

GENERAL POLICIES

- 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.

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.

TITLE IX HARASSMENT POLICY & RESOURCES

HARASSMENT

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 a complaint or a grievance. The following sections outline harassment in general and sexual harassment in particular, the process for resolving complaints, and filing and resolving grievances.

General Harassment

General harassment is defined as any physical, verbal or written (including online social media (e.g., Facebook, Instagram, Snapchat, etc.), email or text communications (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 uninformed person's) viewpoint, a finding of harassment may result.

Sexual Harassment

Sexual harassment is defined as any physical, verbal or written (including online social networking (e.g., Facebook, etc.), email or texting (e.g., X, group text, 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; quid pro quo; 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 microaggressions. When such conduct creates an intimidating, offensive or hostile environment that affects an individual's work or academic performance,



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a finding of sexual 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 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 Grievance Form for candidates can be found on the VanderCook website and may be submitted to the appropriate dean. A complaint may also be made in person to the designated Title IX coordinator and/or the appropriate dean. The complainant must sign any 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 complaint is not being filed at that time.

It is incumbent upon the college to investigate and determine appropriate steps to end harassment. A process may be followed. ([more information](#)) 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 poli-

cies 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, sexual characteristics, pregnancy status. – 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 2024).

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.



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Resources

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
apresutti@vandercook.edu
312.788.1121

VanderCook's Academic Deans

Dr. Stacey Larson Dolan
Dean of Undergraduate Studies
sdolan@vandercook.edu
312.788.1147

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

Community-Based Agency

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



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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
<http://www.mujereslatinasenaccion.org>

Chicago Rape Crisis Hotline
888.293.2080

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

Additional Resources

Illinois Coalition Against Sexual Assault
www.icasa.org

Rape Abuse & Incest National Network (RAINN)
www.rainn.org

National Sexual Violence Resource Center (NSVRC)
www.nsvrc.org

Illinois Attorney General
www.illinoisattorneygeneral.gov

Reporting a Violation

All employees of VanderCook College of Music are trained on the schools obligation to address sex discrimination in education or program, the scope of conduct that is sex discrimination or harassment and the schools responsibility to report on sexual discrimination and harassment. Decision makers or investigators ie., the Title IX Coordinator, Deans, and Standards Committee members are trained on the College's grievance procedure, how to serve impartially, the meaning and application of the term relevance, and implicit bias. In addition to the above items, the Title IX Coordinator is trained as the College's coordinator and understands the need to track and report items regarding harassment.

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 available resources and share the report with the Title IX Coordinator or 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:



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- Provide a list of resources available to the survivor;
- 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.

Interim Protective Measures

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.

Complaint Resolution Procedures

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.

Range of Sanctions

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



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and show proof of successfully completing an institutionally approved live or online workshop or tutorial at their personal expense.

Suspension

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.

Good Samaritan

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.

Candidate Grievances & Appeals

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

Complaints

Resolving complaints

Complaints regarding 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 addressed in several ways:

- Involved parties may attempt to resolve the dispute informally through a discussion with all parties involved.
- Students may meet with their dean to discuss problems, complaints or concerns. The dean may attempt to moderate the dispute with all parties present or suggest an alternative.
- Students may place an anonymous complaint into the Suggestion Box that is located in the Ruppel Library. All complaints (and suggestions) are reviewed with the undergraduate dean at the monthly Student Senate meeting, or earlier if necessary.

Complaint Resolution Time Frame

In the case of a complaint, the appropriate dean will seek resolution with the concerned parties within 14 days of the complaint. If additional time is required, all parties will be notified and provided with an explanation of the reason for the extension of the 14-day period. All complaints are documented in a complaint log that includes the date and nature of the complaint along with the information and date of resolution. This log is housed and maintained in the dean's office.

Grievance

When a complaint cannot be resolved by the appropriate parties, a grievance may also be filed with the appropriate dean or the director of financial aid. A Grievance Form is available on VanderCook's website and must be printed and signed before the form is submitted.



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The candidate has the right to appeal any decision to the college president. The complainant and respondent are afforded equal rights and access to information throughout the complaint resolution procedure, including timely updates regarding the status of the investigation. These rights include the following:

- The opportunity to speak on their own behalf.
- The opportunity to identify witnesses who can provide information about the alleged misconduct.
- The opportunity to submit evidence on their behalf.
- The right to have an advisor present at any meeting or interview.
- The opportunity to request alternative arrangements for a hearing process so that the requesting party is not in the same room at the same time with the other party, but is able, at a minimum, to hear the other party's testimony.
- The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with FERPA or other applicable laws).
- The right to not be cross-examined or questioned directly by the other party.
- At the discretion and direction of the individual or individuals resolving the complaint, the opportunity to suggest questions to be posed by the individual or individuals resolving the complaint and respond to the other party.
- The right to be informed of the outcome of the process (to the greatest extent possible and consistent with FERPA or other applicable laws).
- The opportunity to appeal the outcome of the process.

Both parties must notify the other at least 72 hours prior to the time of the hearing if they intend to have legal representation present. Notification must be made in writing via email or letter.

Prompt, Fair and Equitable Resolution

Parties should expect that the college's investigation and resolution procedures begin promptly and proceed in a timely manner. The college will promptly respond to any and all alleged and suspected viola-

tions about which the college knows regardless of where the conduct or issue occurred. The college is committed to providing prompt, thorough, fair, and impartial investigations that treat individuals with respect, dignity, and sensitivity.

Grievance Resolution Time Frame

The college will strive to complete the resolution procedure, including the imposition of any sanctions, within 30 calendar days of receiving the report, or the date on which the college becomes aware of an alleged violation. Any pending criminal investigation or criminal proceeding may have impact on the timing of the college's investigation, but the college will commence its own investigation as soon as is practicable under the circumstances.

The college reserves the right to commence and/or complete its own investigation prior to the resolution of a criminal hearing.

Complaint Filing Deadline

A grievance must be filed by the grievant within 30 business days of the act the grievant is reporting.

Appeal Process

Either party has the opportunity to appeal the decision of the dean or Standards Committee. A written appeal to either the dean or the president of the college must include a thorough explanation of the reason the decision is unfair or unjust. Initial academic or financial aid appeals should be made in writing to the appropriate dean or the director of financial aid within 14 days of the disputed decision and shall be responded to within 30 business days of the appeal. Further appeals may be made in writing and submitted to the college president within 14 days of notification of the disputed decision.

Such circumstances include, but are not limited to:

- Dismissal from the college due to poor scholarship, unacceptable behavior, or violation of academic honesty rules.
- Termination of federal and / or state financial aid eligibility.
- Failure to be admitted to the teacher education program.
- Failure to be admitted to student teaching.
- Failure to be entitled for the Illinois Professional Educator License.
- Failure of an exit requirement.

Based upon the circumstances of the situation, the president may establish a hearing procedure. If a formal



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appeal appears warranted, a hearing committee comprised of three faculty and/or staff members and two mutually agreed-upon candidates will review the decision. The candidate and VanderCook have the right to representation by an attorney throughout the appeal process. Both parties must notify the other at least 72 hours prior to the time of the hearing if they intend to have legal representation present. Notification must be made in writing via email or letter.

Filing Complaints Directly with the State of IL and Higher Learning Commission

VanderCook College of Music is committed to addressing student complaints timely and effectively, in accordance with the College's student grievance procedures. If a student believes, that the procedures have not adequately addressed their concerns, students also may file external complaints with the State of Illinois Board of Higher Education, the Higher Learning Commission, or the National Council for State Authorization Reciprocity Agreements at the following links:

IBHE Complaints

<http://complaints.ihbe.org/>

HLC Complaints

<https://www.hlcommission.org/Student-Resources/complaints.html>

NC-SARA Complaints

<https://nc-sara.org/student-complaints>

Health & Wellness

VanderCook College of Music is committed to the health, wellness and safety of its candidates, faculty and staff. As such, the college provides special seminars, lectures and demonstrations to provide best practices in the areas of vocal health, neuromusculoskeletal health and hearing health each semester. Faculty have the discretion to enact certain procedures and requirements in the normal course of their classes in order to support these best practices.

All VanderCook candidates are entitled to the services provided by IIT's Student Health and Wellness Center (SHWC), located in the IIT Tower on 35th Street. A full description of SHWC services can be found on the center's [website](#).

Smoking, Drugs & Alcohol

All smoking is prohibited throughout the college and within 15 feet of the entrances of each building.

The legal drinking age and legal age of use for marijuana

in Illinois is 21. Consumption of alcoholic beverages and of cannabis products in the building is prohibited at all times. In addition, candidates and their guests may not purchase alcoholic beverages or marijuana with college-approved fees or any other funds that are collected or administered by a candidate organization or club. Violation of this policy may result in disciplinary action.

Illinois law prohibits the possession or use of narcotics or hallucinogenic drugs in either the refined or crude form, except under the direction of a licensed physician or dentist. The possession, use, distribution or sale of narcotics or hallucinogenic drugs anywhere on campus is strictly prohibited.

Violations of these regulations may result in disciplinary action, ranging from a written statement or an official warning, up to and including legal action and/or expulsion from the college. All members of the college community are subject to federal, state and local laws.

Individuals convicted of unlawfully possessing or distributing illicit drugs and/or alcohol face misdemeanor or felony charges that are punishable by sanctions up to and including imprisonment. If convicted of such a crime, they may be permanently barred from receiving licensure to teach in Illinois and most other states.

Concealed Carry Policy

VanderCook is located on the campus of the Illinois Institute of Technology (IIT). As such, VanderCook has elected to abide by certain IIT-established policies and procedures generally related to issues of health, wellness and safety of students, faculty, staff and visitors to campus, including IIT's policy on Concealed Carry and Prohibition Regarding Firearms and Weapons on Campus. A complete explanation of this policy is available [here](#). Any questions regarding compliance with this policy should be directed to the President's Office at VanderCook.

Grade Reports, Enrollment Certification & Transcripts

Grade Reports

Grade reports are issued within three weeks of the close of each academic semester to all candidates cleared of institutional obligations.

Enrollment Certification

Candidates may request verification letters of completion or forms certifying enrollment and related information from the Registrar's Office.

