

GENERAL POLICIES

substantial or essential portion of another person's work, without proper citation. Other examples of plagiarism include the acts of appropriating creative works (or portions thereof) in such fields as art, music and technology, and presenting them as one's own.

All work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, paraphrased statements that summarize another's work, and other information that is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of identification should be used to indicate direct quotations.

Failure to adhere to these guidelines and definitions in academic assignments represents cheating and carries appropriate penalties.

It is the goal of VanderCook to fully comply with the U.S. Copyright Act. Inappropriate use of copyrighted materials will not be tolerated. Information to clarify what constitutes fair use of copyrighted material, including a copy of *Copyright: A Complete Guide for Music Educators*, can be found in the Ruppel Library.

All students, faculty, staff and guests have a right to expect a physically and psychologically safe environment at VanderCook College of Music, free from barriers to learning and grounded in the principle of providing dignity and respect for all individuals at all times. The following sections outline general expectations for the conduct of all within the VanderCook community, a process for resolving informal complaints, resolving more serious grievances, and policy and procedures for addressing harassment in general, and sexual harassment in particular. Throughout this section, the following terms, defined below, may be used:

Definition of terms

- **Informal Complaint.** An unwritten concern pertaining to unfair treatment in the classroom or community
- **Formal Grievance.** A written formal complaint pertaining to academics, harassment or any unfair treatment within the classroom or the VanderCook community.

- **Title IX Officer.** The officer at the college who receives and acts on any complaint or grievance regarding discrimination or sexual harassment.
- **Formal Hearing.** The platform allowing a grievant and respondent to present evidence to the Standards Committee.
- **Standards Committee.** Appointed faculty and staff panel assigned to review student conduct and make recommendations to the appropriate dean regarding academics and student conduct.
- **Claimant.** The person filing the formal grievance.
- **Respondent.** The person who took the action that is the subject of a grievance.

All those associated with the college share a concern for the welfare and personal development of each student enrolled in a program or course at VanderCook. Those responsible for the operation of the college recognize and affirm the values of personal responsibility and accountability, and seek to provide an atmosphere where personal and professional growth can thrive.

General standards of professionalism at VanderCook include but are not limited to:

- Behavior in keeping with an atmosphere of dignity and mutual respect at all times for all individuals, regardless of status.
- Willingness to help and cooperate with one another in the mutual pursuit of a dignified, respectful environment.
- Willingness to help with the development of the college during events that contribute to the benefit of the college community.
- Compliance with faculty policy established within particular courses.

"Strength in character" is an important element of VanderCook's mission and is further articulated in the College's Conceptual Framework. This includes the expectations of personal integrity, academic honesty and compliance with all institutional policies, local and federal laws, and policies and laws that are common to all higher-learning programs. It also includes the expectation that students and degree candidates will be responsive to requests for action, and be responsible in all areas involving the finances, paperwork and deadlines that are part of attending college.



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VanderCook's BMed program, TCEP and MCert option all incorporate the additional component of entitlement for professional licensure, which imposes an even higher level of behavioral expectation in the areas of character and professionalism. Specific descriptors include but are not limited to:

- Consistent attendance as well as productive, positive and active participation in classes, ensembles and activities.
- Flexibility in the face of changing circumstances and institutional needs.
- The commitment to continual personal development, self-reflection and growth.
- Respect for the academic community and the individuals and resources of that community.
- Respect for and service to the wider community.
- Behavior, speech and dress that is appropriate to the professionalism of an educational environment.
- A commitment to cooperation, mutual support and collegial interaction with all members of the community.

Consistent failure to reflect the standards set forth in the Conceptual Framework, Candidate Dispositions and Outcomes, and the expectations communicated to candidates, may result in sanctions up to and including dismissal from the program.

All members of the VanderCook community, students, faculty and staff, should expect to be treated fairly and equally in all matters, free from harassment. These include all instances where they feel their treatment has been unfair, unjust, or their learning has been obstructed. If any member of the community feels that this standard has been violated, they may file either an informal complaint or a formal grievance. The following sections outline harassment in general and sexual harassment in particular, the process for resolving informal complaints, and filing and resolving formal complaints.

General harassment is defined as any physical, verbal or written (including online social networking (e.g., Facebook, etc.), email or mobile phone networking (e.g., texting, Twitter, etc.)) communication or action

that targets a person based on race, religion, culture, beliefs, gender or gender identity, sexual orientation, mental or physical differences, or affective associations that are persistent or severe enough to interfere with that person's work or academic performance. If actions or communications are deemed offensive, hostile or intimidating from the perspective of the person experiencing the action or communication, as well as from an objective (i.e., a reasonably uninvolved person's) viewpoint, a finding of harassment may result.

Sexual harassment is unwelcome physical, verbal or written (including online social networking (e.g., Facebook, etc.), email or mobile phone networking (e.g., texting, Twitter, etc.)) contact that is of a sexual nature. This may include any uninvited physical contact; requests for sexual favors; pressure to continue a sexual relationship when one party has expressed a desire to end the relationship; pressure to engage in sexual contact when one party has not given consent, has withdrawn consent, or is not able to give informed consent; or micro-aggressions. When such conduct creates an intimidating, offensive or hostile environment that affects an individual's work or academic performance, a finding of harassment may result. Protection from sexual harassment is included under Title IX of the Education Amendments Act of 1972. VanderCook designates a member of the faculty or staff as a Title IX coordinator.

Retaliation in word or action for a complaint of harassment is considered just as serious as the original alleged behavior.

A formal grievance may be made if anyone feels victimized in any of the above ways and has not been successful (or comfortable) addressing the situation directly with the other party or parties. A formal Grievance Form for candidates can be found on the VanderCook website and may be submitted to the appropriate dean. A formal complaint may also be made in person to the designated Title IX coordinator and/or the appropriate dean. The complainant must sign any formal complaints and grievances.

No one should remain silent when confronted with any situation that is perceived as harassment, but should communicate with someone they trust, even if a formal complaint is not being filed at that time.

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It is incumbent upon the college to investigate and determine appropriate steps to end harassment. A formal or informal process may be followed. Such steps may include directions for cessation of contact between the involved parties, required counseling, loss of scholarship or work study, a formal letter of warning, loss of VanderCook employment / apprenticeship, suspension or expulsion from school, issuance of restraining order(s), or other actions deemed necessary after consultation with appropriate authorities.

VanderCook seeks to ensure that all individuals feel safe from harassment, and are able to interact with all constituents of the academic community without fear or concern.

It should be noted that as VanderCook College of Music is located on the campus of the Illinois Institute of Technology (IIT), and as VanderCook candidates and employees are considered affiliates of IIT, and that VanderCook candidates and faculty use, in addition to common areas, spaces and facilities including those designed for recreation, food service, and housing, that VanderCook and IIT policies, procedures and resources will be in effect and used as appropriate to the situation. Additional information for specific policies and procedures used by IIT can be found in the IIT Student Handbook.

VanderCook College of Music is committed to compliance with the U.S. federal government's Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in education programs and activities. Furthermore, Title IX protects candidates, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All candidates (as well as other persons) are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race or national origin – in all aspects of a recipient's educational programs and activities. (U.S. Department of Education, Office of Civil Rights, Title IX Resource Guide, April 2015).

Consent is freely given agreement to sexual activity.

Consent is not:

- A person's lack of verbal or physical resistance or submission resulting from use or threat of force;

- A person's manner of dress; or
- A person's past consented sexual activity with any one or more person(s) be they a past consented sexual activity partner or not.

A person is unable to provide consent or give knowing consent if the person is:

- Incapacitated due to alcohol or drugs;
- Asleep;
- Under the age 18; or
- Incapacitated due to mental disability.

A person may withdraw their consent at any time for any reason.

The following information is provided should they or someone they know be a victim of harassment be it general or sexual.

VanderCook's Title IX Coordinator

VanderCook's Title IX coordinator is available to oversee the compliance of Title IX in all the operations of the college:

Angela Presutti Korbitz
Applied Vocal Instructor

312.788.1121

VanderCook's Academic Deans

Professor Stacey Larson Dolan
Dean of Undergraduate Studies

312.788.1147

Dr. Robert L. Sinclair
Dean of Graduate Studies
Director of Choral Activities

312.788.1144

IIT Public Safety

Emergency – 312.808.6363
Non-Emergency – 312.808.6300

Chicago Police Department

Emergency – 911
Non-Emergency – 312.745.5603



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Community-Based Agency

Resilience

180 N. Michigan Avenue, Suite 600
Chicago, IL 60601

Chicago Rape Crisis Hotline: 888.293.2080

Confidential Advisor

Illinois law has established the recognized role of "Confidential Advisor," who is an individual retained by a higher education institution who has certain mandated training and has the duty and ability to provide emergency and ongoing support to students who have experienced sexual misconduct. VanderCook has elected to contract the following provider for Confidential Advisor services:

Resilience

180 N. Michigan Avenue, Suite 600
Chicago, IL 60601

Chicago Rape Crisis Hotline: 888.293.2080

This advisor will, at a minimum, provide all of the following:

- Inform the survivor of the survivor's choice of possible next steps regarding the survivor's reporting options and possible outcomes, including without limitation reporting pursuant to VanderCook's comprehensive policy and notifying local law enforcement;
- Notify the survivor of resources and services for survivors of sexual violence, including but not limited to, student services available on campus and through community-based resources, including without limitation sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services and mental health services;
- Inform the survivor of the survivor's rights and VanderCook's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by VanderCook or a criminal or civil court;
- Provide confidential services to and have privileged, confidential communications with survivors of the sexual violence in accordance with state law;

- Upon the survivor's request, and as appropriate, liaise with campus officials, community-based sexual assault crisis centers or local law enforcement and, if requested, assist the survivor with contacting and reporting to campus officials, campus law enforcement or local law enforcement; and
- Upon the survivor's request, liaise with the necessary campus authorities to secure interim protective measures and accommodations for the survivor.

Nearest Medical Facility to Campus

Mercy Hospital
2525 S. Michigan Avenue
Chicago, IL 60616
312.567.2000

Medical Support Available on Campus

IIT Student Health & Wellness Center
IIT Tower, 10 W. 35th Street
Suite 3D9-1 (3rd Floor)
Chicago, IL 60616
312.567.7550
Open Monday through Friday, 9 a.m. to 5 p.m.

Community-Based Sexual Assault Crisis Centers

Mujeres Latinas En Acción
2124 W. 21st Place
Chicago, IL 60608
773.890.7676

Chicago Rape Crisis Hotline
888.293.2080

Resilience
180 N. Michigan Avenue, Suite 600
Chicago, IL 60601

Chicago Rape Crisis Hotline: 888.293.2080

Resilience-Cook County Hospital Satellite
1901 W. Harrison Street, Suite 419
Chicago, IL 60612
312.864.6112

YWCA Metropolitan Chicago
1 N. LaSalle Street, Suite 1150
Chicago, IL 60602
312.762.6600

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Additional Resources

Illinois Coalition Against Sexual Assault

Rape Abuse & Incest National Network (RAINN)

National Sexual Violence Resource Center (NSVRC)

Illinois Attorney General

Selected members of VanderCook College of Music administration, faculty and staff are designated as "responsible employees." These individuals have the authority to take action to redress sexual violence, and are required to report incidents of sexual violence or other misconduct to the college's Title IX coordinator or to the appropriate dean.

Designated Responsible Employees:

Dr. Roseanne K. Rosenthal, President
Director of Professional Education
rrosenthal@vandercook.edu
312.788.1152

Dean Stacey L. Dolan
Undergraduate Dean, Associate Prof. of Bands
sdolan@vandercook.edu
312.788.1147

Dr. Robert L. Sinclair
Graduate Dean, Director of Choral Activities
rsinclair@vandercook.edu
312.788.1144

Dr. Bonnie Campbell
Director of Applied Studies
bcampbell@vandercook.edu
312.788.1155

Anthony G. Kidonakis
Professor of Jazz Studies
tkidonakis@vandercook.edu
312.788.1163

James Yakas
Director of Applied Percussion
jyakas@vandercook.edu
312.788.1175

Cindy Tovar
Director of Admissions
ctovar@vandercook.edu
312.788.1122

Alex Kaminsky
Director of Bands, Associate Professor of Music
akaminsky@vandercook.edu
312.788.1168

Dr. Yvonne Dávila-Cortes
Assistant Professor, Orchestra
Director of String Music Education
ydavilacortes@vandercook.edu
312.788.1128

Kim Farris
Director of Admissions
kfarris@vandercook.edu
312.788.1126 ext. 245

Should any employee, faculty or staff member become aware of a Title IX violation, they should direct the victim or person reporting such incident to a responsible employee, the Title IX coordinator or the appropriate dean for further investigation and tracking if the alleged conduct occurred on school property or during a school sanctioned event. Other than reporting this information to the appropriate person, employees are required to keep all information regarding the violation in strict confidence.

Candidates or third parties may report an incident by contacting the Title IX coordinator or appropriate dean via email, phone or in person. For convenience, a link to report such an incident is available on VanderCook's website. Candidates or third parties who want to report an incident and wish to remain anonymous should contact the IIT Department of Public Safety.

Survivors wanting to receive assistance from local law enforcement should contact them directly or ask the Title IX coordinator, appropriate dean or another responsible individual to do so on their behalf.

Once a report is filed, the college will open a file to document and record all actions, conversations and to hold copies of any documents related to said report.

Once the Title IX coordinator or dean is made aware of a report of an alleged incident of harassment, including sexual violence, domestic violence, dating violence or stalking, they will, as appropriate:

- Provide a list of resources available to the survivor;



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- Identify and seek to locate witnesses;
- Cooperate with law enforcement;
- Provide information regarding the importance of preserving physical evidence of the sexual violence and the availability of a medical forensic examination at no charge to the survivor; and
- Provide assistance, upon the survivor's request, in accessing and navigating campus and local health and mental health, counseling or advocacy services.

If a report of harassment is received electronically, VanderCook will respond to the reporter within 12 hours and will provide procedures the survivor may follow, contact information, confidential contact information, rights to receive assistance from campus authorities, interim protective measures and accommodations, health and advocacy services and a summary of complaint resolution procedures.

Depending upon the severity and the geographical location of the harassment, the college will work to the extent of its governance to provide interim protective measures to the survivor. These measures include working with IIT to provide safe housing should the survivor be a resident of the college dormitory or Greek Life residences; altering course schedules and sections of classes as available at no charge or penalty; providing an alternate workspace for employees of the college; issuing and enforcing a no-contact order; banning individuals from entering college facilities; requesting a ban from entering campus; or honoring an order of protection or no-contact order entered by a State civil or criminal court.

Complainants alleging candidate or employee violation of the college's policy shall have the opportunity to request that the complaint resolution begin promptly and proceed in a timely manner. Individuals whose duties include resolution of complaints of candidate or employee violations shall have received a minimum of 8 to 10 hours of annual training related to sexual violence, domestic violence, dating violence, stalking and how to conduct the college's complaint resolution procedures.

Upon its findings conducted by trained individuals, the college may assess the following sanctions:

Disciplinary Warning

An official written notification that a candidate's or employee's behavior is in violation of VanderCook rules and regulations. This warning may also carry with it an expectation for future behavior or conditions, restrictions or limitations as to any privileges.

Restitution

In the event material items or property, either personal or college-owned, were damaged, destroyed, lost or stolen, whether through intent or negligence as a result of this action, the candidate or employee may be held responsible for expenses incurred to replace, repair or make good said items or property.

Fines

VanderCook College of Music reserves the right to assess a fine for misconduct.

Suspension of Network Access

If used directly or indirectly to contribute to action(s) judged to be guilty of harassment by candidates or employees, said person(s) may have access denied to the college's computer network for any personal device or public or college-issued computer, laptop or cellphone.

Educational Sanctions

Candidates and employees may be required to perform one or more educational sanction(s) appropriate to the offense. This may include a public apology, an assignment, a campus or community service, or participation in a live or online workshop or tutorial program for alcohol, drug-related or sexual misconduct.

Conduct Probation

A form of probation imposed on a candidate or employee for a defined period of time in which the person must self-correct or learn from their inappropriate behavior and show no evidence of the behavior's continuance.

Disciplinary Probation

The imposition of immediate restrictions or sanctions requiring the candidate or employee to immediately change their behavior. This probation may include revoking a candidate's performance privileges and any and all institutional financial aid, grants, awards and scholarships. Employees may be subject to register and show proof of successfully completing an institutionally approved live or online workshop or tutorial at their personal expense.

Suspension



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The interruption of a candidate's enrollment for a designated period of time in which the student is prohibited from having access to the college or contact with any employee. At the end of the suspension period, the candidate would be required to meet with the appropriate dean to receive assurance that the candidate will adhere to the college's rules, regulations, policies and expectations. Candidates suspended from the college will forfeit all institutional financial aid, grants, awards and scholarships.

Employees suspended from work will be prohibited from having access to the college or contact with any other employee. Employees suspended as a result of a finding of inappropriate behavior will not receive pay for the time they are suspended.

Expulsion

Involuntarily ending a candidate's enrollment and association with VanderCook College of Music. The candidate is prohibited from access to any college facility or sponsored event, will immediately lose access to the college network and is required to return any instruments or items, including issued iPad, deemed to be the property of the college.

Termination

Involuntarily ending a person's employment with VanderCook College of Music. The terminated employee will immediately lose access to the college-provided workstation, computer(s) and network, and will be required to immediately return any other items, including keys and parking pass where appropriate. In addition they will be prohibited from access to any college facility or college-sponsored event.

Any person who reports, in good faith, an alleged violation of the policy to a responsible employee will receive amnesty from any action or behavior they may have been involved in at the time of the report, unless said person's behavior was glaring or flagrant and contributed to, in any way, placing the victim's or any other person's health or safety at risk.

Appeals regarding formal and informal school policies, classes, harassment (including sexual harassment) or any other matter affecting the day-to-day academic, musical or social climate of the college may be ad-

ressed in several ways. Grievances may be discussed directly by the parties involved and with the appropriate dean. A formal grievance may also be filed with the appropriate dean or the director of financial aid.

