least number of windows.
  - c. If there is a large group of people inside a particular building, several rooms may be necessary.
  - d. Shut and lock all windows (tighter seal) and close exterior doors.
  - e. Turn off air conditioners, heaters, and fans.
3. Close vents to ventilation systems if possible. (University staff will turn off ventilation if possible.) Make a list of the people present and designate a person (faculty or staff) to call the list into MWU OSS or emergency personnel to provide notice of the shelter location. If only students are present one of the students should call in the list and turn on a radio or TV to listen for further instructions.
4. Make yourself comfortable.

Tests of emergency and evacuation procedures will be conducted on an annual basis. The following emergency procedures can be found in the Appendices:

- **Tornado Sheltering**
- **Lockdown procedures**
- **Fire Safety-Non-residential buildings**
- **Fire Safety-Residential buildings**

### **Notification of Missing Students**

If a member of the University community has reason to believe that a student is missing, they should immediately notify the office of Student Services. The office of Student Services will then initiate the formalized missing student policy.

A complete copy of the Midwestern University Missing Student Policy may be found in the Appendices of this report on page 76.

It is required that all students complete the Emergency Notification form that is accessible through the [online.midwestern.edu](http://online.midwestern.edu) website. The student must enter the name of a person or persons whom they would wish to have contacted if there is a concern that they are missing. Contact will be made no later than 24 hours after a student is determined to be missing. Emergency contact information is confidential, password protected, and accessible only by qualified individuals. If the student is under the age of 18 and is not emancipated, a parent or custodial guardian will be notified that the student is missing, even if the student has not listed their parent/custodial guardian as their contact. Midwestern University will also notify the local police department and any other appropriate law enforcement agency no later than 24 hours after the student is determined to be missing.

### **Campus Crime Statistics**

MWU annually compiles information that is used to complete the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act information. Campus safety statistics and the Complete Right to Know information are available from the OSS after October 1st of each year.

These statistics include any incidents reported to MWU Campus Security or other designated Campus Security Authorities (CSA). The designated CSAs include any member of the Safety and Security Department, Deans of Students, Academic Deans, Associate/Assistant Deans of Students, Managers of Residence Life, Resident Assistants (RA), and Faculty Student Organization Advisors.

The Director/Assistant Director of OSS compiles the crime statistical data based largely upon the recorded information from any CSA, as well as requested statistics from the local law enforcement agencies appropriate to the geographic location of each campus.

### **Crime Definitions:**

#### ***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.

#### ***Criminal Homicide:***

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

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

***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 that 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 felony, breaking and entering with intent to commit a larceny, housebreaking, safe-cracking, 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.)

***Domestic Violence:***

Felony or misdemeanor crime of violence committed by a current or former spouse, intimate partner, person with whom the victim shares a child in common, person who is cohabitating with the victim, or any other person who is protected from that person's acts under the domestic or family violence laws.

***Dating violence:***

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature.

***Stalking:***

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

***Weapon Law Violations:***



The violation of laws or ordinances dealing with weapon offenses regulatory in nature such as the 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.

***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).

***Liquor Law Violations:***

The violation of laws or ordinances prohibiting the manufacture, sale, transport, furnishing, or possession 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.*)

**Sex Offense Definitions:**

*(From the National Incident Based Reporting System Edition of the Uniform Crime Reporting Program)*

**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 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 against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or 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 or her youth or because of his or 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 or her youth or because of his or her temporary or permanent mental incapacity.

### **Sex Offenses–Non-forcible:**

#### ***Unlawful, non-forcible sexual intercourse***

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.

The following websites contain information regarding registered Sex Offenders currently residing in the areas in close proximity to the University:

- Downers Grove Police Department located at 825 Burlington Ave. Downers Grove, Illinois 60515
- DuPage County: [http://www.sheriffalerts.com/cap\\_main.php?office=54038](http://www.sheriffalerts.com/cap_main.php?office=54038)
- State of Illinois: <https://isp.illinois.gov/Sor>
- Glendale Police Department located at 6835 N 57<sup>th</sup> Drive, Glendale, Arizona 85301
- State of Arizona: [http://www.azdps.gov/Services/Sex\\_Offender/](http://www.azdps.gov/Services/Sex_Offender/)
- Maricopa County: <http://www.city-data.com/so/so-Maricopa-Arizona.html>
- Glendale Police Department:  
[https://www.communitynotification.com/cap\\_main.php?office=55076](https://www.communitynotification.com/cap_main.php?office=55076)
- **Crime Statistics** (Downers Grove/Glendale and surrounding cities)
- Department of Education web-based collection:  
<https://ope.ed.gov/campussafety/#/institution/search>

## Campus Crime Statistics for Northwestern University (IL)

(Jeanne Clery Disclosure for the Campus Crime Statistics Act)

Calendar Years (CY) 2020 – 2022

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus	Non- Campus	Public Property	Total	On Campus (Residential Only)
Murder & Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arson *	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

\* Arson is always counted regardless of the nature of any other offense committed during the same incident. When multiple offenses are committed during the same distinct operation as an Arson offense, the most serious offense along with the Arson is counted.

Hate Crimes	Calendar Year	On Campus	Non-Campus	Public Property	Total	On Campus (Residential Only)			
Total Hate Crimes	2022	0	0	0	0	0			
	2021	0	0	0	0	0			
	2020	0	0	0	0	0			
Hate Crimes by Category of Bias	Calendar Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder & Non-Negligent Manslaughter	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Rape	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Fondling	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Incest	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Burglary	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Arson *	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Simple Assault	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Larceny-theft	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Intimidation	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0

\* Arson is always counted regardless of the nature of any other offense committed during the same incident. When multiple offenses are committed during the same distinct operation as an Arson offense, the most serious offense along with the Arson is counted.

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported By Hierarchy)	Calendar Year	On Campus	Non-Campus	Public Property	Total	On Campus (Residential Only)
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Unfounded Crimes	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

“Reported crimes” are allegations of crimes reported in good faith to CSAs. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Midwestern University. Reported Crimes may include information received from an anonymous reporting source.

Residential Facility crime statistics are a subset of the On Campus category, i.e. they are counted in both categories.

## Campus Crime Statistics for Midwestern University (AZ)

(Jeanne Clery Disclosure for the Campus Crime Statistics Act)

Calendar Years (CY) 2020 – 2022

Criminal Offenses or Primary Crimes (Crimes Reported by Hierarchy)	Calendar Year	On Campus	Non-Campus	Public Property	Total	On Campus (Residential Only)
Murder & Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Burglary	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Arson *	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Intimidation- incident involving student threats towards MWU campus.	2021	1	0	0	1	0
Larceny- incidents of Catalytic Convertor thefts from vehicles parked in MWU housing.	2021	0	0	0	3	3

\* Arson is always counted regardless of the nature of any other offense committed during the same incident. When multiple offenses are committed during the same distinct operation as an Arson offense, the most serious offense along with the Arson is counted.

Hate Crimes	Calendar Year	On Campus	Non-Campus	Public Property	Total	On Campus (Residential Only)
Total Hate Crimes	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

Hate Crimes by Category of Bias	Calendar Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder & Non-Negligent Manslaughter	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Rape	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Fondling	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Incest	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Robbery	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Aggravated Assault	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Burglary	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Arson *	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Simple Assault	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Larceny-theft	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Intimidation	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0

\* Arson is always counted regardless of the nature of any other offense committed during the same incident. When multiple offenses are committed during the same distinct operation as an Arson offense, the most serious offense along with the Arson is counted.

VAWA Offenses; and Arrests and Referrals for Disciplinary Action for Weapons, Drug Abuse, and Liquor Law Violations (Crimes Not Reported By Hierarchy)	Calendar Year	On Campus	Non-Campus	Public Property	Total	On Campus (Residential Only)
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violation Arrests	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

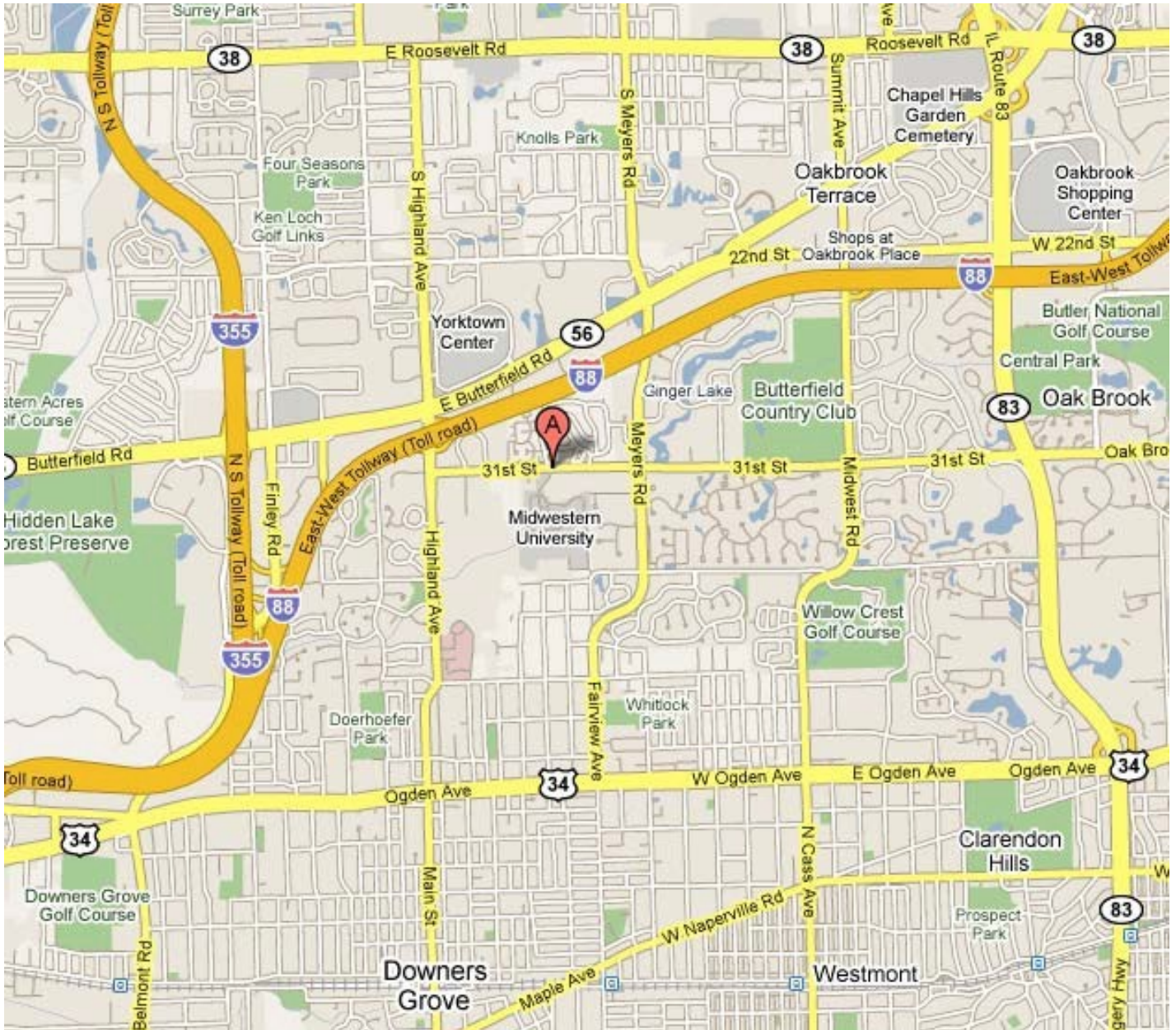
“Reported crimes” are allegations of crimes reported in good faith to CSAs. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Midwestern University. Reported Crimes may include information received from an anonymous reporting source.

Residential Facility crime statistics are a subset of the On Campus category, i.e. they are counted in both categories.



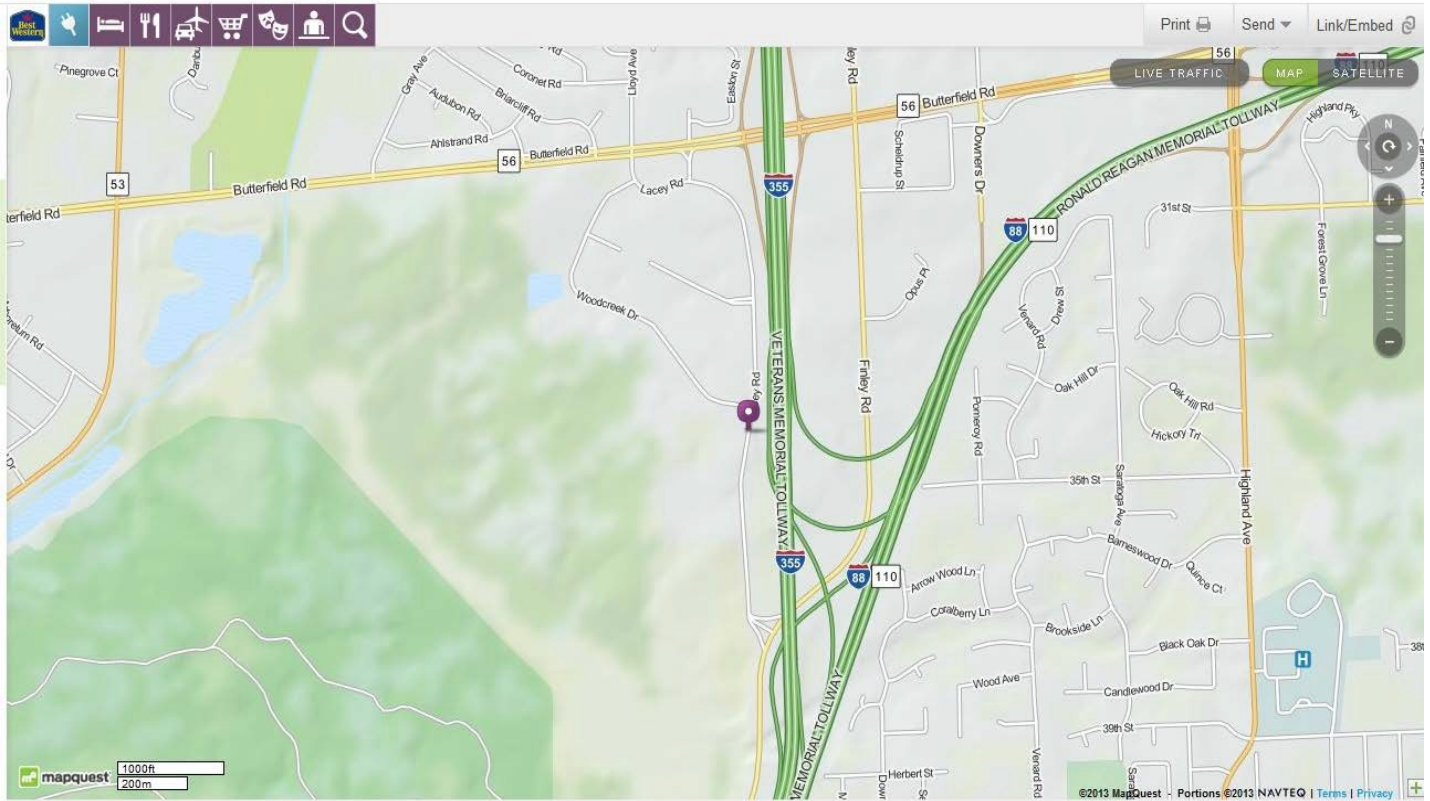
## Appendix A

### Map of Midwestern University Downers Grove campus and surrounding area



## Appendix B

### Map of Midwestern University Downers Grove Multispecialty Clinic





## Appendices

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## **Harassment / Unlawful Discrimination**

Midwestern University is committed to providing all members of the academic community with a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices based on legally protected statuses; prohibits conduct or behavior which is disrespectful and has the effect of substantially interfering with the individual's performance; or creates an intimidating, hostile, or offensive learning/working environment. This policy/procedure establishes a protocol whereby those who believe they have been harassed may obtain relief promptly and equitably through the complaint procedures of the University.

### **POLICY**

It is the policy of the University to provide an environment that is free from harassment as such conduct seriously undermines the atmosphere of trust and respect that is essential to a healthy work and academic environment. The conduct prohibited by this policy includes all unwelcome conduct (whether verbal, physical, or visual) based on an individual's protected status such as race; color; religion; creed; national origin or ancestry; ethnicity; sex (including pregnancy); gender (including gender expression, gender identity; and sexual orientation); marital status; age; disability; citizenship; past, current, or prospective service in the uniformed services; genetic information; or any other protected classes recognized by state or local laws, or any other characteristic protected under applicable federal, state, or local laws.

This policy applies to all members of the Midwestern University academic community.

**Harassment Defined:** Harassment is offensive and unwelcome behavior that interferes with the work performance, effectiveness, and feelings of safety and well-being of an employee. It includes inappropriate and disrespectful conduct and communication. Harassment can take the form of but is not limited to the following:

- Verbal: Epithets, derogatory jokes or comments, slurs, or unwanted sexual advances / invitations, or comments.
- Visual: Derogatory and / or sexually oriented posters, photography, e-mails, cartoons, drawings, or gestures.
- Physical: Assault, unwanted touching, blocking normal movement, or interfering with work.

- Quid Pro Quo: Explicit or implicit demands to submit to sexual requests in order for an employee to keep his or her job or to avoid some other loss and offers of employment benefits in return for sexual favors.
- Retaliation: Actions of revenge directed towards one who has reported or threatened to report harassment.
- Teasing and / or negative stereotyping: Derogatory actions or comments based on another person's protected status.

These examples are illustrative only and do not constitute an exhaustive list. Any individual unsure of what unlawful harassment means should consult Human Resources.

### **SEXUAL HARRASSMENT:**

- Sexual harassment deserves special attention. Sexual harassment may involve the behavior of a person of either gender against a person of the opposite or same gender, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where: Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual's welfare. Such conduct has the purpose or effect of substantially interfering with an individual's welfare; academic or work performance; or creates an intimidating, hostile, offensive, or demeaning education or work environment. Such conduct includes the display of sexually suggestive objects in work or study areas that may embarrass or offend individuals. (Such material, if used in an educational setting should be related to educational purposes). Such conduct includes unwelcome sexual propositions, invitations, solicitations, flirtations; unwelcome and inappropriate touching, patting, or pinching; and obscene gestures. Other examples of prohibited behaviors are: Unwelcome verbal expressions of a sexual nature including graphic sexual commentary about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; and obscene phone calls.

This policy applies to all members of the MWU academic community and encourages the prompt report of all complaints about harassment. All persons who violate this policy shall be subject to disciplinary action which may include but is not limited to written warning, demotion, transfer, suspension, and discharge.

A third party may also file a complaint under this policy if the sexual conduct of others in the educational or work environment has the purpose or effect of substantially interfering with the third party's welfare, academic or work performance.

Even where the conduct is not sufficiently severe or pervasive to rise to the level of a legal violation the University discourages any such conduct in the workplace / learning environment and reserves the right to take remedial action for all conduct it deems inappropriate. This action may include but is not limited to written warning, demotion, transfer, suspension, and / or discharge / dismissal.

## **RESPONSIBILITIES:**

All members of the MWU academic community must share the responsibility of understanding and preventing discrimination and harassment. Ultimately no satisfactory investigation or resolution of complaints can occur without the initiative and cooperation of the violated person. Individuals who believe they have been discriminated against or harassed have the primary obligation of reporting the act of discrimination, harassment, or retaliation - recounting specific actions or occurrences whenever possible.

No retaliatory action shall be taken against anyone who submits a complaint regardless of the outcome of the investigation; however, any person found to be intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action.

In addition to Midwestern University's commitment to equal employment opportunity, any retaliation against an individual for making a good faith internal report of conduct, act, or practice believed to violate this policy is strictly prohibited.

## **Complaint Process:**

### ***1. Informal Complaint Resolution***

Any member of the MWU community may seek advice or information on matters related to harassment without having to lodge a formal complaint. Students who feel they are being harassed or are uncertain as to whether they are experiencing harassment are encouraged to talk to the Dean of Students.

- The complaining party (the "complainant") will be informed of the available options under this policy including upgrading the informal complaint to a formal written complaint (see #2below). At the complainant's request steps will be taken to resolve the complaint informally. The aim of the

informal resolution process is to ensure that the alleged offending behavior ceases and that the matter is resolved promptly.

- The name of the complainant will be held in confidence during the informal resolution process unless and until the complainant agrees that additional people must be informed to facilitate a solution. The Dean of Students will have the discretion to determine when the situation warrants notification of an alleged offender. If deemed advisable, constructive and confidential informal discussion with the person alleged to have violated this harassment policy will take place to mitigate the situation.
- An informal complaint may also be elevated to a formal complaint by the Dean of Students based on the severity of the verified allegations made by the complainant or due to the frequency of allegations against the alleged offender (see section below).

## ***2. Formal Complaint Resolution***

Prior to any formal action a formal complaint must be submitted in writing and must identify both the complainant and the alleged offender.

- After a complaint has been reduced to writing, an investigation of the alleged harassment will be initiated by the Dean of Students, if possible, within 3 working days. For complaints against faculty, staff, administrators and preceptors, the Dean of Students and the Vice President of Human Resources will initiate a joint, formal investigation of the allegations, with the right to interview other parties in relation to the complaint in order to conduct a fair and thorough investigation.
- The investigation will include, at a minimum, an interview with the complainant. The alleged offender will be interviewed if it is determined that the allegations, if true, would constitute a violation of this policy. The alleged offender will then be informed of the nature of the allegations, the identity of the complainant, the facts surrounding the allegations, and will be afforded a full opportunity to respond to the allegations. Any other person who has information regarding the alleged harassment may also be interviewed.
- Notes and documentation of all interviews relating to the investigation will be maintained. All matters related to the investigation shall remain confidential to the extent permitted by law, provided it does not interfere with the Universities ability to investigate or take corrective action.
- The Dean of Students will report his or her findings to the Academic Dean /department or division head/program director of the alleged offender for disposition typically within 10 working days of the receipt of the written complaint. For incidents involving faculty, staff, administrators and preceptors, the findings will be reported to the Vice President of Human



Resources, as well as the Academic Dean/department or division head/program director when applicable.

- The report shall include the allegation, the investigative process, the persuasiveness of the evidence, and the credibility of the witnesses. The report shall arrive at one of the following 3 findings based upon the preponderance-of-the-evidence standard (i.e., that is more likely than not that harassment/unlawful discrimination occurred): Harassment / unlawful discrimination has occurred
- Harassment / unlawful discrimination did not occur
- There is inconclusive evidence as to whether harassment / unlawful discrimination occurred

Upon review, if deemed necessary, the Academic Dean / department or division head / program director, or Vice President of Human Resources responsible for receiving the report will recommend or take appropriate disciplinary action. Notification of the findings and disposition as recommended by the Academic Dean / department or division head /program director, or Vice President of Human Resources will be provided confidentially, in writing to the complainant and the alleged offender. The complainant or the alleged offender may appeal the decision of the Academic Dean / department, division head / program director, Vice President of Human Resources, or Dean of Students. In accordance with the Higher Learning Commission (HLC) / National Committee on Accreditation (NCA) accreditation requirements all complaints and associated resolutions will be kept on file in the Office of the President and in the Office of the Dean of Students when complaints / resolutions involve students.

### **Appeal by a Student**

#### ***Protection Against Retaliation***

Retaliation is a serious violation of this harassment policy. MWU shall not in any way retaliate against any individual who informally or formally complains of harassment. Any person found to have retaliated against another individual for reporting harassment will be subject to disciplinary action up to and including dismissal.

1. A student's request for appeal must be submitted in writing to the President within 14 calendar days of the date of notification of findings. The President can designate the appropriate Vice President, Chief Academic Officer to review the case.
2. The appeal shall proceed according to the procedures stated in Appendix 2, Section 2 of the Student handbook.

## **Drugs and Alcohol**

Midwestern University does not condone any form of drug, substance, or alcohol abuse by any member of the academic community. No alcohol or illegal drugs may be manufactured, consumed, distributed, or sold by students on any MWU property or in any facility affiliated with or associated with the University. Alcoholic beverages may be served at on-campus events only with the prior approval of the Dean of Students (see Alcohol Policy and Procedures for On-Campus Events). Any student attending class or rotation or is on the premises of an MWU-affiliated facility while under the influence of alcohol or drugs is subject to immediate suspension and possible disciplinary actions.

## **Drug-Free Workplace and Substance Abuse Policy and Procedures**

Midwestern University has established a Drug-Free Workplace and Substance Abuse Policy and Procedure in accordance with federal and state law, including the terms and conditions whereby employees, students, volunteers, faculty, physicians, and other professionals may be disciplined for violation of these policies and tested for suspected use of an illegal drug or alcohol.

This policy was established in order to appropriately serve the needs of faculty, staff, and students.

As part of the Drug-Free Workplace policy entering students must sign and submit a statement to the Office of Student Services indicating that they are drug-free and that they agree to abide by Midwestern University's Drug-Free Workplace and Substance Abuse Policy. The signing and submitting of this statement occur as a part of each new student's Orientation Program the week prior to the onset of classes. The Dean of Students maintains these statements in the Office of Student Services. In addition, the Office of Student Services emails a copy of the current Drug-Free and Substance Abuse Policy annually to all students for their review.

Midwestern University maintains a drug-free environment consistent with the principles of the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act. All offers of employment and enrollment of students are conditional on students abiding by Midwestern University's Drug-Free Workplace and Substance Abuse Policy. In addition, a student who is convicted of a state or federal offense involving the possession or sale of an illegal drug (a controlled substance as defined by the Controlled Substance Act and does not include alcohol and tobacco) that occurred while the student was enrolled in school and

receiving Title IV aid, is not eligible for Title IV funds. For more detailed information concerning Title IV funds and convictions for the sale of an illegal drug see the Student Financial Services section of the catalog.

The stated policies and procedures apply to all students at Midwestern University on campus, or at all facilities operated by the affiliated entities. The stated policies and procedures also apply to any student who is enrolled at another academic institution but rotating in a clinical service on the premises of a facility operated by MWU. The University reserves the right to evaluate any student if there is reasonable cause to suspect that

he / she is abusing or is under the influence of alcohol or illegal drugs / substances. A student is considered to be under the influence when his / her ability to perform usual tasks is diminished or impaired due to the apparent use of an illegal drug/substance, alcohol, or a combination thereof. Any student who attends a class or a clinical rotation under the influence of alcohol or who is suspected of abusing drugs will be required to undergo an immediate drug and / or alcohol screening in accordance with this policy. While the costs of these initial drug screenings are typically the responsibility of the appropriate college or the Office of the Dean of

Students, transportation to an emergency room for those students who are exhibiting signs of physical / mental impairment will be the responsibility of the student.

If a student is found to have a positive drug screen and he / she is taking prescription drugs, he / she will be asked to provide documentation to both the University and / or the Medical Review Officer in the form of either a physician's or pharmacist's name and phone number where they can be contacted for verification. If the student is found to have a positive drug screen without documentation of a legitimate prescription, he / she will be subjected to disciplinary action, which may include immediate suspension and / or medical leave. Although extreme cases may result in expulsion, it is the intention of Midwestern University to assist students with chemical dependencies by helping the student receive the appropriate counseling and treatment for his / her dependency (see the following section).

### **Counseling for Chemical Dependency**

The Office of Student Services has developed procedures to assist students and ensure appropriate care for any student who is impaired due to alcohol and / or drug dependency and abuse. Students who are chemically dependent can confidentially approach key personnel on campus to get assistance with their dependency; information will only be provided to individuals who need to be involved. Such personnel on campus may include program directors, faculty advisors, student counselors, college administrators, and the Dean of

Students. The Academic Dean and Dean of Students are the primary individuals who will work with the student to ensure appropriate care. Depending on circumstances Clinical preceptors and / or Clinical Coordinators may also need to be notified. Midwestern University cannot guarantee clinical rotations for students with chemical dependency issues. All costs involved with counseling/treatment programs for chemical dependency are the responsibility of the student.

**Procedures:**

1. If a student on campus or at a rotation site displays behavior that is indicative of substance or alcohol abuse the Office of Student Services should be contacted. The reporting faculty member, staff member, or preceptor should provide written documentation of the incidents which led to the initiation of the report. Per University policy the student may be subjected to an immediate drug screen at a facility designated by the Office of Student Services on each campus. The student must sign a waiver permitting the release of the results of any drug / alcohol screen to the University. Refusal to sign the waiver will be considered as admission of a positive test. A diluted specimen result is also considered a positive test.
2. If a student on campus or at a rotation site appears to be intoxicated or under the influence of drugs the Office of Student Services should be contacted. The student should not be allowed to leave the premises. The Office of Student Services or the preceptor should call emergency services immediately at 911 to have the student taken to the closest emergency room. The student must sign a waiver permitting the release of the results of any drug / alcohol screen to the University. Refusal to sign the waiver will be considered as admission of a positive test.
3. If a student is determined to have a positive drug screen as part of the requirements for a rotation or in response to a drug screen that was administered because of reasonable cause, as stated above and in accordance with the Policy, the procedure is as follows: The student will be placed on leave or suspended until he / she has successfully completed a chemical dependency evaluation from a provider approved by the University. The student is responsible for the cost of the chemical dependency evaluation.
4. If the student is determined to have a chemical dependency, he / she must complete a chemical dependency rehabilitation program that follows the recommendations in the evaluation. The cost of such a chemical dependency program is the responsibility of the student.
5. In order for the student to return to classes / clinical rotations, he / she will be required to develop a contractual arrangement with the chemical dependency rehabilitation program that includes random drug screens and which allows for open communication with appropriate University administration.

6. The student must submit a copy of the contractual arrangement as well as a letter from the chemical dependency program stating that he / she is fit to return to full-time student status.
7. Failure to comply with the stipulations of the chemical dependency program or failure to remain drug free will result in immediate suspension and possible dismissal.
8. The University reserves the right to discipline the student for violations of its drug free workplace policy in accordance with the Student Handbook.

## **Alcohol Policies and Procedures**

### **Alcohol Policy and Procedures for Recognized MWU Student Organizations; On-Campus Events**

Alcohol in moderation is allowed at on-campus student events only with the prior written approval of the Dean of Students. Only recognized student organizations are allowed to sponsor on-campus events with alcohol. The following procedures are in force to establish criteria for the responsible use of alcohol on campus and at on-campus student events, and to minimize a student organization's liability should a mishap occur during the event:

1. All student organizations (represented by their president or designee) must complete and submit the Alcohol Application Form in the Office of Student Services.
2. All forms must be filled out and returned four weeks prior to the date of the event. Failure to comply with this deadline will result in postponement of the original event date. If the event cannot be rescheduled, it will occur without alcohol.
3. All alcohol served at this event must be purchased from a licensed vendor by the student organization. Students may not bring their own personal alcoholic beverages.
4. All alcoholic beverages must be served by a designated licensed bartender from a vendor who holds insurance for the University. Intoxicated individuals will be refused service.
5. Prior to approval the student organization president (or designee) must meet with the Assistant Director / Coordinator of Student Activities and / or Assistant Dean of Students at least four weeks before the event date. During that meeting the Student Services staff member will review the event and the organization's responsibilities including:
  - a. Number of people attending
  - b. Hours of the event
  - c. Location
  - d. Amount and type of alcohol to be served (beer, wine, and other approved beverages only)
  - e. Vendor and bartender arrangements
  - f. State law on alcohol consumption

- g. Amount and type of food to be served
  - h. Amount and type of nonalcoholic beverages to be served
  - i. Faculty / staff advisor assignment
  - j. Limitation of service to guests and termination of alcohol service
  - k. Consequences for violation of policies and procedures
  - l. Security
  - m. Review of campus resources available during the event
  - n. Publicity
  - o. Guests
  - p. Bar location
  - q. Budget
6. Student Services will have discretion to approve the type (either wine or beer), amount, and service of alcoholic beverages at the event, as well as expected attendance, time, location, and management of the event.
  7. Illinois and Arizona State Law prohibits individuals under the age of 21 from consuming or possessing alcohol. Students and their guests must be prepared to present identification to show proof of age to the bartender. It is the responsibility of the licensed bartender to ensure that underage drinking does not occur. The student organization and its faculty advisors / sponsors for the event will be asked to end the event immediately if someone under the age of 21 is knowingly consuming alcohol. If the group does not comply security will be asked to assist.
  8. Food (not snacks) and non-alcoholic beverages such as soda, coffee, punch, etc. must be available the entire time that beer and wine are being consumed.
  9. Service and consumption of alcohol are restricted to the approved area. No containers (unused / partially used kegs, bottles, etc.) may be removed from the approved area. Unused alcohol will be disposed of at the conclusion of the event. Unopened bottles of wine will be kept intact and returned to the place of purchase, or, with the approval of the Office of Student Services, may be saved for a later function or purchased by another student organization for use at a different function. Unopened, re-purposed wine must be stored in the Office of Student Services.
  10. Admission to the event is restricted to Midwestern University students, faculty, and staff. Individual students (depending on the event) may bring a guest, however, that student is responsible for the actions of their guest.
  11. No alcoholic beverages may be brought to an on-campus student function. Any alcoholic beverages brought in from the outside will be immediately disposed of by security, staff, faculty, or student leaders responsible for the event. Student organizations are responsible for their students' behavior. Violation of

the alcohol policy by students bringing in additional alcohol will result in suspension of alcohol privileges for the sponsoring organization for a period of one year.

12. Anyone found inducing or forcing students to drink an alcoholic beverage against his / her expressed desire (including "spiking" nonalcoholic beverages) or adding a controlled substance to a drink will be escorted from the student activity and be subject to disciplinary action including possible legal action. Games that promote the rapid consumption of alcohol are prohibited.
13. Anyone suspected of being intoxicated shall be denied further alcohol service and escorted to their room or sent home via a designated driver or taxi.
14. A faculty advisor or approved staff member must be present at the event for the entire time the event is occurring. This individual must be identified and give her / his consent prior to the event.
15. Time limits will be established for each event. Events may last no longer than four hours and all events must end by 9:00 p.m. Alcohol service will conclude at least 30 minutes prior to the scheduled conclusion of the event.
16. MWU Security personnel must be present if alcohol is being served. Security personnel must remain until the close of the event or until alcohol is no longer being consumed.
17. The presence of alcoholic beverages shall be confined to the following campus locations only: the picnic area, Wellness/Recreation Center, AGD Support Services 5th floor, Hyde Atrium or The Commons on the Downers Grove Campus; and the Student Services Cafeteria, the Cholla Multipurpose Rooms, the Wellness/Recreation Hall or the Cactus Club House for the Glendale Campus; or an area designated by the Dean of Students or University President.
18. The Dean of Students, faculty advisor, security personnel, or any other professional staff member of the Office of Student Services may terminate the service of alcohol or the event for any reason.
19. Fees will be assessed to the sponsoring organization for damages incurred.

### **Alcohol Policy and Procedures for Recognized MWU Student Organizations; Off-Campus Events**

The University reserves the right to decide which off-campus events will be approved based on the circumstances of the event. Any recognized MWU student organization (student organization / club, student class council, student government association) function that is funded, wholly or in part, through that recognized MWU student organization's funds, requires University approval through the Office of Student Services. Student organizations must complete all necessary paperwork prior to event approval. All participants are required to complete a University waiver form. Failure to complete paperwork and receive authorization could result in termination of the event as an approved event of that organization.

The University will not authorize the use of any MWU student organizational (student organization/club, student class council or student government association) funds for the purchase, supply, or serving of any alcoholic beverage for off-campus events other than the cost involved for the services of a licensed bartender. The off-campus event may not be located at an individual's residence but must be at an establishment which holds a valid liquor license. In addition, students must comply with all local, state and federal laws regulating consumption of liquor. No persons under 21 years of age may consume alcohol. Off-campus events with alcohol may be advertised via the University e-mail system, but only with prior approval of the Office of Student Services and all e-mails must be routed through this office. The Office of Student Services reserves that right to determine which off-campus social events will be approved.

If a component of the off-campus event is on-campus and alcohol is requested students must complete all required paperwork as stated previously for on-campus approval. Any event organized by a recognized student group or organization that violates any of the provisions of these policies will be subject to cancellation or termination.

Individual student organizations and classes may not order buses through Midwestern University when sponsoring an off-campus social event in which the primary purpose is drinking. The University Student Senate and the Student Councils/Student Government Associations may order buses for off-campus events at which alcohol is served if the event is co-sponsored by the College / Program and / or the Office of Student Activities.

***Exclusions:***

This policy does not include attendance at professional conferences where alcohol may be served at a conference reception as part of the conference registration fee. This policy does not apply to "approved" functions that are directly sponsored and organized by the University including its Colleges, Academic Programs, Administration, Departments, or the Alumni Associations.

**Downers Grove Only:**

**Alcohol Resolution passed by Downers Grove Student Senate, 2009:**

The University Student Senate (Senate) would like to state that in relation to events with alcohol, the Senate supports conduct befitting a health professional and encourages intelligent decision-making.



Therefore, at events where alcohol will be present and the main purpose of the event is a fundraising for a Midwestern University organization, the organization can benefit from the sales of the alcohol as long as the event is approved by the Office of Student Services. However, if the event benefits a non-university organization, proceeds (partial or complete) from alcohol sales may not be the main source of revenue.

In keeping with the promotion of a health-conscious lifestyle, organizations of the university are prohibited from sponsoring and / or using University resources to promote an off-campus organization event with an “open bar” / “all you can drink” option. Furthermore, the Office of Student Services reserves the right to restrict the time frame and / or location(s) of an off-campus event that includes alcohol.

### **Sexual Misconduct, including Title IX Violations**

The University is committed to ensuring the safety and security of all its members. Sexual misconduct is a serious violation of the standards set by the University community since it creates an atmosphere of distrust and inequality and will not be tolerated. Sexual misconduct includes sexual harassment, sexual abuse, sexual assault or rape, domestic violence, dating violence, and stalking. This policy / procedure establishes a protocol whereby those who believe they have been subjected to sexual misconduct may obtain redress promptly and equitably through the policies and procedures of the University.

This policy applies to all members of the University community regardless of position / status, race, color, gender, gender identity, sex, sexual orientation, religion, national origin, ethnicity, disability, veteran status, marital status, pregnancy status, age or other protected group status as defined by law. Each member of the University community is expected to promptly report complaints about violations. Anyone found to be in violation of this policy will be subject to disciplinary action which may include but is not limited to disciplinary warning, probation, suspension, or dismissal. Any action taken by the University is independent of actions taken by external law enforcement agencies.

No Retaliation Statement: No action shall be taken against anyone who submits a complaint that he or she believes to be valid regardless of the outcome of the investigation; however, any person found to be intentionally dishonest in making the allegations or to have made them maliciously is subject to University discipline.

## **Title IX**

Title IX of the Educational Amendments of 1972 prohibits sexual discrimination. Sexual harassment and sexual violence are considered forms of sexual discrimination and are therefore violations of Title IX.

Violations of the University Sexual Misconduct Policy must be reported to Title IX Coordinator, Dr. Shannon Sesterhenn, Dean of Students and Title IX Coordinator for Illinois and Glendale Campus.

## **Confidentiality**

Employees and students at the University including Resident Advisors in Housing, are required to report incidents of sexual misconduct to the Title IX Coordinator regardless of whether the student reporting the violation requests confidentiality. Campus counselors are not required 'to report without the student's consent incidents of sexual misconduct to the school in a way that identifies the student' (OCR) and therefore can be approached in confidence.

Nonetheless, Midwestern University will make every effort to maintain the confidentiality of the student reporting the violation; however, requests for complete confidentiality may hamper the ability of the University to fully respond to the incident and restrict the University's ability to pursue disciplinary action. Furthermore, the University may determine that its requirement to provide a safe, non-hostile, and nondiscriminatory environment for all students supersedes the confidential request of the student reporting the violation. Evaluations of requests for confidentiality will be made by the Title IX coordinator.

## **Midwestern University Definition of Consent**

Consent is a freely given agreement to the act of sexual penetration or sexual conduct in question that may be withdrawn at any time. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused does not constitute consent. Silence is not consent. The absence of refusal is not consent. The manner of dress of the victim at the time of the offense does not constitute consent. A current dating relationship or past sexual relations does not imply 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. Consent to engage in sexual activity with one person does not extend to another person. Consent can only be given by an individual that understands the nature of the activity.

The following individuals cannot give consent:

- An individual who is impaired due to alcohol or drug ingestion.
- Sleeping or unconscious person.
- An individual under the age of 17.
- An individual who is incapacitated due to a mental disability.

## **Illinois - Sexual Misconduct Definitions**

### ***Dating Violence***

Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

### ***Domestic Violence***

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

### ***Force or threat of force***

Force or threat of force means the use of force or violence or the threat of force or violence, including, but not limited to (1) when the accused threatens to use force or violence on the victim or on any other person, and the victim under the circumstances reasonably believes that the accused has the ability to execute that threat; or (2) when the accused overcomes the victim by use of superior strength or size, physical restraint, or physical confinement.

### ***Sexual Abuse***

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.

### ***Sexual Assault***

Sexual assault is:

- An act of sexual penetration under the use or threat of force.
- An act of sexual penetration where the accused knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; or
- An act of sexual penetration in which the accused 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 purpose.

- An act of sexual penetration on a victim under the age of consent by Illinois definition.

### ***Sexual Conduct***

Sexual conduct means any knowing touching or fondling by the victim or the accused, either directly or through clothing, of the sex organs, anus, or breast of the victim or the accused or any part of the body of a child under 13 years of age or any transfer or transmission of semen by the accused upon any part of the clothed or unclothed body of the victim, for the purpose of sexual gratification or arousal of the victim or the accused.

### ***Sexual Harassment***

Sexual harassment is a form of harassment that may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
- Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive, or demeaning education or work environment.

### ***Sexual Penetration***

Sexual penetration means any contact, however slight, between the sex organ or anus of one person and an object or 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 animal or 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.

### ***Stalking***

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.

## **Arizona - Sexual Misconduct Definitions**

### ***Domestic Violence***

Domestic violence means any act which is a dangerous crime against children as defined in section 13-705 (dangerous crimes against children) or an offense defined in section 13-1201 through 13-1204 (endangerment, threatening or intimidating, assault, aggravated assault), 13-1302 through 13-1304 (custodial interference, unlawful imprisonment, kidnapping) 13-1502 through 13-1504 (criminal trespass in the third, second and first degree) or 13-1602, (criminal damage); section 13-2810 (interfering with judicial proceedings), section 13-2904, subsection A, paragraph 1, 2, 3 or 6 (disorderly conduct), section 13-2916 (use of telephone to terrify, intimidate, threaten, harass, annoy, or offend) or section 13-2921 (harassment), 13-2921.01 (aggravated harassment, 13-2923 (stalking), 13-3019 (surreptitious photographing, videotaping, filming or digitally recording or viewing), 13-3601.02 (aggravated domestic violence ) or 13-3623 (child or vulnerable adult abuse), if any of the following applies:

1. The relationship between the victim and the accused is one of marriage or former marriage or of persons residing or having resided in the same household.
2. The victim and the accused have a child in common.
3. The victim or the accused is pregnant by the other party.
4. The victim is related to the accused or the accused's spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law
5. The victim is a child who resides or has resided in the same household as the accused and is related by blood to a former spouse of the accused or to a person who resides or who has resided in the same household as the accused.

### ***Sexual Contact***

Sexual contact means any direct or indirect touching, fondling, or manipulating of any part of the genitals, anus, or female breast by any part of the body or by any object or causing a person to engage in such contact.

### ***Oral Sexual Contact***

Oral sexual contact means oral contact with the penis, vulva, or anus.

### ***Sexual Abuse***

A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person who is 15 or more years of age without consent of that person or with any person who is under 15 years of age if the sexual contact involves only the female breast.

### ***Sexual Assault***

A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

### ***Sexual Harassment***

Sexual harassment is a form of harassment that may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, offensive, or demeaning education or work environment.

### ***Sexual Intercourse***

Sexual intercourse means penetration of the penis, vulva, or anus by any part of the body or by any object or masturbatory contact with the penis or vulva.

### ***Stalking***

A person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct either: 1) Would cause a reasonable person to fear for the person's safety or the safety of that person's immediate family member and that person in fact fears for the person's safety or the safety of that person's immediate family member 2) Would cause a reasonable person to fear death of that person or that person's immediate family member and that person in fact fears death of that person or that person's immediate family member.

### ***Without Consent***

Without consent includes any of the following: 1) the victim is coerced by the immediate use or threatened use of force against a person or property. 2) The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep, or any other similar impairment of cognition and such condition is known or should have reasonably been known to the accused. For purposes of this subdivision, "mental defect" means the victim is unable to comprehend the distinctively sexual nature of the conduct or is incapable of understanding or exercising the right to refuse to engage in the conduct with another. 3) The victim is intentionally deceived as to the nature of the act. 4) The victim is intentionally deceived to erroneously believe that the person is the victim's spouse.

## **Reporting Sexual Misconduct:**

All complaints will result in a formal investigation with a subsequent resolution. All who report violations have the right to file complaints with external law enforcement agencies as well as the University.

University and law enforcement investigations will usually be conducted independently and simultaneously. The University standard for determining the validity of a complaint is the ‘preponderance of evidence’ standard.

Investigations of student complaints that involve another student or students will be undertaken by the Dean of Students - Title IX coordinator; however, investigations involving student complaints against a university employee(s) or employee complaints against a student are undertaken jointly by the Dean of Students-Title IX coordinator and the Vice President of Human Resources. Student complaints concerning nonsexual harassment and unlawful discrimination are governed under the Student Handbook’s section on Harassment and Unlawful Discrimination which can be found in the Policies Section of the Student Handbook.

Students who are charged with sexual misconduct are in violation of the University’s “Code of Responsibilities of the Students of Midwestern University” as stated in Appendix 1 and of the University’s “Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Midwestern University” stated in Appendix 2 of this handbook and can be disciplined under the judicial proceedings stated in Appendix 2, Section 2 of the Student Judicial System. Disciplinary sanctions imposed by the University on students may include but are not limited to disciplinary warning, probation, suspension, or

dismissal. Students charged with violations may also be prosecuted under Illinois or Arizona criminal statutes. Employees will be disciplined according to University Human Resources guidelines.

Employees charged with violations may also be prosecuted under Illinois or Arizona criminal statutes.

### **PROCEDURE:**

#### **Initiating an investigation of sexual misconduct**

To institute proceedings regarding allegations of sexual misconduct the following procedures shall be followed:

1. Nature of the act and related circumstances are to be reported in written detail and submitted to:
  - a. The involved student(s) or employee(s),
  - b. The appropriate Academic Dean, and

c. The Dean of Students.

2. The written statement must include the name of the involved student or employee, the name and status of the reporting person, and the nature of the alleged act. The confidentiality of the student reporting the violation will be maintained whenever possible. The written statement may be sent to the involved student via the University email / mail system or delivered in person. Should any involved student refuse or fail to accept delivery of the statement after a bona fide attempt is made to deliver, the requirement of notification will be considered to have been met. All correspondence related to the proceedings is considered to be confidential material. Correspondence to employees will be handled via Human Resources.
3. Temporary suspension: Should a student action be of such a nature that it is felt that he / she must be relieved of his / her right to attend Midwestern University, the student may be temporarily suspended from the University on recommendation of the Dean of Students. Any temporary suspension may continue until such time as the issue in dispute is resolved under the process outlined below. Suspension of employees will be handled by Human Resources.
4. Academic Adjustment: Should a student action be of such a nature that he / she must be removed / separated from the accuser, such action will be taken including reassigning lab / group / rotation assignments and on-campus housing locations on the recommendation of the Dean of Students. Any temporary academic adjustment may continue until such time as the issue in dispute is resolved under the process outlined below.

### ***Resolution of conduct matter***

Any issue concerning student conduct will be resolved by utilizing the office of the Title IX Coordinator (Dean of Students). The Title IX Coordinator is authorized to receive complaints regarding sexual misconduct, conduct investigations, and determine the validity of the charges. The Title IX Coordinator also makes recommendations regarding appropriate disciplinary action to the applicable Academic Dean. The Dean of Students has been assigned this role to ensure consistent and fair resolution of student conduct issues. In sexual misconduct cases involving a student(s) and an employee(s) of the University, the investigation will be jointly conducted by the Dean of Students and the Vice President of Human Resources. Complaints against vendors will be conducted by the Title IX Coordinator in the same fashion as a student complaint.

### ***Method of resolution***

1. Upon receipt of the written complaint lodged against the student, the Title IX Coordinator will set a time to meet with the student accused of the violation regarding the issue. The interview will preferably be conducted in person, although a phone interview is acceptable if the student is at a distant location. The



Title IX Coordinator has the right to interview other parties in relation to the incident to determine the validity of the complaint. The student filing the complaint will also be interviewed. Both the student filing the complaint and the accused student have the right to have an advisor present during all meetings /interviews / proceedings.

2. The validity will be based upon whether it was more likely than not that the incident occurred (preponderance of the evidence standard). If the complaint is deemed valid the Title IX Coordinator will recommend disciplinary action for the accused student(s) to the appropriate Academic Dean. The Academic Dean will be notified of the recommendation within five school days of the aforementioned interview unless prevented by extenuating circumstances. A copy of the Title IX Coordinator's investigation into the complaint including all supporting evidence will be submitted to the Office of the President in Glendale and the Office of Accreditation in Downers Grove.
3. In a joint investigation with Human Resources a copy of the investigation and all supporting evidence will be submitted to the Vice President of Human Resources. If the complaint is determined to be valid and the perpetrator is an employee, the Human Resources Department will impose the appropriate sanction per HR policy. If the complaint is determined to be valid, and the perpetrator is a student, the process outlined above in subsection b in which the appropriate Academic Dean determines sanctions will be followed. A copy of the joint investigation into the complaint including all supporting evidence will also be submitted to the Office of the President in Glendale and the Office of Accreditation in Downers Grove.
4. Typically, within five school days after receiving the recommendation of the Title IX Coordinator and the Academic Dean will notify the accused student in writing of the final decision including disciplinary action if necessary. Any disciplinary action must conform to Appendix 1, Section Five of the Code of Responsibilities and Rights of Students of Midwestern University. A copy of the Academic Dean's decision must be sent to the
5. Title IX Coordinator and the Office of the President in Glendale and the Office of Accreditation in Downers Grove for inclusion in the student's disciplinary file. The student or employee reporting the violation will also be notified in writing of the outcome of the investigation. The total investigation should be completed within 60 days from its onset.
6. In a joint investigation with Human Resources, the Vice President of Human Resources will notify the accused employee in writing of disciplinary action. The student reporting the violation will also be notified in writing of the outcome of the investigation. The total investigation should be completed within 60 days from its onset.
7. If the student/employee does not accept the Academic Dean/Vice President of Human Resources' decision they may appeal to the Office of the President within five school days of notification of the Academic Dean/ Vice President's decision, by submitting a written statement containing the basis and reasons for the

appeal including all relevant facts. The President will request a copy of the Title IX Coordinator's findings and decision as well as all relevant information from the investigation. Meetings with the President will be audio recorded with the permission of the student; the student may request a copy of the recording. The President will act upon the appeal by

- a. confirming the original decision,
- b. altering any penalties imposed, or
- c. requesting the student / employee, the IX Coordinator, and / or the applicable Academic Dean / Vice President of Human Resources submit additional information prior to rendering a decision.

Both the student / employee reporting the incident and the accused student / employee have the right of appeal utilizing the guidelines listed above. Both the student / employee reporting the violation and the accused student / employee will be notified of the outcome of the appeal in writing.

The final decision rests with the President. A copy of the President's decision must be sent to the Academic Dean, IX Coordinator, and the Office of the President in Glendale and the Office of Accreditation in Downers Grove for inclusion in the student's disciplinary file.

### ***Record keeping in conduct matters***

Records of the above proceedings shall be kept in accordance with the following guidelines:

1. All records related to disciplinary investigations/actions are secured in the Office of the Title IX Coordinator.
2. All records related to disciplinary appeals are secured in the office of the President.
3. All records related to disciplinary investigations / actions / appeals are maintained in perpetuity.
4. A student may see any and all records related to his / her disciplinary investigation / action / appeal in accordance with the college regulations concerning inspection of records as spelled out in Guidelines for Access to and Disclosure of Educational Records Maintained by Midwestern University. The identity of the student reporting the violation will be redacted if the reporting student has requested confidentiality.
5. All documentation related to disciplinary investigations /actions / appeals are kept on file in the Office of the President in Glendale and Office of Accreditation in Downers Grove in accordance with the Higher Learning Commission of the North Central Association of Colleges and Schools requirements.
6. The University will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Procedures for Reporting a Sexual Assault on Campus**

Anyone who is involved in or witnesses a sexual assault should contact Campus Security immediately (Downers Grove, dial 630/515-7111; Glendale dial 623/572-3201). Students have the option to notify law enforcement authorities including local police, and the option to be assisted by campus authorities in notifying such authorities.

It is extremely important to preserve any evidence related to the crime as may be necessary to provide proof of the assault. The student should not bathe or shower, use the restroom, change clothes, comb his / her hair, clean up the crime scene, or move or touch anything the offender may have touched. If Campus Security is contacted in an emergency, they will notify the police and the Title IX Coordinator. The Manager of Residence Life will also be notified if emergencies occur within campus housing. The following is a list of emergency campus telephone numbers.

### **Downers Grove Campus**

Security	7111
Police	911
Resident Advisory on duty	630-515-7111
Dean of Students	630-515-6470

### **Glendale Campus**

Security	3201
Police	911
Resident Advisory on duty / Dean of students	623-572-3210

## **Counseling Services for Sexual Assault Victims and Witnesses**

The University has counseling services for students who are victims of or have witnessed an act of sexual misconduct (including sexual assault, attempted sexual assault, sexual abuse, dating violence, domestic violence, or stalking). Student victims of an alleged act of sexual misconduct have options for requesting a change in academic situations and on-campus residence arrangements if such requests are reasonably available. In addition to seeking assistance from the Title IX Coordinator, students may also seek assistance from the following University personnel or outside resources:

## **In Illinois**

### ***University Personnel***

Title IX Coordinator	630-515-6470
Assistant Title IX Coordinator	630-515-6474
Manager of Residence Life	630-971-6400
Student Counselor	630-515-7142

### ***Community Resources***

Family Shelter Services	630-469-5650
Mutual Ground	630-897-8383
Northwest CASA	888-802-8890
YWCA Metropolitan Chicago	800-514-1224
YWCA (South Suburban)	773-947-0700
YWCA (West Suburban Center)	630-790-6600

## **In Arizona**

### ***University Personnel***

Title IX Coordinator	623-572-3329
Assistant Title IX Coordinator	623-572-3772
Associate Title IX Coordinator	623/572-3357
Manager of Residence Life	623-572-3848
Office of Student Services	623-572-3210
Student Counselor	623-572-3629

### ***Community Resources***

Glendale Police Victim Assistance Hotline	623-930-3000
Domestic Violence Hotline	800-799-7233
Maricopa Crisis Hotline	800-631-1314

## **Sexual Misconduct Education and Awareness**

Midwestern University provides educational programming that consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:

1. Identify sexual misconduct which includes sexual harassment, sexual abuse, sexual assault or rape, domestic violence, dating violence, and stalking as prohibited conduct;
2. Define what behavior constitutes sexual harassment, sexual abuse, sexual assault or rape, domestic violence, dating violence, and stalking;
3. Defines ‘consent to sexual activity’ under University policy and state regulations

4. Covers information on reporting sexual violence, assisting victims and survivors of sexual violence, and preventing sexual violence through bystander training.
5. Explains rights of accuser and accused including the right to file reports with external law enforcement agencies and the right to an advisor.

# ( Resources )

## Midwestern University:

Title IX Coordinator	630-515-6474
Counseling Center	630-515-7142
Manager Residence Life	630-971-6400
Security	630-515-7111

Additional Information on Sexual Misconduct Policies and Procedures can be found in the Midwestern University Student Handbook

## Off Campus:

Downers Grove Police

911

Good Samaritan Hospital 630-434-5600

YWCA of Dupage 630-275-58900  
24-hour Hotline

630-971-3927

Family Shelter Hotline

NW Action Against Sexual Assault 24 Hotline 630-469-5650

Mutual Ground Hotlines 847-228-0990  
Sexual Assault Domestic Violence

630-897-8383

YWCARES 630-897-0800  
South Suburban YWCA

708-748-5672

Rape, Abuse and Incest Natl Network Hotline

800-656-HOPE

## WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

Midwestern University

555 31st Street  
Downers Grove, IL 60515

Midwestern University



## Definition of Sexual Assault:

Midwestern University uses the State of Illinois definition of sexual assault.

Sexual assault is: An act of sexual penetration under the use or threat of force; or An act of sexual penetration where the accused knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; or An act of sexual penetration in which the accused delivers (by injection, inhalation, ingestion, transfer of possession, or any other means) any controlled substance to the victim without the victims consent or by threat or deception for other than medical purpose; or An act of sexual penetration on a victim under the age of consent by Illinois definition.

## Sexual Assault is a form of sexual misconduct.

Dating violence, domestic violence, sexual abuse, sexual harassment and stalking are also forms of sexual misconduct. If you are the

victim of these behaviors, please contact Student Services at 630515-6470.

## What to Do if You Are Sexually Assaulted.

Go to a safe place. Call a family member or friend to be with you for support.

If you are on campus, call Security at 630-515-7111 if you are off-campus, call the police at 911. You should report the incident. You do not have to make a decision about future prosecution at this time, but filing a report will make it easier if you wish to do so. Write down as much as you can remember regarding the incident.

It is extremely important to preserve any evidence related to the crime as it may be necessary to provide proof of the assault. Do not bathe or shower, douche, use the restroom, change clothes, comb your hair, brush your teeth or gargle, change clothes, clean up the crime scene or move or touch anything the offender may have touched. If you do change clothes, place the clothes you were wearing during the assault into a paper bag (not plastic).

Seek out medical care from a hospital emergency room or specialized clinic. You will need to be tested for sexually transmitted diseases, possible date rape drugs and discuss the possibility of pregnancy. The medical facility should take steps to preserve any evidence of the assault.

## After the Assault

Remember that sexual assault is **never** your fault.

Give yourself time to heal.

Seek out counseling from on-campus or off-campus resources. MWU counselors will maintain confidentiality unless you grant them permission to disclose. The counselors can also assist with providing University resources.

## How to Support a Friend Who Is a Victim

- Listen
- Believe your friend
- Do not be judgmental or critical
- Encourage your friend to seek medical attention and / or counseling.
- Remind your friend that it is not their fault
- Allow your friend to express their emotions so they can feel in control.

- Provide support and a safe environment if your friend is frightened or uneasy.

**Resources:**

**Midwestern University:**

Title IX Coordinator Dr. Sesterhenn 623-572-3329

Counseling Center 623-572-3629

Multi-specialty Clinic 623-572-6000

Manager Residence Life 623-572-3848

Security 623-572-3201

**Off Campus:**

Emergency 911

Glendale Police Dept. Non-emergency 623-930-3000

Glendale Family Advocacy Center: A Division of the GPD 623-930-3720

Victim Assistance 623-930-3100

Child Protective Services 888-767-2445

Adult Protective Services 888-767-2385

Domestic Violence CONTACTS Shelter Hotline 602-263-8900

Sexual Assault/Abuse & Domestic Violence Hotline 800-656-HOPE



The University will provide reasonable assistance to victims of sexual misconduct. Assistance may take the form of academic or housing adjustments, counseling and / or health services.



Additional Information on Sexual  
Misconduct Policies and Procedures  
can be found in the Midwestern  
University Handbook

# Sexual Misconduct Policies and Procedures

MIDWESTERN  
UNIVERSITY

19555 N 59th Ave  
Glendale, AZ 85254

Office of Student Services  
Phone: 623-572-3210  
E-mail: [sseste@midwestern.edu](mailto:sseste@midwestern.edu)

MIDWESTERN  
UNIVERSITY  
OFFICE OF STUDENT  
SERVICES  
TEL: 623 - 572 - 3210

# Sexual Misconduct Policy and Procedures

## What is Sexual Misconduct:

Sexual misconduct is a serious violation of the standards set by the University community since it creates an atmosphere of distrust and inequality and will not be tolerated. Sexual misconduct includes sexual harassment, sexual abuse, sexual assault or rape, domestic violence, dating violence and stalking. This policy applies to all members of the University community, regardless of position/status, gender or sexual orientation. Any student found to be in violation of this policy shall be subject to disciplinary action, which may include, but is not limited to, disciplinary warning, disciplinary probation, suspension, or dismissal. Any action taken by the University is independent of actions taken by external law enforcement agencies. No action shall be taken against any person who submits a complaint that he or she believes to be valid regardless of the outcome of the investigation.

Title IX Coordinator for Sexual  
Misconduct Complaints  
Dr. Shannon Sesterhenn  
Dean of Students  
Student Services  
623-572-3357  
[sseste@midwestern.edu](mailto:sseste@midwestern.edu)

## What is Consent:

Consent is 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. Silence is not consent. The absence of refusal is not 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 has not 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. An individual who is impaired due to alcohol or drug ingestion cannot give consent.

## Reporting Sexual Misconduct:

Students who feel they are victims of sexual misconduct have the right to file a complaint with the University. All complaints will result in a formal investigation with a subsequent resolution. Students reporting violations have the right to file complaints with external law enforcement agencies as well as the University. University and law enforcement investigations will usually be conducted independently and simultaneously. The University standard for determining the validity of a complaint is the 'preponderance of evidence'.

## Procedures for Reporting a Sexual Assault on Campus

Any student who is involved in or witnesses a sexual assault should contact Campus Security immediately at 623/572-3201. Students have the option to notify law enforcement authorities, including local police, and will be assisted by campus authorities in notifying such authorities. It is extremely important to preserve any evidence related to the crime as may be necessary to provide proof of the assault. The student should not bathe or shower, use the restroom, change clothes, comb his / her hair, clean up the crime scene or move or touch anything the offender may have touched.

Glendale Police: 623-930-3000  
Victim Assistance: 623-930-3030

## Confidentiality:

Students may report to any member of the University community with whom they are comfortable. Members of the community, including Student Resident Assistants, are expected to report complaints about sexual misconduct violations to the Title IX Coordinator. The student counselors are not required to report complaints, and the victim's name will not be released without permission. The student counselors can be contacted at 623-572-3629/3967.

## Victim's Rights and Options

If you are a victim of sexual assault, domestic violence, dating violence or stalking, your first priority should be to get into a safe situation. Call Campus Security, law enforcement, friends or family. As a victim, you have the following rights and options:

### Reporting:

1. You may report the incident to Midwestern University campus security (630-515-7111) or other campus authorities including the counselors.
  - a. Campus authorities, including Resident Advisors, are obligated to report the incident to the campus Title IX coordinator. University counselors are not obligated to report and cannot do so without your permission. Counseling Center: 630-515-7142
2. You may report the incident to outside law enforcement agencies, including the Downers Grove Police (630-434-5600). You can obtain emergency assistance by calling 911.
3. You may request the assistance of Midwestern University campus security or other campus authorities in notifying outside law enforcement agencies.
4. You may decline to notify Midwestern University campus security, other campus authorities or outside law enforcement agencies.
5. No action shall be taken against any person who submits a complaint that he or she believes to be valid regardless of the outcome of the investigation.

Immediately after the incident, make every effort to preserve evidence.

1. If you are sexually assaulted, do not bathe or shower, douche, use the restroom, change clothes, comb your hair, brush your teeth or gargle, change clothes, clean up the crime scene or move or touch anything the offender may have touched. If you do change clothes, place the clothes you were wearing during the assault into a paper bag (not plastic).
2. If you are sexually or physically assaulted, seek out medical care from a hospital emergency room or specialized clinic. You may need to be tested for sexually transmitted diseases or possible date rape drugs and discuss the possibility of pregnancy.
3. If you are being stalked or subjected to dating violence or domestic abuse, save all emails, text, Instagram, tweets or any other digital or physical evidence.

### Available Resources:

The University will provide reasonable assistance with academic or housing adjustments to assist your situation. Counseling services are available without charge in the Counseling Center. Counselors can also refer you to local therapy resources if needed. The Wellness Center can assist you with health-related issues. Please notify the University if you have obtained an order of protection or restraining order so they can assist in implementation. The Office of Student Services can provide assistance with referral to off-campus support services.

The incident will be investigated by the University Title IX Coordinator. If the incident involves a faculty or staff member, the investigation will be conducted jointly by the Title IX Coordinator and Human Resources. All investigation will have a resolution. The standard used is the preponderance of evidence. The Assistant Title IX Coordinator on the Downers Grove campus is Lori Vozari, Assistant Dean of Students ([lvozar@midwestern.edu](mailto:lvozar@midwestern.edu); 630-515-6474). The Title IX Coordinator on the Glendale campus is Dr. Shannon Sesterhenn, Dean of Students ([sseste@midwestern.edu](mailto:sseste@midwestern.edu); 630-572-3357).

You and the person you accuse have the following rights:

1. Right to have a non-legal advisor present at any meeting.
2. Right to receive written notice of the:
  - A. Outcome of the investigation,
  - B. University appeal procedures,
  - C. Any change in the outcome of the investigation before the results are final,
  - D. Notice of the final results of the investigation.

Accused students are subject to possible sanctions in the event that investigation finds that they are in violation of the University Code of Rights and Responsibilities. The sanctions may include, but are not limited to, disciplinary warning, disciplinary probation, suspension, or dismissal. Students charged with violations may also be prosecuted under Illinois or Arizona criminal statutes. Employees will be disciplined according to University Human Resources guidelines

## Victim's Rights and Options

If you are a victim of sexual assault, domestic violence, dating violence or stalking, your first priority should be to get into a safe situation. Call Campus Security, law enforcement, friends and / or family. And remember that a person can be a victim or a perpetrator irrespective of gender or sexual orientation? As a victim, you have the following rights and options: Reporting:

1. You may report the incident to Northwestern University campus security or other campus authorities including the counselors.
  - a. Campus authorities, including Resident Advisors, are obligated to report the incident to the campus Title IX coordinator. University counselors are not obligated to report and cannot do so without your permission. Counseling Center: 623-572-3629
2. You may report the incident to outside law enforcement agencies, including the Glendale Police (623-930-3000). You can obtain emergency assistance by calling 911.
3. You may request the assistance of Northwestern University campus security or other campus authorities in notifying outside law enforcement agencies.
4. You may decline to notify Northwestern University campus security, other campus authorities or outside law enforcement agencies.
5. No action shall be taken against any person who submits a complaint that he or she believes to be valid regardless of the outcome of the investigation.

Immediately after the incident, make every effort to preserve evidence.

1. If you are sexually assaulted, do not bathe or shower, douche, use the restroom, change clothes, comb your hair, brush your teeth or gargle, change clothes, clean up the crime scene or move or touch anything the offender may have touched. If you do change clothes, place the clothes you were wearing during the assault into a paper bag (not plastic).
2. If you are sexually or physically assaulted, seek out medical care from a hospital emergency room or specialized clinic. You may need to be tested for sexually transmitted diseases or possible date rape drugs and discuss the possibility of pregnancy.
3. If you are being stalked or subjected to dating violence or domestic abuse, save all emails, text, Instagram, tweets or any other digital or physical evidence.

Available Resources:

The University will provide reasonable assistance with academic or housing adjustments to assist your situation. Counseling services are available without charge in the Counseling Center. Counselors can also refer you to local therapy resources if needed. The Multi-specialty Clinic can assist you with health-related issues. Please notify the University if you have obtained an order of protection or restraining order so they can assist in implementation. The Office of Student Services can provide assistance with referral to off-campus support services.

## **Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Midwestern University**

The following bylaws and regulations are promulgated to augment and support the Code of Responsibilities and Rights of the Students of Midwestern University.

Section One:

### **Student Complaints/Grievances**

Any student or group of students may initiate a complaint procedure on any student concern, including complaints against faculty, staff, or other students. The following guidelines are to be observed:

- A. Complaint communications must be submitted in writing. The complaint communication must clearly describe the problem and be accompanied by any relevant data. The statement must be specific and must be signed by the person submitting the complaint. In the case of a group complaint, one person may be designated as a representative for the group. The representative may sign for the group provided that all names of the group are attached.
- B. Student complaints should follow one of the two following processes.
  1. Informal Complaint Process: Complaints against fellow students, faculty/staff members or administrators that do not relate to harassment/ unlawful discrimination, sexual misconduct or academic or professional misconduct as defined in the Student Code of Rights and Responsibilities can be handled directly with the person(s) against whom the complaint is lodged, or, if necessary, with individuals at increasing levels of authority.
    - i. Complaints relating to harassment/unlawful discrimination will be processed under the procedure outlined in the 'Harassment/Unlawful Discrimination Policy' section of the Student Handbook.
    - ii. Complaints relating to sexual misconduct will be processed under the procedure outlined in the 'Sexual Misconduct Policy' section of the Handbook.
    - iii. Student complaints related to test questions, grade appeals, or other academic issues related to Academic Review Committee or Promotion and Graduation Committee outcomes should be forwarded to the appropriate faculty member, course director, committee chair, program director and / or college administrator in accordance with the guidelines set forth in the [College/University Catalog](#).

2. Formal Complaint Process: Complaints relating to accusations of academic or professional misconduct as defined in the Student Code of Rights and Responsibilities must be filed directly with the Dean of Students
3. Complaints against University-affiliated vendors should be initially submitted to the Dean of Students to determine which process is appropriate.

#### C. Informal Complaint Process

1. The following levels of authority can be utilized in successive order to adjudicate a complaint:
  - i. Person or persons involved. The person(s) may be a fellow student(s), faculty/ staff member, preceptor or administrator.
  - ii. Immediate administrative supervisor for staff members, Department Chair or Program Director for faculty members
  - iii. Dean of the student's College
  - iv. President of the University in consultation with the Chief Academic Officer, for all appeals (see G below).
  - v. The Dean of Students could be approached at any level time during a complaint as a mediator.
2. If a student is filing an informal complaint against a final college decision of academic deceleration or dismissal, the student must submit their complaint to the University President within five working days of notification of the final college decision. During the complaint process the student must continue to attend class.
3. If a fair and acceptable accord is not reached by the involved parties at the time of response, if more than an agreed time for response passes or if there is no evidence of an attempt to respond, the student(s) making the complaint may proceed to the next higher available authority. In so doing, the student(s) must inform the person to whom the original complaint was addressed that the complaint has been moved to a higher authority level.
4. Informal complaints should be able to be resolved by mediation, compromise, or education. An informal complaint resolution should not result in disciplinary action on the part of the University. If investigation of the complaint reveals that the issue is more serious than originally believed, the resolution of the issue should be handled according to the formal complaint process.
5. If the student filing a complaint is not certain which process is appropriate, the Dean of Students should be consulted for advice regarding the appropriate process.

6. An informal investigation and resolution process does not require the complainant student's identity to be shared with the accused student(s).

#### D. Formal Complaint Process

1. Investigations of student complaints that involve another student or students will be undertaken by the Dean of Students; however, investigations involving student complaints against a MWU employee(s) are undertaken jointly by the Dean of Students and the Vice President of Human Resources. Student complaints concerning harassment/ unlawful discrimination and sexual misconduct are handled as outlined in the Policy section of the Student Handbook.

2. For Student-on-Student complaints,

- i. The written complaint must clearly describe the problem and be accompanied by any relevant documentation or data. The written complaint and the accompanying documents/data must be submitted to the Dean of Students.
- ii. Upon receipt of the written complaint lodged against the student, the Dean of Students will set a time to meet with the student to discuss the complaint.
- iii. The Dean of Students will then communicate the complaint to the student(s) being accused and initiate a formal investigation of the allegations. The Dean of Students has the right to interview other parties in relation to the complaint in order to conduct a fair and thorough investigation.
- iv. In a formal investigation and resolution process, the name of the student(s) who generated the complaint may be shared with the accused student(s).
- v. After conducting an investigation, the Dean of Students will make a recommendation for resolution to the appropriate college dean.
- vi. After receiving the recommendation of the Dean of Students, the applicable college dean will notify the accused student(s) in writing of his / her decision including, if applicable, recommended disciplinary action.

Any disciplinary action must conform to Appendix 1, Section Five of the Code of Responsibilities and Rights of Students of Midwestern University. Any such disciplinary outcomes are kept confidential and are not shared with the student(s) who generated the complaint in accordance with FERPA.

3. For complaints against faculty, staff, administrators and preceptors:

- i. The written complaint must clearly describe the problem and be accompanied by any relevant documentation or data. The written complaint



and the accompanying documents/data must be submitted to the Dean of Students.

- ii. The Dean of Students will immediately communicate the complaint to the Director of Human Resources and initiate a formal investigation of the allegations.
- iii. The Dean of Students and Director of Human Resources will set a time to meet with the student to discuss the complaint.
- iv. The Dean of Students and the Director of Human Resources will initiate a joint, formal investigation of the allegations, with the right to interview other parties in relation to the complaint in order to conduct a fair and thorough investigation.
- v. While the Dean of Students' investigation focuses on student input, the Director of Human Resources' investigation focuses on employee input.
- vi. After conducting the investigation, the Dean of Students and Director of Human Resources will compile a joint report on their findings.
- vii. The Director of Human Resources will then make a recommendation for a complaint resolution to the supervisor of the employee(s), who will carry out any disciplinary actions against the employee(s).

4. In a formal investigation and resolution process, the name of the student(s) who generated the complaint may be shared with the accused employee(s). However, disciplinary outcomes are kept confidential and are not typically shared with the student(s) who generated the complaint.

5. Final decisions or appeals of any complaint involving students and / or employees will rest with the President. All documentation related to student generated complaints and resolutions are kept on file in the Office of the President in accordance with The Higher Learning Commission requirements.

If the complaint cannot be resolved after exhausting the institution's complaint procedure, the student may file a complaint with either the Illinois Board of Higher Education or the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The Illinois Board of Higher Education, Academic Affairs Division, may be contacted at: 1 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377; (217) 782-2551.

Alternatively, a complaint form may be completed at <http://complaints.ibhe.org/>. The Arizona State Board for Private Postsecondary Education may be contacted at: 1400 West Washington, Room 260, Phoenix, AZ 85007; (602) 542-5709 or through their web site at <https://ppse.az.gov/>.

- E. Midwestern University is accredited with The Higher Learning Commission. For specific accreditation complaints against Midwestern University, they may be contacted at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413 ([info@hlcommission.org](mailto:info@hlcommission.org) or through their web site at <https://www.hlcommission.org/>).
- F. Accreditation complaints can also be directed to the individual accrediting agencies for each of Midwestern University's colleges and programs:
1. In the case of pharmacy students, the Accreditation Council on Pharmacy Education (ACPE) is also available to students who feel their complaint has been unresolved by the University. A requirement of the ACPE states that such a complaint against a college or school of pharmacy must be related to the standards or policies and procedures of ACPE and must be submitted in writing to the Executive Director of the ACPE. Under existing practices, when a complaint is received, it is submitted to the college or school affected for response. If, thereafter, based upon the complaint and the response, the Executive Director determines that a complaint is not related to the standards or policies, the complainant is so advised in writing with a copy to the school or college, and the matter is treated as resolved. Anonymous complaints pertaining to accreditation matters are retained and, depending on circumstances, may or may not be forwarded to the school or college involved, depending somewhat on the severity of the complaint. This decision is made by the Executive Director. Where a complainant has threatened or filed legal action against the institution involved, ACPE will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised. Complaints to ACPE should be filed via e-mail to either of the two following addresses: [csinfo@acpe-accredit.org](mailto:csinfo@acpe-accredit.org) (regarding a professional degree program); [ceinfo@acpeaccredit.org](mailto:ceinfo@acpeaccredit.org) (regarding a continuing education provider). The address of the Council is: Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 3000, Chicago, IL 60603.
  2. In the case of osteopathic medical students, the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA) is also available to students who feel their complaint has been unresolved by the University and is related to student grievances regarding AOA accreditation standards. AZCOM/CCOM is committed to meeting and exceeding the standards for accreditation of colleges of osteopathic medicine as described by the AOA Commission on Osteopathic College Accreditation. A copy of the standards is available upon request from the Office of the Dean of a ZCOM/CCOM. Students who believe that the College may not be in compliance with a standard of

accreditation have the right to file a complaint through the following procedures, the first of which must involve the College of Osteopathic

- i. Medicine: 1) A written, dated and signed complaint must be filed with the Office of Student Services. 2) The Dean of Students will consult with the Dean of AZCOM/CCOM and form an ad-hoc committee to investigate the complaint. 3) The results of the investigation shall include findings of fact, a determination of standard compliance or non-compliance, and recommended corrective actions. The results will be communicated in writing to the Dean of AZCOM/CCOM. 4) If corrective action is indicated, the Dean of AZCOM/CCOM will respond with a description/ plan for such action within 30 working days of receipt of the ad hoc committee results. 5) Records of all proceedings regarding complaints will be maintained by the Office of the President. 6) In the event that the student complainant is not satisfied with the ad hoc committee determination and / or corrective action, the student may then communicate his / her complaint to: Chairperson, Commission on Osteopathic College Accreditation, American Osteopathic Association, 142 East Ontario Street, Chicago, Illinois, 60611-2864.
3. Students enrolled in the Occupational Therapy Program may contact the Accreditation Council for Occupational Therapy Education at: Accreditation Council of Occupational Therapy Education, American Occupational Therapy Association, P.O. Box 31220, Bethesda, MD, 20824-1220; (301) 652-6611.
4. Students enrolled in the Physical Therapy Program may contact the Commission on Accreditation in Physical Therapy Education at: Commission on Accreditation in Physical Therapy Education, American Physical Therapy Association, 3030 Potomac Ave, Suite 100, Alexandria, VA, 22305; (703) 684-2782; <http://www.captonline.org/Complaints/>.
5. Students enrolled in the Podiatric Medicine Program may contact the Council on Podiatric Medical Education at the following location: Council on Podiatric Medical Education, 9312 Old Georgetown Road, Bethesda, MD 20814; (800) 275- 2762; [www.apma.org](http://www.apma.org).
6. Students enrolled in the Speech-Language Pathology Program may contact the Council on Academic Accreditation in Audiology and Speech-Language Pathology at: Council on Academic Accreditation in Audiology and Speech-Language Pathology; 2200 Research Boulevard; Mail Stop 310; Rockville, MD 20850; [accreditation@asha.org](mailto:accreditation@asha.org); or <http://caa.asha.org/programs/complaints>.

7. Students enrolled in the College of Dental Medicine may contact the Commission on Dental Accreditation (CODA) at the following location: Commission on Dental Accreditation, 211 E. Chicago Ave., Chicago, IL, 60611; (312) 440-2500 [www.ada.org/en/coda-policies-and-guidelines/file-a-complaint](http://www.ada.org/en/coda-policies-and-guidelines/file-a-complaint).

The Commission on Dental Accreditation will review complaints that relate to the College's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. It should be noted that the College of Dental Medicine-Arizona requests the opportunity to address a student's complaint internally before seeking an investigation by the Commission on Dental Accreditation. If the College can be of service in that regard, or if students have questions about their right to file a complaint either internally or externally, they can contact the administration of the College at (623-572-3800).

1. Students enrolled in the College of Optometry may contact the Accreditation Council on Optometric Education at the following location: American Optometric Association, 243 N. Lindbergh Boulevard, St. Louis, Missouri, 63141 or via phone at: (314) 991-4100 or via email at: [ACOE@aoa.org](mailto:ACOE@aoa.org).
2. Students enrolled in the Nurse Anesthesia Program may contact the Council on Accreditation of Nurse Anesthesia Educational Programs at: Council on Accreditation of Nurse Anesthesia Educational Programs (COA), 10275 W. Higgins Road, Suite 9906, Rosemont, IL 60018-5603; (224) 275-9130; <https://www.coacrna.org/contact-us/concerns/>
3. Students enrolled in the Cardiovascular Sciences Program may contact the Accreditation Committee-Perfusion Education (AC-PE) at the following location: 10940 S Parker Rd, Suite 455, Parker, CO 80134; or via phone at (303) 495-8989; and via email at [office@ac-pe.org](mailto:office@ac-pe.org). For more information, please link to their web site at [www.ac-pe.org](http://www.ac-pe.org).
4. Students enrolled in the College of Veterinary Medicine may contact the American Veterinary Medical Association (AVMA) by mail at 1931 N. Meacham Rd., Suite 100, Schaumburg, IL 60173-4360 or via phone at 847-925-8070 or 800-248-2862 and via fax at Fax: 847-925-1329 or via their website at [www.avma.org](http://www.avma.org)
5. Students enrolled in the Clinical Psychology Program may contact the American Psychological Association, Office of Program Consultation and Accreditation, 750 First

Street, NE, Washington DC 20002-4242, via phone at (202)336-5500, via TDD/TYY at (202)336-6123 or via fax at (202)336-5978.

6. Students enrolled in the Physician Assistant Program may contact the Accreditation Review Commission on Education for the Physician Assistant, Inc., via mail at 3325 Paddocks Pkwy, Suite 345, Suwanee, GA 30024, phone at 770-476-1224, or fax at (470) 253-8271. Contact Accreditation Services by email at: [accreditationservices@arc-pa.org](mailto:accreditationservices@arc-pa.org).
7. Students enrolled in the Speech-Language Pathology Program on either campus may contact the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language Hearing Association (ASHA), 2200 Research Boulevard, #310 Rockville, MD 20850, 800/498-2071 or 800/638-8255.

H. Students enrolled in rotations, clinicals, practicas, or internships in Texas may contact the Texas Higher Education Coordinating Board

1. The web address for the Texas Higher Education Coordinating Board's Student Complaints page with forms and a description of the complaint procedure may be found at <https://www.highered.texas.gov/student-complaints/>
2. The web address for the rules governing student complaints - Title 19 of the Texas Administrative Code, Sections 1.110-1.120 may be found at [https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=T&app=9&p\\_dir=P&p\\_rloc=164570&p\\_tloc=&p\\_ploc=1&pg=7&p\\_tac=&ti=19&pt=1&ch=1&rl=116](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=P&p_rloc=164570&p_tloc=&p_ploc=1&pg=7&p_tac=&ti=19&pt=1&ch=1&rl=116)

## Student Judicial System

Midwestern University, in an effort to conform with the rulings of the Supreme Court of the United States concerning the differentiation between student discipline and evaluation of student academic and professional competency, has developed the following student judicial structure to deal with disciplinary infractions of the student code as enumerated.

This student judicial system is designed so that a student may have the opportunity to be fairly and justly treated when his / her personal academic or professional conduct allegedly violates the Bylaws and Regulations of the Code of Responsibilities and Rights of the Students of Midwestern University that are stated below in this section. This section does not apply with respect to minor infractions related to student academic and professional performance that are dealt with by the appropriate faculty in regards to the filing of non-disciplinary Student Academic and Professionalism Incident Report Forms or in terms of dealing with unsatisfactory academic performance issues that are stipulated in either the Academic Section of the respective College Catalogue or the student's respective course syllabi that are dealt with through Academic Review Committees or Student Graduation and Promotion Committee. Although faculty and college administrators have the option to deal with such issues within their respective colleges, they must still provide students the opportunity to be fairly and justly treated and to be given the fundamental right to address any issues related to unsatisfactory academic progress or allegations of misconduct. Professional and / or academic misconduct incidents that potentially warrant

disciplinary sanctions that remove a student from good standing or that result in an escalating alteration of disciplinary status must be submitted as a formal written complaint to the Dean of Students and the Academic Dean, as well as to the student, in accordance with the policies and procedures described in this section below.

A. ***Grounds for action.*** The following acts are considered to be a violation of acceptable student conduct:

1. ***Academic misconduct (see also Appendix 4: Student Academic Responsibilities)***

- i Cheating: Unauthorized use of a text, notes, or other aids during an exam, copying the work of another student, or obtaining and using a copy of an examination in advance of its administration.

- ii Computer misuse: Disruptive or illegal use of computer resources including the inappropriate transmission of class/examination material via e-mail, texting, or any other form of electronic communication.
- iii Fabrication: Intentionally falsifying or inventing any information or citation in any academic exercise.
- iv Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.
- v Forgery, alteration, or misuse of University documents, records, identification, etc.
- vi Knowingly furnishing false information to the University.
- vii Intentional obstruction or disruption of teaching, research, or administrative operational procedures.
- viii Plagiarism: Presenting as one's own the work of another without proper acknowledgment; deceitful practice, utilizing a substitute or acting as a substitute in any academic evaluation, or knowingly permitting one's work to be submitted by another person without the instructor's authorization.
- ix Unauthorized collaboration: Working together on an exam or lab report when expressly prohibited from doing so by an instructor.

## **2. Professional misconduct**

- i Behavior inconsistent with the qualities described for professionals within the chosen fields, including unprofessional communications that are delivered verbally, in writing, via email, or any form of electronic means, including through social networking sites. The use of social networking sites to bully, harass or intimidate fellow classmates, employees or rotation site personnel is inappropriate and unacceptable. The content of personal and private conversations between individuals may not be posted on social media without the permission of all parties involved. All forms of communication to and from the University, including anonymous evaluations related to courses and constructive feedback, need to use appropriate language and be worded in a professional and non-offensive or nonargumentative manner.
- ii Misuse of any electronic device, including cell phones, for the purpose of unauthorized recordings/tapings/photographs/videos/electronic communications of lectures, lecture materials, laboratories, laboratory materials, clinical settings, patients and patient

- encounters, or meetings with instructors, faculty, or administrative personnel, as well as MWU events such as the White Coat Ceremony and graduations.
- iii Computer misuse: using University or affiliate computers to access or transmit pornographic or illegal subject matter.
  - iv Drug abuse: Being under the influence of substances of abuse, including alcohol, during class, laboratory, externship, clerkship, or any other situation under the jurisdiction of the University in which professional conduct is expected or required.
  - v Failing a drug test due to the unauthorized use of alcohol or other controlled substances.
  - vi Engaging in the synthesis, manufacture, theft, sale, or use of a controlled substance or drug for unlawful purposes or assisting any individual or group in accomplishing this end.
  - vii Failure to comply with or obstruction of performance of campus security.
  - viii Harassment of any kind directed at a particular person or group of people.
  - ix Inducing or forcing another individual to drink an alcoholic beverage (including "spiking" nonalcoholic beverages) against his / her expressed desire.
  - x Possession, use, distribution or sale within the college community of date rape drugs including GHB, Rohypnol, and Ketamine or any similar illegal drugs that can be given to a student without his or her knowledge.
  - xi Misuse of pharmaceutical privileges.
  - xii Neglect of clinical and / or hospital duties.
  - xiii Neglect of patient's rights.
  - xiv Neglect of responsibilities related to holding office as a student senate, Student Council/Student Government Association, class, or other organizational elected or appointed officer.
  - xv Obstruction of the judicial system or failure to comply with judicial sanctions.
  - xvi Physical abuse of any person or University property or conduct that threatens or endangers the health or safety of any person.
  - xvii Possession or use of firearms, ammunition, or explosive devices or materials on campus.
  - xviii Theft of, or the intentional damage to, property of a member of the University on campus, or theft of, or the intentional damage to, property of Northwestern University.
  - xix Unauthorized possession or duplication of keys to any University facility and unauthorized entry to or use of University facilities.
  - xx Violation of any campus rules or regulations.



xxi Violation of the confidentiality of any medical, personal, financial, or business information obtained through the student's educational activities in any academic or professional practice setting.

xxii Violation of any federal, state, or local laws while on campus or attending approved off-campus events, including rotations or while enrolled as a student.

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**B. Procedures for conduct examination.** To institute proceedings to examine any student act allegedly violating acceptable student conduct, the following procedures shall be followed:

1. Nature of the act and related circumstances are to be reported in written detail and submitted to:
  - i The involved student,
  - ii The appropriate College Dean, and
  - iii The Dean of Students.
2. The written statement must include the name of the involved student, the name and status of the reporting person, and the nature of the alleged act. In cases of harassment/unlawful discrimination and sexual misconduct, issues should be handled according to the procedures outlined under the Harassment/Unlawful Discrimination and Sexual
3. Misconduct policies in the Policy Section of the Student Handbook. The written statement may be sent to the involved student via the University email/mail system or delivered in person. Should a student so involved refuse or fail to accept delivery of the statement after a bona fide attempt is made to deliver, the requirement of notification will be considered to have been met. All correspondence related to the proceedings is considered to be confidential material.
4. Temporary suspension: Should a student action be of such a nature that it is felt that he / she must be relieved of his / her right to attend Midwestern University, the student may be temporarily suspended from the college on recommendation of the Dean of Students. Any temporary suspension may continue until such time as the issue in dispute is resolved under the process outlined below.

**C. Resolution of conduct matters.** Any issue concerning student conduct will be resolved by utilizing the office of the Dean of Students. The Dean of Students is authorized to receive complaints, conduct investigations and determine the validity of the charges. The Dean of Students also makes recommendations regarding appropriate disciplinary action to the applicable Academic Dean. The Dean of Students has been assigned this role to ensure consistent and fair resolution of student conduct issues. At the onset of any

conduct issue, the involved student or students should, if feasible, meet with the Dean of Students no later than one week after notification of an allegation of unacceptable student conduct

1. Method of resolution

- i Upon receipt of the written complaint lodged against the student, the Dean of Students will set a time to meet with the student regarding the issue. The interview will preferably be conducted in person, although a phone interview is acceptable if the student is at a distant location. Only the student may attend the interview. The Dean of Students has the right to interview other parties in relation to the incident to determine the validity of the complaint.
- ii After interviewing the student and other involved persons, the Dean of Students will render a decision regarding the validity of the complaint. If the complaint is valid, the Dean of Students will recommend disciplinary action. The appropriate Academic Dean will be notified of the recommendation within 5 school days of the aforementioned interview (unless prevented by extenuating circumstances). A copy of the Dean of Students investigation into the complaint, including all supporting evidence, will be submitted to the Office of the President in Glendale or the Office of Accreditation in Downers Grove.
- iii Typically, within 5 school days after receiving the recommendation of the Dean of Students, the Academic Dean will notify the student in writing of his / her decision including, if applicable, any disciplinary action. Any disciplinary action must conform to Appendix 1, Section Five of the Code of Responsibilities and Rights of Students of Midwestern University. A copy of the Academic Dean's decision must be sent to the Dean of Students and the Office of the President in Glendale and the Office of Accreditation in Downers Grove for inclusion in the student's disciplinary file.
- iv If the student does not accept the Academic Dean's decision, the student may appeal to the President (who may consult with the Chief Academic Officer of the respective college) within 5 school days of notification of college dean's decision, by submitting a written statement containing the basis and reasons for the appeal including all relevant facts. The President will request a copy of the Academic Dean's findings and decision, as well as all relevant information from the Dean of Student's investigation. The President or designated Chief Academic Officer will act upon the appeal by (a) confirming the original decision, (b) altering any penalties imposed, or (c) requesting the student, the Dean of Students, and / or the applicable college dean to submit additional information prior to rendering a decision.

- v The final decision rests with the President. A copy of the President's decision must be sent to the Academic Dean, Dean of Students and the Office of the President in Glendale or the Office of Accreditation in Downers Grove for inclusion in the student's disciplinary file.

D. ***Record keeping in conduct matters.*** Records of the above proceedings shall be kept in accordance with the following guidelines:

1. All records related to disciplinary investigations/actions are secured in the Office of the Dean of Students.
2. All records related to disciplinary appeals are secured in the office of the President.
3. All records related to disciplinary investigations/actions/appeals are maintained in perpetuity.
4. A student may see all records related to his / her disciplinary investigation/action/appeal in accordance with the college regulations concerning inspection of records as spelled out in Guidelines for Access to and Disclosure of Educational Records Maintained by Midwestern University.
5. All documentation related to disciplinary investigations/actions/appeals are kept on file in the Office of the President in Glendale or the Office of Accreditation in Downers Grove in accordance with The Higher Learning Commission.

## **Missing Student Policy**

Midwestern University recognizes its responsibility to its students, particularly those residing on campus, and in compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008) has formalized a Missing Student policy and procedure. It is required that all students complete the 'Emergency Notification' form that is accessible through the [online.midwestern.edu](http://online.midwestern.edu) website. The student must enter the name of a person or persons whom they would wish to have contacted if there is a concern that they are missing. The contact will be made no later than 24 hours after a student is determined to be missing. Emergency contact information is confidential, password protected, and accessible only by qualified individuals. If the student is under the age of 18 and is not emancipated a parent or custodial guardian will be notified that the student is missing, even if the student has not listed their parent / custodial guardian as their contact. Midwestern University will also notify the local police department and any other appropriate law enforcement agency no later than 24 hours after the student is determined to be missing.

### **Process for campus-based students:**

Campus-based students are those students whose activities are primarily based on campus.

A missing student is any student who:

1. Is reported to have an unexplained absence from a mandatory class activity or examination. Course directors are required to notify the Office of Student Services and the appropriate Academic Dean immediately if a student is absent from a mandatory activity and has not contacted the course director with a reason for the absence. Course directors must notify Student Services of any student absence regardless if the student is living in student housing.
2. Is reported to have a prolonged unexplained absence from campus, either from academic activities or from student housing. Resident advisors and fellow students should direct their concerns to the Manager of Campus Housing who will contact the Office of Student Services.
3. Is reported to have been the victim of possible criminal activity.

### **Procedure when a student is reported missing from campus, but not a victim of possible criminal activity:**

When the Office of Student Services receives a notice that a student is missing the following procedure will be followed:

1. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response the Office of Student Services will proceed to Step 2. The Office of Student Services will continue to call, text, and email the student while the procedures outlined below are conducted.
2. It will be determined if the student lives in campus housing. If the student lives in campus housing the following process will be followed:
  - a. The Office of Safety and Security (OSS) will be contacted.
  - b. The Manager of Campus Housing, Dean of Students or other representative of the Office of Student Services, in company with a member of OSS, will proceed to the student's on-campus housing unit to determine if the student is present. If the student fails to respond after the University representatives have identified themselves and have knocked on the door three times the door will be opened with a master key to determine whether the student is present in the unit.
  - c. The Office of Media Resources will make a copy of the ID photo of the student available to OSS.
  - d. OSS will search campus locations to find the student. These locations may include the library, classrooms, student center, and gymnasium. OSS will use student vehicular registration to determine whether the student's car is parked on campus.
  - e. Academic Departments will be contacted to determine if the student has been attending class. The Office of the Academic Dean of the college in which the student is enrolled will be notified that the student is missing.
  - f. Building access logs will be examined to determine when the student last used his / her ID card to access campus grounds and to enter campus buildings.
  - g. Information Technology Services may be asked to provide records documenting student use of the University network server and student email program.
3. In the event that the student is not found after implementing the procedures outlined above, the individual listed on the Emergency Contact form will be contacted. The President and Leadership Team will also be notified.
4. If the Student does not live on campus the following procedure will be followed:
  - a. OSS will be contacted.
  - b. The Office of Media Resources will make a copy of the ID photo of the student available to OSS.

- c. OSS will search campus locations to find the student. These locations may include the library, classrooms, student center, and gymnasium. OSS will use student vehicular registration to determine whether the student's car is parked on campus.
- d. Academic Departments will be contacted to determine if the student has been attending class. The Office of the Academic Dean of the college in which the student is enrolled will be notified that the student is missing.
- e. Building access logs will be examined to determine when the student last used his / her ID card to access campus grounds and to enter campus buildings.
- f. Information Technology Services may be asked to provide records documenting student use of the University network server and student email program.

In the event that the student is not found after implementing the procedures outlined above, the individual listed on the Emergency Contact form will be contacted. The President and the student's College Administration will also be contacted.

If the location of the student has not been determined after a 24-hour period the University will notify local police authorities. If extenuating circumstances come to light during the investigation that raise issues of concern, local authorities may be brought before 24-hours have elapsed.

**Procedure when a student is reported missing from campus, and may be the victim of possible criminal activity:**

1. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response the Office of Student Services will proceed to Step 2. The Office of Student Services will continue to call, text and email the student while the procedures outlined below are conducted.
2. OSS will be notified.
3. OSS will call the local police department to report a possible crime. OSS will contact all witnesses and make them available for interview by the local authorities.
4. The Office of Student Services will notify the President of Midwestern University and Academic Dean of the situation. The individual listed on the Emergency Contact form will be contacted.
5. The following procedures will be followed. Any information gathered will be transmitted to the local authorities to assist them in their investigation.

- a. The Office of Media Resources will make an ID photo of the student available to local authorities and OSS.
- b. OSS will search campus locations to find the student. These locations may include the library, classrooms, student center, and gymnasium. OSS will use student vehicular registration to determine whether the student's car is parked on campus.
- c. Building access logs will be examined to determine when the student last used his / her ID card to access campus grounds and to enter campus buildings.
- d. Information Technology Services may be asked to provide records documenting the student's use of the University network server and student email program.

**Process for Students on rotations:**

A student on rotation is any student whose primary activities are conducted at an off-campus site.

**Definition:**

A missing student is any student who is reported to have an unexplained absence from a rotation or other clinically based activity. Preceptors are required to notify the appropriate clinical coordinator immediately if a student is absent and has not contacted the preceptor with a reason for the absence.

**Procedure:**

1. The clinical coordinator should contact the Office of Student Services.
2. When the Office of Student Services receives a notice that a student is missing, the following procedure will be followed:
  - a. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response the Office of Student Services will continue to call the student at regular intervals throughout the day.
  - b. After 4 hours, the Office of Student Services will notify the President of Midwestern University and Academic Dean of the situation.

If the student has not returned the call within 24 hours the individual listed on the Emergency Contact form will be contacted.



## **Tornado Sheltering Procedure**

The Midwestern University Safety Team has prepared a list of locations to seek shelter in the event a tornado warning is issued for our area. The Village of Downers Grove will sound the warning siren. The emergency notification system will announce the warning in all buildings. Please see below the buildings and locations to seek shelter.

- Dr. Dobbelaere Support Services Hall – Lower Level in elevator lobby, conference room and restrooms.
- Science Hall – Lower Level away from windows center core of building
- The Commons – Lower Level hallway area near mailboxes or restrooms
- Alumni Hall – Lower Levels East and West Side Lobbies by Skills Lab
- Centennial Hall – South hallway Lower Level
- Redwood – Lower Level
- Littlejohn Hall –
  - Lecture Halls – Front Stage Area
  - Library – Lower Level Restrooms, Copy Room Area
- Administration – Restrooms, kitchen, or file rooms
- Fitness Center – Locker rooms
- Apartments - Lower Level under the stairs
- Multi-specialty Clinic-Lower level away from windows, center core of building
- Cardinal Hall – Lower Level Elevator vestibule or hallway
- White Oak Hall – Lower Level central hallways away from windows

### **Sheltering Tips:**

1. Use common sense. Be aware of your surroundings. When weather conditions start to develop, listen to a television, radio, or weather radio for information.
2. Stay away from windows, display cases, door side lights and doors that swing.
3. Avoid locations where roofs are likely to be blown off.
4. Avoid corridors with direct exits that may become wind tunnels.



5. Avoid portions of the building with load bearing walls. If these types of walls collapse, the roof will cave in with them.
6. Avoid spaces opposite doorways or openings into rooms that have windows or exterior walls.
7. Avoid interior locations with skylights or ceiling openings.
8. Avoid spaces within the falling radius of higher building objects such as chimneys, etc.

### **Protection Checklist**

#### **Inside – Best Areas**

- Basements, small interior rooms with no windows
- Locker rooms or bathrooms
- Hallways away from doors and windows and not open to direction of the tornado
- Rooms constructed of reinforced concrete, brick with no windows and a heavy concrete Floor or roof system overhead
- Any protected area away from doors or windows

#### **Inside – Worst Areas**

- Gymnasiums and auditoriums
- Hallways exposed to direction of tornado
- Rooms with large windows and doors
- Rooms near chimneys or other large obstructions

#### **Outside – Best Areas**

- Ditch, gully, culvert, low spot in the ground or inner corners of parking deck

#### **Outside – Worst Areas**

- In or under a vehicle
- Mobile homes or trailers
- Trees or groves of trees

## Lockdown

By definition, a lockdown involves the confining of persons to a secure location following a public announcement, typically through the mass notification system, in response to a violent disturbance or threat of imminent danger. Please note: experts advise to Run, Hide, and Fight if necessary, given the circumstances. The following information pertains to a Lockdown scenario in which the option is to shelter in place should it be unwise to run or fight.

All faculty and staff are informed on how to identify the closest lockable internal room that has no windows. There may be circumstances where lecture halls or laboratories are the closest and most accessible lockable room.

Lockdown drills are necessary and must be followed as though an actual lockdown is occurring.

The University community will be notified of a lockdown situation via the emergency notification system.

Immediate responses to a lockdown notification in which the option is to shelter in place are as follows:

1. Obey a faculty or staff member in terms of being directed to a lockable room or leaving the premises.
2. If you are in a classroom, quickly check the corridors for any recognizable person and direct them into the room with you.
3. Most classrooms, offices, and conference room doors will automatically lock during a lockdown. However, if you are in a classroom, office, or conference room that has a lockable door handle, press the thumbbolt lock into the locked position.
4. Turn off the lights.
5. Go to the furthest corner of the room away from the door (and windows if present) and remain silent.
6. Do not open the door for any reason until the local authorities grant an "all clear" or unlock the door with a key.
7. Do not leave the room if you hear a fire alarm. Wait for the alarm to be verified by the emergency notification system.
8. Remain in lockdown until local authorities grant an "all clear"

If you are unable to make it quickly enough to a lockable room, find cover as best as possible. Individuals should be aware of their surroundings and must use discretion in an emergency situation.

## **Annual Fire Safety Report**

If a fire occurs in a Midwestern University building, community members should immediately dial 911 and notify the OSS at (630) 515-7111 in Illinois or (623) 572-3201 in Arizona. OSS will immediately initiate a response. In Illinois a direct dial phone line to the Downers Grove Village Operation Control Center (VOC) will summon the fire department quickly through a communication link. In Arizona first dial 911 and then notify Safety & Security at the Welcome Center (623) 572-3201 who will initiate a response. Once Glendale Fire Department is in route, two-way communication is available to GFD via a base radio located at the Welcome Center. If a member of the Midwestern University community finds evidence of a fire that has been extinguished, and the person is not sure whether OSS has already responded, the community member should immediately notify OSS to investigate and document the incident. The fire alarms alert MWU community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Stairwells are lit and exit signs posted to aid in the immediate evacuation. Community members are expected to familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly, however a more important reason for evacuating is safety. When a fire alarm is activated the elevators in most buildings will stop automatically; occupants should use the stairs to evacuate the building. If an individual is caught in an elevator they should push the emergency phone button. The emergency phones in elevators on campus ring to the MWU OCSS dispatcher (Base front gate). After a false alarm in a residential facility an email message is distributed to building residents typically the next business day informing them of the cause of the activation and the reason for the evacuation.

The purpose of providing follow-up information is to use those instances as a teaching moment to point out the reason for the alarm activation, the evacuation routes, and instructions and guidelines for evacuations. MWU OCSS publishes this fire safety report as part of its annual Clery Act report, which contains information with respect to the fire safety practices and standards for MWU. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. The compliance document is available for review 24 hours a day on the Emergency Response web site.



## **Midwestern University Smoking Policy**

### **PURPOSE:**

This policy is intended to protect individuals from the harmful effects of secondhand smoke exposure. The policy is consistent with the Smoke-Free Arizona Act and the Smoke Free Illinois Act. For purposes of this Policy and for illustration only, smoking includes lighting, smoking, or carrying a lighted cigarette, cigar, or pipe, and the use of any electronic smoking device (e.g., vaporizers, vape pens, hookah pens, and electronic cigarettes, and pipes) (collectively “Smoking”). This policy applies to employees, students, and visitors.

### **POLICY:**

1. The University prohibits and will not tolerate Smoking in:
  - a. Any of its facilities, including but not limited to, its offices, conference rooms, dining areas, break rooms, restrooms, lobbies, hallways, and common areas of buildings;
  - b. University housing, including, apartments, balconies/patios;
  - c. Its outdoor property; and
  - d. University vehicles.
2. Smoking is permitted only in areas designated by the University in accordance with applicable law.
3. All waste associated with Smoking must be disposed of safely and in designated receptacles, which are located in Smoking-designated areas on campus.
4. “No Smoking” signs will be posted at all University building entrances.
4. The University will inform all prospective and existing employees and students of the University’s prohibition on Smoking.
5. Safety & Security will administer this policy and respond to questions about University-approved Smoking-designated areas on campus.



## **Electrical Appliances (EA) Policy**

As a result of increased usage of cooking and heat producing appliances in the Residence Hall rooms and the resulting fire safety and energy concerns, the University has determined which items are safe for use in the Residence Halls. MWU permits the usage of the following items in university-owned residences.

### **EA – Permitted (approved)**

- \*hair appliances, mirrors, shavers \*contact lens storage/cleaners \*stereo equipment \*iron
- \*TV, VCR/DVD player \*video games systems
- \*alarm clocks \*refrigerators

### **EA – Kitchen Areas Only (approved)**

- \*George Foreman grills (other brands) \*pizza ovens
- \*toasters/ toaster ovens \*hot plates
- \*microwaves \*rice cookers
- \*coffee makers \*other cookware or appliances

The following list of prohibited items is not a complete listing; please see the Manager of Residence Life or Dean of Students prior to bringing an item that has not been approved. See appendix (A) for wattage of common household appliances.

### **EA – Prohibited (examples)**

- \*halogen lamps \*water beds
- \*private exterior antennas \*candles and incense
- \*fireworks \*firearms / weapons
- \*any vehicles, except bicycles \*air conditioners
- \*extension cords \*pets
- \*natural Christmas trees \*room heaters

The electrical appliance policy also prohibits all energy consuming lighted wall or window signs and all electrically powered tools. Microwaves are not permitted in residence hall rooms. The University provides microwaves, which are located in the lower level kitchens and kitchenettes on each floor of Redwood Hall.



## **Midwestern University Fire Safety Plan for Resident Halls**

1. Stay Calm
2. Locate nearest fire alarm pull station and activate
3. Warn other residents by knocking and shouting on your way to the nearest exit
4. Before opening your door, feel it with the back of your hand. If it is hot, do the following (if it is not hot go to step 5):
5. Open the windows
  - a. Seal cracks around the door with towels, clothing, sheets, blankets, or similar items to keep the smoke out of the room
  - b. If you are trapped, hang a sheet, jacket, shirt or other object out the window that will attract attention. Shout for help. Contact Security by phone@ 7111 and make them aware that you are unable to get out of your room and make sure you state what room you are in. Security will inform the Fire Department that you are trapped. Stay calm. The Fire Department will reach you from the hallway or window.
6. If you are able to leave the room, do so immediately and:
  - a. Close the door behind you and do not lock it. Closing the door will slow the spread of smoke and lessen damage.
  - b. Do not return for personal belongings.
  - c. Proceed immediately to the nearest exit. DO NOT USE THE ELEVATOR. The elevator will be locked in an alarm situation.
  - d. If smoke, heat or fire blocks your exit, go to an alternate exit.
  - e. If all exits from a floor are blocked, go back to your room and follow the procedures described above in step 4.
7. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
8. After exiting the building, report to the assigned areas:

- a. Redwood Hall 1 residents will meet at the front entrance of the Commons
  - b. Redwood Hall 2 residents will meet in the Redwood parking lot
  - c. Apartment 3 residents will meet in the parking lot east of the building
  - d. Apartment 4 and 5 residents will meet near the dumpster along the fenced area
  - e. Apartments 6, 7, and 8 will meet in the parking lot across from building 7 and 8
9. After leaving the building, stand clear. Do not re-enter the building for any reason until the Fire Department has declared it safe to do so.

A resident advisor will be assigned to each floor of each building. Resident advisors are not obligated to make sure all residents vacate the floor. Each resident is responsible for their own safety.



### **Fire Evacuation Procedures for Non-Residential Buildings**

1. Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
2. Immediately activate the building fire alarm system. This will automatically notify the fire department and get help on the way. It will also sound the fire alarm bells to evacuate the building and shut down the air handling units to prevent the spread of smoke. It is best to have the fire department respond and not be needed than to have them arrive too late for potential rescue. If you are in a building without a fire alarm system, dial 911 from a safe location to report the fire.
3. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist:
  - a. You don't know what's burning.
  - b. The fire is spreading rapidly.
  - c. You don't have the proper equipment.
  - d. You can't do so with your back to an exit.
  - e. The fire might block your means of escape.
  - f. You might inhale toxic smoke.
  - g. Your instincts tell you not to do so.
4. If the first attempts to put out the fire do not succeed, evacuate the building immediately.
5. Doors, and if possible, windows, should be closed as the last person leaves a room or area.
6. Do not use elevators, use building stairwells.

7. Upon evacuation of the building, all should proceed to a designated meeting area where head counts can be taken.
  - a. parking lot
  - b. open field away from building clear of equipment
8. Never reenter a building without permission from the fire department.
9. Never block access to building; fire lane must be clear at all times.

## **Fire Safety Tips**

Buildings are equipped with a variety of features that are designed to detect, stop, and /or suppress the spread of a fire.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University Policy.
- Almost three fourths of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any MWU building. A daily fire log is available for review upon request to the OCSS. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

## **Education of University Community**

Campus security and fire safety procedures are discussed during new student orientation. The Dean of Students Office including Residence Life staff and OSS participate in forums and programs in campus housing to address students and explain University security, public safety, and fire safety measures and procedures at MWU. The Dean of Students, Housing Director, and resident advisors in a mandatory annual presentation review residence Life Handbook content with student residents.



Members of OSS conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the University. During these presentations the following information is typically provided: crime prevention tips; statistics on crime; fire safety information; and information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security / safety and for the security /safety for others on campus.

### **Fire Protection Equipment/Systems**

Every Midwestern University building is equipped with automatic fire detection and alarm systems that are constantly monitored by staff of the OSS. The Office of Campus Facilities performs safety inspections. The health and safety inspections are primarily designed to find and eliminate potential safety issues. The inspections include but are not limited to a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems. It is particularly important to be proactive regarding fire safety in all Midwestern University housing facilities.

The Residence Life Office reserves the right to inspect any student residence hall room or apartment if violations of the Residence Life Handbook are suspected. All housing regulations concerning fire safety, approved and unapproved electrical equipment, cooking, appropriate room decorations, smoking, fireworks, and explosives are set forth in the Residence Life Handbook.

#### ***The policy regarding inspection of student housing units is as follows:***

Residence halls and apartments are the property of Midwestern University. It is the policy of the University to ensure students privacy in their rooms / apartments as much as possible without interference with the basic responsibilities of the institution to fulfill its educational functions and to conduct its day-to-day operations. The responsibilities of the University require the reasonable right to enter student rooms / apartments for the following reasons:

1. To ensure proper upkeep,
2. To provide for the health and safety of all residents of the on-campus housing facilities,
3. To investigate, when reasonable cause exists, that a violation of residence halls or other University regulations is occurring within student rooms / apartments.

As an occupant of a room / apartment, a student is responsible for its upkeep and is liable for damage to or loss from the room. Any student who willfully compromises the safety of fellow residents by tampering with fire safety equipment or sounding false alarms will be subject to criminal prosecution, student disciplinary proceedings, and the cancellation of their on-campus housing contract with a minimum fine of \$500.00.



**FIRE SAFETY SYSTEMS AT MIDWESTERN UNIVERISTY (IL)  
ON-CAMPUS RESIDENTIAL FACILITIES (2022)**

Current Fire Safety Systems in place within ON-Campus Residential Facilities as of Calendar Year 2022							
Facility	Clery Classification	Fire Alarm Monitoring Done on Site by Security	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
555 31st Street. 404 Pines Apartment	On-Campus	xxx	xxx	xxx	xxx	xxx	1
555 31st Street. 406 Pines Apartment	On-Campus	xxx	xxx	xxx	xxx	xxx	1
555 31st Street. 408 Pines Apartment	On-Campus	xxx	xxx	xxx	xxx	xxx	1
555 31st Street. 410 Pines Apartment	On-Campus	xxx	xxx	xxx	xxx	xxx	1
555 31st Street. 412 Pines Apartment	On-Campus	xxx	xxx	xxx	xxx	xxx	1
555 31st Street. 414 Pines Apartment	On-Campus	xxx	xxx	xxx	xxx	xxx	1
555 31st Street. Redwood Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	1



**Annual Fire Safety Report/Fire Statistics (IL)  
(On-campus Residential Facilities) - 2020, 2021 & 2022**

**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus)  
CALENDAR YEAR 2022**

**Statistics and Related Information Regarding Fires in On-Campus Residential Facilities**

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
555 31st Street. 404 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 406 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 408 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 410 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 412 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 414 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. Redwood Hall	0	0	N/A	0	0	N/A



**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (IL)  
(On-campus Residential Facilities) - 2020, 2021 & 2022**

**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus)  
CALENDAR YEAR 2021**

**Statistics and Related Information Regarding Fires in On-Campus Residential Facilities**

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
555 31st Street. 404 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 406 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 408 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 410 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 412 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 414 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. Redwood Hall	0	0	N/A	0	0	N/A



**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (IL)  
(On-campus Residential Facilities) - 2020, 2021 & 2022**

<b>ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus) CALENDAR YEAR 202</b>						
<b>Statistics and Related Information Regarding Fires in On-Campus Residential Facilities</b>						
<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
555 31st Street. 404 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 406 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 408 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 410 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 412 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. 414 Pines Apartment	0	0	N/A	0	0	N/A
555 31st Street. Redwood Hall	0	0	N/A	0	0	N/A



**FIRE SAFETY SYSTEMS IN MIDWESTERN UNIVERISTY (AZ)  
ON-CAMPUS RESIDENTIAL FACILITIES (2022)**

Current Fire Safety Systems in place within ON-Campus Residential Facilities as of Calendar Year 2022							
Facility	Clery Classification	Fire Alarm Monitoring Done on Site by Security	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
20000 N. 57th Ave Bldg. A	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. B	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. C	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. D	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. E	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. F	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. G	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. H	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. J	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. K	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. L	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. M	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. N	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. P	On-Campus	xxx	xxx	xxx	xxx	xxx	1
20000 N. 57th Ave Bldg. Q	On-Campus	xxx	xxx	xxx	xxx	xxx	1



**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (AZ)  
(On-campus Residential Facilities) - 2020, 2021 & 2022**

<b>ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus) CALENDAR YEAR 2022</b>						
<b>Statistics and Related Information Regarding Fires in On-Campus Residential Facilities</b>						
<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
20000 N. 57 <sup>th</sup> Ave Bldg. A	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. B	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. C	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. D	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. E	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. F	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. G	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. H	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. J	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. K	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. L	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. M	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. N	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. P	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. Q	0	0	N/A	0	0	N/A



**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (AZ)  
(On-campus Residential Facilities) - 2020, 2021 & 2022**

<b>ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus) CALENDAR YEAR 2021</b>						
<b>Statistics and Related Information Regarding Fires in On-Campus Residential Facilities</b>						
<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
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20000 N. 57 <sup>th</sup> Ave Bldg. B	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. C	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. D	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. E	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. F	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. G	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. H	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. J	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. K	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. L	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. M	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. N	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. P	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. Q	0	0	N/A	0	0	N/A





**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (AZ)  
(On-campus Residential Facilities) - 2020, 2021 & 2022**

<b>ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS (On-Campus) CALENDAR YEAR 2020</b>						
<b>Statistics and Related Information Regarding Fires in On-Campus Residential Facilities</b>						
<b>Residential Facilities</b>	<b>Total Fires in Each Building</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries that Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
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20000 N. 57 <sup>th</sup> Ave Bldg. C	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. D	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. E	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. F	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. G	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. H	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. J	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. K	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. L	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. M	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. N	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. P	0	0	N/A	0	0	N/A
20000 N. 57 <sup>th</sup> Ave Bldg. Q	0	0	N/A	0	0	N/A