

MIDWESTERN CAREER COLLEGE

www.mccollege.edu



2016

ANNUAL SECURITY REPORT

Chicago | Naperville | Blue Island

CAMPUS LOCATIONS

MAIN CAMPUS

Midwestern Career College Chicago

20 N. Wacker Dr., Suite 3800

Chicago, IL 60606

Phone: (312) 236-9000

Fax: (312) 277-1007

Email address: info@mccollege.edu

Business Hours

Monday through Thursday: 9am to 6pm

Friday & Saturday 9 am to 4pm

Sunday: closed

CAMPUS EXTENSIONS

Midwestern Career College Naperville:

200 E. 5th Ave., Suite 128,

Naperville, Illinois 60563

Phone: (630) 536-8679

Email address: npc@mccollege.edu

Business Hours

Monday through Thursday: 10 am to 6 pm

Friday & Saturday 10 am to 2 pm

Sunday: closed

Midwestern Career College Blue Island

12840 S. Western Ave.,

Blue Island, Illinois 60406

Phone: (708) 926-9470

Email address: bic@mccollege.edu

Business Hours

Monday through Thursday: 9 am to 5 pm

Friday: 10 am to 3 pm

Saturday: 10 am to 2 pm

Sunday: closed

REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES

To report a life-threatening emergency, if possible dial 911; or if not possible, report in person to the closest staff or faculty member. To report other crimes or situations in person, contact MCC by telephone, or contact the front desk at (312) 236-9000.

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

Ionas Con, Operations Manager
Chicago Main Campus (312) 236-9000

Rafael Czechowski, Campus Manager
Classroom Extension - Naperville (630) 536-8679
Classroom Extension - Blue Island (708) 926-9470

Jeremy Oberfeld, CEO (312) 236-9000

Olga Gusak, Title IX Coordinator (312) 236-9000

CONFIDENTIAL REPORTING

If you are a victim and do not want to pursue action within MCC's system or the criminal justice system, you may still want to consider making a confidential report. With your permission, Title IX Coordinator can file a report about the incident without revealing your identity. The purpose of the confidential report is to comply with your request to keep the incident confidential while ensuring safety of yourself and others. Crimes are encouraged to be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices (Security Alerts) to the MCC community, when appropriate.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Administration, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued by phone and email communication to students, faculty, and staff.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Most campus locations and facilities are accessible to members of MCC community and both guests and visitors during published hours of operation on Monday-Friday and for limited designated hours on Saturday and Sunday. This excludes most holidays.

During evening hours and weekends, the building security at the Chicago location requires a photo ID to enter into the building. Visitors and guests to the school are cleared by the security reception staff.

For the classroom extensions in Blue Island and Naperville, appointments are preferred; walk-ins are only accepted during the published business hours specified in the College Catalog.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Midwestern Career College strives to ensure safety of its students, faculty, staff, and visitors. We believe the best way to prevent a crime is by creating an environment of crime prevention awareness. In order to maintain a safe environment, everyone is encouraged to take responsibility of their own security and security of others. In support of this effort, MCC has implemented the following Crime Prevention Programs:

- New Program Orientation - Security Awareness and Crime Prevention Policy is presented to the orientation newly enrolled students;
- Security Cameras - Security cameras available in all campuses record videos on a 24/7 basis;
- Security Alert - In the event that the threat situation arises, an announcement of Security Alert will be distributed in all campuses by phone and email communication.

CAMPUS LAW ENFORCEMENT POLICY

At the Chicago location, the college staff notifies the building security of any criminal and/or suspicious activity, while Naperville and Blue Island classroom extensions call the local police.

COLLEGE POLICIES CONCERNING CAMPUS SECURITY

MCC has a zero tolerance policy towards all crimes including but not limited to the crimes listed in the MCC's Campus Security report. College's staff is instructed to call the local police by dialing "911" to immediately report any criminal and/or suspicious activities. Details on disciplinary policies are listed in the College Catalog and Student Handbook. College Catalog is provided to all registered and prospective students as well as to the general public upon request

CRIME REPORTS TO THE COLLEGE COMMUNITY

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

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

CRIME STATISTICS

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Senior Director of Institutional Effectiveness and Compliance Coordinator prepare this report annually to comply with the Jeanne Clery Disclosure of the Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Chicago, Naperville, and Blue Island Police Departments surrounding MCC's leased properties.

Campus crime, arrest and referral statistics include those reported to the local Police, designated campus administration and local law enforcement agencies.

College faculty, staff, enrolled students, and prospective students and employees may obtain a copy by request at the campus Front Desk, requested to be mailed by calling (312) 236-9000, or by accessing the Consumer Information link on MCC's website under <http://mcccollege.edu/consumer-information/>.

A. STATISTICS

The administration of MCC is committed to keeping the campus community informed as part of increasing the community's crime and security awareness. In compliance with the Federal Crime Awareness and Campus Security Act of 1990 (re-named the "Clery Act"), statistics are provided in this report for the years 2013, 2014 and 2015. The statistics represent total numbers reported for both the general public and the College community. It is important to note that although a crime might appear in a particular category, it may not involve a member of the College community but rather a member of the general public. Crime statistics do not include crimes that occur in businesses or buildings located adjacent to the College.

B. CATEGORIES REPORTED

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

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

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

C. CRIME DEFINITIONS

Sex Offenses, Forcible - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

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

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

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

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

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

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

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

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

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

Liquor Law Violations - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a

train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations - Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

VAWA OFFENCES

Domestic Violence – is defined as a felony or misdemeanor crime of violence committed:

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

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

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence

Stalking - is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

HATE CRIME DEFINITION

The Clery Act imposes complex reporting requirements for incidents that involve hate crimes. A hate crime is defined as a crime that manifests evidence that the perpetrator intentionally selected the victim because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. For crimes of this type, incidents must be identified by category of prejudice, within the four geographical reporting areas, and by the specified crime reporting categories for the type of crime involved.

CRIME STATISTICS REPORT 2013-2015

Chicago, Naperville, and Blue Island Locations

Offense	Location	Chicago Campus			Naperville Location			Blue Island Location		
	Category	2013 Total	2014 Total	2015 Total	2013 Total	2014 Total	2015 Total	2013 Total	2014 Total	2015 Total
MURDER / NON-NEGLIGENT MANSLAUGHTER	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Non-campus	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Public Property	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Non-campus	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Public Property	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Non-campus	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Public Property	0	0	0	0	0	0	0	0	0
RAPE	On-campus	N/A	N/A	0	0	0	0	0	0	0
	Student Housing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Non-campus	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Public Property	N/A	N/A	0	0	0	0	0	0	0
FONDLING	On-campus	N/A	N/A	0	0	0	0	0	0	0
	Student Housing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Non-campus	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Public Property	N/A	N/A	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

	Non-campus	N/A								
	Public Property	0	0	0	0	0	0	0	0	0
INCEST	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	0	0	0	0	0	0	0
ROBBERY	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	1	0	0	0	0	0	0
AGGRAVATED ASSAULT	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	1	1	0	0	0	0	0	0
BURGLARY	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	On-campus	1	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	1	0	0	0	0	0	1

ARSON	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	0	0	0	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	1	0	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	0	0	0	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	On-campus	0	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	0	0	0	0	0	0	0

DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	On-campus	2	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	On-campus	N/A	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	N/A	0	0	0	0	0	0	0	0
DATING VIOLENCE	On-campus	N/A	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	N/A	0	0	0	0	0	0	0	0
STALKING (CURRENT/FORMER ROMANTIC OR INTIMATE PARTNER)	On-campus	N/A	0	0	0	0	0	0	0	0
	Student Housing	N/A								
	Non-campus	N/A								
	Public Property	N/A	0	0	0	0	0	0	0	0

- 2015 No hate crimes reported in Chicago, Naperville, and Blue Island locations
- 2014 No hate crimes reported in Chicago, Naperville, and Blue Island locations
- 2013 No hate crimes reported in Chicago, Naperville, and Blue Island locations

INCIDENT (CRIME) LOG

As mandated by the Clery Act, Midwestern Career College maintains an Incident (Crime) log in which all crime incidents are recorded.

Clery Act requirements for inclusion in this log are:

- The nature of the reported incident
- The date and time the incident occurred
- The date and time the incident was reported
- The location of the incident
- If known, the disposition of the incident

The log is available upon request at the front desk of the Chicago campus for review during the hours of operation.

WEAPONS POLICY

MCC's weapons policy follows the Illinois Penal Code in prohibiting the carrying or possession of any type of firearm, illegal knife, club or any other weapon, concealed or not, on the physical premises or in a passenger transportation vehicle of an educational institution. This includes any area of the College or off-site College premises, or any grounds or building where an activity sponsored by the College is being conducted, all College parking lots or any College vehicle, or the site of any College related activities. To do so constitutes a third degree felony even though the offending party may be licensed under Illinois concealed handgun law. This applies to all constituents of the College, whether student, faculty, staff, vendor, applicant or any other category of visitor. The only exception would be any law enforcement officer or government agent, whether in or out of uniform, whether on or off duty, who is required to carry a weapon as a matter of complying with the regulations of the agency by which employed.

The College prohibits employees from placing personal locks on College property. The College reserves the right to conduct a search of an employee, an employee's work area, an employee's personal items, or any vehicle in the possession or subject to the control of the employee to determine whether or not a weapon prohibited by the policy is present. Such a search includes, but is not limited to a visual inspection, a physical search, and/or the use of a metal detector. Failure to comply with the College's request to conduct a search as specified above may result in the termination of employment.

TOBACCO POLICY

In keeping with the college's intent to provide a safe and healthful work environment, the use of tobacco products on and around college campus is prohibited.

ILLEGAL DRUG AND ALCOHOL ABUSE PREVENTION POLICY

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

STANDARDS OF CONDUCT Students and employees (faculty, staff or any other individual receiving a salary, wage, or other compensation) of Midwestern Career College are expected to abide by local, state and federal Annual Crime Security Report 2015 16 laws relating to the use of alcohol and other drugs, including State of Illinois underage drinking laws. The College prohibits the unlawful manufacture, possession, use, or distribution of illicit drugs, and alcohol, the misuse of prescription drugs and the abuse of alcohol by students and employees while on College property, or while representing the College, or while participating in College activities whether on or off College property. The College supports the enforcement of all Federal and State drug laws.

While on campus or at any school-sponsored event, faculty, staff, and students may not possess, use, deliver, sell, or distribute any illegally controlled substance. Further, faculty, staff, and students may not possess or consume alcoholic beverages on school property or at school-sponsored events, nor be present on school property or at school-sponsored events while visibly under the influence of alcohol or illegal substances.

The College will impose disciplinary sanctions on students and may administratively withdraw from classes those who violate this policy. This policy shall be interpreted consistently with the Drug-Free Work Place Act and the Drug-Free Schools and Communities Act.

ANNUAL DISTRIBUTION TO STUDENTS AND EMPLOYEES

Although the Drug and Alcohol policy is included on the school website <http://www.mccollege.edu/> and in the catalog, the CEO shall ensure that an email notification (Consumer Information Disclosure) is provided annually to all students and employees. The Disclosure will include the exact URL of the on-line Drug and Alcohol policy.

PENALTIES/DISCIPLINARY ACTIONS

Persons who violate this policy will be subject to disciplinary action by the school, with penalties up to and including the termination of enrollment/employment (dismissal). Individuals will also be subject to penalties and

sanctions imposed by local, state, and federal laws. Students should be aware that substance abuse carries legal consequences, which may include imprisonment, fines, and/or loss of property. The drug abuse statutes for Illinois can be found at the following links:

- Illinois Controlled Substances Laws:
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1941&ChapterID=53>
- Illinois Laws Regarding Possession of Alcohol by Person Under 21 Years of Age:
<https://www.illinois.gov/ilcc/Education/Pages/Under21Laws.aspx>

DANGERS OF ADDICTION AND SUBSTANCE ABUSE

All students should be aware that substance abuse causes serious health risks, including altered moods, altered behavior, sleep disorders, distorted senses, and permanent damage to the liver, heart, and central nervous system.

More information about addiction and the health risks of substance abuse can found at the following links:

- National Institutes of Health - Facts about Addiction:
<https://www.addiction.com/a-z/national-institutes-of-health/>
- National Institutes of Health - The Drugs of Addiction:
<https://www.drugabuse.gov/>
- Illinois Department of Human Services Alcoholism and Addiction Services:
<https://lifecenter.ric.org/index.php?tray=CONTENTPrintLarge&cid=649>

REHABILITATION

MCC will encourage and assist employees with chemical dependencies to seek self-help or professional treatment, and will provide students with information about local agencies and community resources to assist persons with dependency problems. There are local government and charitable agencies and resources available to assist individuals with dependency issues:

Some of these resources can be found at <http://treatmentcenters.com/local/illinois/>

DRUG FREE WORK PLACE POLICY

In order to comply with the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D) federal statute enacted by Congress, and in keeping with the ongoing effort to provide a safe and pleasant work environment, the following policy will apply to all Midwestern Career College's employees, including faculty, staff, administrators and student employees. Our policy is as follows: Employees are expected and required to report to work on time and in appropriate mental and physical condition to work. It is the intent of the College to provide a drug-free, healthful, safe and secure work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises or while conducting College business off College premises, or while representing the College is absolutely prohibited. Reporting to work under the influence of a controlled substance is also prohibited. The College recognizes drug dependency as an illness and a major health problem. The College also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to seek professional assistance. Eligible employees can make use of the benefits as described in the group health insurance plan. The CEO or designee will assist in locating appropriate professional help. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record. As a condition of College employment, every employee shall 1) Abide by the terms of this policy, and 2) Notify the CEO of any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business, or while representing the College, no later than five (5) days after such conviction. Any employee found in violation of this policy shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program.

AUTHORIZED USE OF PRESCRIBED MEDICINE

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

SEX OFFENSE PREVENTION POLICY

Sex offenses will not be tolerated by any student or employee (faculty or staff, or any other individual receiving a salary) on our College campus, while on College or academic business, or while participating in College activities, on or off campus.

COLLEGE DISCIPLINARY SANCTIONS Compliance with the Midwestern Career College's Sex Offense Prevention Policy is a condition of student enrollment and faculty and staff employment. Any student or employee of Midwestern Career College found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion or termination of employment following an on-campus disciplinary procedure.

REPORTING PROCESS

Students, faculty or staff members who feel they have been victims of sex offenses are encouraged to discuss their complaints or concerns with the Title IX Coordinator. This person will counsel the concerned party as to what constitutes a sex offense and explain disciplinary and reporting procedures. Individuals who wish to discuss a concern or those individuals who wish to file a formal complaint may do so without fear of retaliation from the College, and without fear of being penalized for minor infractions of student or employee conduct codes relating to the matter. However, a complainant who knowingly or intentionally files a false complaint will be subject to disciplinary action. If, after being counseled, the concerned individual chooses not to lodge an official complaint, the matter will be dropped without any further action by the College.

EMERGENCY REPORTING PROCEDURES IN CASE OF RAPE OR SEXUAL ASSAULT

Any student or employee who is the victim of rape or sexual assault may immediately seek assistance from the nearest law enforcement officer or MCC's staff or faculty member for help in seeking medical aid or in reporting the alleged assault to proper authorities. Midwestern Career College always encourages reporting such crimes immediately to the local Police Department.

SECURITY AWARENESS & CRIME PREVENTION PROGRAMS

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

ANTI-HARASSMENT, INCLUDING SEXUAL HARASSMENT POLICY

All students and all employees have a right to work in an environment free of verbal or physical harassment that is based on race, religion, color, ancestry, age, sex, national origin, citizenship, pregnancy, marital status, sexual orientation or sexual preference, unfavorable military discharge, military status, arrest record, disability, or any other legally protected characteristic. In keeping with this commitment, Midwestern Career College will not tolerate harassment of any student by anyone, including any employee, manager, co-worker, vendor, or student based on any of these legally protected characteristics. Activities of this nature are unlawful and serve no legitimate purpose; they have a disruptive effect on the ability to perform academically, and they undermine the integrity of the College. Any discriminatory or harassing conduct or interference with the investigation of an alleged incident of discrimination or harassment will result in disciplinary action, up to and including termination.

Sexual harassment is not permitted at MCC. Sexual harassment includes but is not limited to the following wrongful conduct:

- Unwelcome sexual advances, gestures, and requests for sexual acts or favors or other verbal or physical conduct of a sexual nature.

- Any statement or implication that an individual's submission to or rejection of such sexual conduct could be used as a condition of employment/enrollment or as the basis for any employment/enrollment decision affecting such individual.
- Any conduct, whether physical or verbal, which has the purpose or the effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive learning environment. This includes, but is not limited to: slurs, jokes, or degrading comments of a sexual nature; offensive sexual flirtation, sexual advances, gestures, or propositions; abuse of a sexual nature; graphic verbal comments about an individual's body; sexual innuendo or suggestive comments; sexually oriented "kidding" or "teasing"; unwanted physical touching, including patting or pinching another's body; the display of sexually suggestive printed or visual materials, clothing, objects, or pictures; and sexually suggestive, provocative, or lewd exposure or touching of one's self while at the College.

Every student must avoid any conduct that reasonably could be interpreted as discrimination or harassment under this policy, even if such conduct was not intended to be offensive. Conversely, students are expected and encouraged to inform campus authorities whenever conduct is unwelcome, offensive, or in poor taste. Only through such open communication MCC can maintain the type of academic environment where everyone has an equal opportunity to flourish.

Examples of Sexual Harassment in Higher Education

- A professor who continually makes jokes of a sexual nature in the classroom;
- A registration advisor who tells a student he or she might be able to get into a class if the student dates the advisor;
- An admissions officer who tells a prospective student that the advisor will put in a "good word" for the prospective student if he or she dates the advisor;
- A financial assistance advisor who tells a student that "if you have sex with me, I can look out for scholarships for you;"
- A teaching assistant who promises a student a better grade if the student does not resist any inappropriate touching or sexual advances.

PROCEDURE FOR REPORTING HARASSMENT

To report any types of harassment contact Olga Gusak, Title IX Coordinator, at 312-236-9000

Any student who believes he or she is being subjected to sexual harassment or retaliated against should contact the Illinois Department of Human Rights for further information or to file a charge.

Students may contact the Department by calling the Department at 312-814-6200 (Chicago) or 217-785-5100 (Springfield), 866-740-3953 (TTY); or by visiting the Department's website at www.illinois.gov/dhr. Any charge alleging sexual harassment in higher education must be filed within 180 days of the alleged incident(s).

Charge forms are available on the Department's website at the following link:

<http://www.illinois.gov/dhr/FilingCharge/Pages/default.aspx>

PROTECTION AGAINST RETALIATION

It is also unlawful for a teacher or professor, or for the college or university to retaliate against a student because the student reported sexual harassment, participated in an investigation of sexual harassment, or because the student filed a charge of discrimination with the Illinois Department of Human Rights.

ACADEMIC FREEDOM FROM SEXUAL HARASSMENT

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

WORKPLACE HAZARDS

The college is committed to create and maintain a safe learning environment. The college administration, faculty and staff conduct periodic inspections of the college campus to identify and evaluate workplace hazards and unsafe work practices. Means of correcting discovered hazards and/or protecting individuals from the hazards are determined and implemented promptly. The college encourages employees and students to report health and safety hazards to the management. Employees and students will not be discriminated against in any manner for bona fide reporting of health and safety hazards to the administration.

CRIME INCIDENT REPORT FORM

This form should be completed by those individuals identified as “campus security authorities” who are required to report information they receive about specified crimes (described below) pursuant to the federal Clery Act. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the campus’ Annual Security Report. It is the policy of the MCC to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report college policy violations to the appropriate office (e.g., student conduct violations to the Administration Office). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent. MCC Student Services Department will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the Clery Act.

Please forward this completed form via email: studentaffairs@mccollge.edu or fax (312) 277-1007.

Person Receiving Report: _____ Phone Number: _____

Report completed by:

_____ Victim
_____ Third Party (Relationship to the victim: _____)

Date of Incident: _____ Time of Incident: _____

Description the incident

Location of Incident (please be specific- campus/classroom location)

The location where this incident occurred was:

- _____ On campus
- _____ Off-campus affiliated property (owned, controlled, or affiliated with the campus; e.g., leased property, student co-op)
- _____ Off-campus public property immediately adjacent to campus
- _____ Off-campus, NOT affiliated with or NOT adjacent to campus
- _____ Unknown

Sex Offenses

Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

_____ Yes _____ No Was this crime a sexual offense?
_____ Yes _____ No If yes, were the victim and the assailant acquainted?

If yes, describe relationship: _____

If yes (victim and assailant acquainted), were either the victim or the assailant under the influence of alcohol or drugs?

Victim: _____ No Yes, alcohol _____ Yes, drugs _____
Assailant: _____ No Yes, alcohol _____ Yes, drugs _____

Hate Crimes

Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.

_____ Yes _____ No Was this incident motivated by hate or bias?

If yes, identify the category of prejudice:

- _____ Race
- _____ Ethnicity
- _____ National Origin
- _____ Religion
- _____ Disability
- _____ Sexual Orientation

If yes, provide a brief explanation of the determination: _____

Alcohol, Drug and Weapons Law Violations

Check all that apply: _____ Alcohol _____ Drugs _____ Weapon(s) Describe: _____

Other Notes:

Number of individuals arrested or referred for campus disciplinary action:

_____ Arrested

_____ Referrals

_____ Referred for campus disciplinary action?

_____ Referred to the police?

COMMUNITY RESOURCES

The following contains a number of resources to assist a student, faculty, staff, or visitor with difficult to crisis-level situations.

Alcoholics Anonymous	(800) 371-1475
Chicago Alliance Against Sexual Exploitation	(773) 244-2230
IL Department of Child and Family Services	(800) 252-2873
Domestic Violence Hotline	(800) 603-4357
Suicide Prevention Hotline	(312) 926-8100
Narcotics Anonymous	(708) 848-4884
American Association of Poison Control Center	(800) 222-1222

CAMPUS SAFETY CONTACTS

If possible, it is always best to contact the following parties in the event of an emergency

Police and Fire	911
CC Chicago Campus	(312) 236-9000
Civic Opera Hours Lobby Security Desk	(312) 629-5025
Precinct 1st District Headquarters	(312) 745-4290
Chicago Central Dispatch Fire Department	(312) 746-9112
Northwestern Hospital	(312) 926-2000
Blue Island Extension Location	(708) 926-9470
Building Owner	(708) 385-6773
Blue Island Police Department	(708) 597-8601
Blue Island Dispatch Fire Department	(708) 396-7071
Metro South Hospital	(708) 597-2000
Naperville Extension Location	(630) 536-8679
Property Management Office	(630) 369-8638
Naperville Police Department	(630) 420-6666
Naperville Dispatch Fire Department	(630) 420-6666
Edwards Hospital	(630) 926-2000