



2018 - 2019

American Islamic College  
Student Handbook



# AMERICAN ISLAMIC COLLEGE STUDENT HANDBOOK 2018-2019

This handbook serves as a general guide to assist AIC students in understanding and achieving their academic goals while becoming acquainted with the policies and procedures of American Islamic College. While each student is expected to familiarize himself/herself with the contents of this handbook, it should be noted that this is an evolving text, which AIC may update or change at any time. Thus, it should be taken as a guide rather than a contract between AIC and the student.

Please consult the AIC website or your academic advisor for the most up-to-date information.

American Islamic College welcomes qualified students of all ages, races, colors, creeds, and national/ethnic origins to the programs and activities made available to students at the College. The College consciously promotes inclusion and so does not discriminate on the basis of disability, or any of the factors mentioned above, in the administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

American Islamic College

# TABLE OF CONTENTS

Message From The President	6	Stalking	21
History of American Islamic College	7	Sexual Abuse and Sexual Assault	22
Vision & Mission	9	Complaint Policy and Procedure	22
Accreditation Status	10	Grievance Policy	22
Nondiscrimination Policy	10	Grieving Filing Deadline	22
Statement on Educational Integrity	10	Grievance Procedure	22
Student Resources & Activities		The Hearing	23
Student Affairs	12	Resolution	24
Campus Resources	12	Security	24
Library	12	Security Cameras	24
Information Technology	12	Identification Cards	24
Usage of Computers and Technology	13	Missing Student Protocols	24
Email Notification Policy	14	Damage or Theft to Personal Property	24
Advising	14	Fire Code and Regulations	25
Career Development	14	Fire Safety	25
Student Activities	14	Loss of Power	25
Enrichment Programs	14	Severe Weather Conditions	26
Interfaith Dialogue Opportunities	14	Lockdown Procedures	25
Lecture Series	15	Emergency Evacuation	26
Film Series	15	Housing	26
Special Events	15	Withdrawals/Refunds	27
Volunteer/Internship Opportunities	15	Exit Interviews	27
Workshops	15	Dormitory Amenities	27
Student Clubs and Organizations	15	Trash	27
Intramural Sports	16	Common Areas	27
Student Policies and Procedures		Rooms	27
Students' Rights and Responsibilities	16	Fitness Room	27
Code of Student Conduct	17	Kitchenettes	28
Other areas of violation of		Laundry Machines	28
Student Conduct Codes:	17	Lost and Found	28
Student Responsibilities	18	Masjid (Prayer Hall)	28
Policy on Alcohol and Drugs	18	Recreation Room	28
Policy on Weapons	18	Student Lounge	28
Assault Policies	18	Study Rooms	28
Policy on Sexual Harassment &		Parking	28
Misconduct	19	City Living	29
Title IX-Coordinator	19	Administration	31
Reporting Procedures	20		
Response Procedures	20		
Disciplinary Action	21		
Domestic Violence	21		
Dating Violence	21		





AMERICAN ISLAMIC COLLEGE



## MESSAGE FROM THE PRESIDENT



I would like to extend a very warm welcome to our new and returning students for this upcoming academic year. There are some exciting and positive developments underway here at the College and I am hopeful that the year ahead will be a stimulating and productive one for each of you.

We enter the 2018-2019 Academic Year with a new organizational structure and a renewed momentum for change towards our long-term goals as a College. At both the undergraduate and graduate levels we strive to offer the very best of traditional Islamic learning with critical contemporary academic standards. Our approach to Islamic Studies is faith-centered but inclusive, open to a rich diversity of schools and points of view. You will find that the typically small size of our classes allow for personalized instruction and mentoring from our well-qualified faculty. Another source of enrichment are our offerings in Islamic art which this year is focused on paper marbling, or Ebru, taught by an accomplished master in the field. Outside of the classroom, I encourage you to participate in our community lecture series, where we invite professionals as well as scholars from different universities to present their work and interact with our students and the wider community.

AIC is blessed with wonderful facilities of which I hope our students will make the most. I am very pleased to announce our new library setting on the main floor complete with comfortable study spaces, new computers and a growing collection of books, electronic resources as well as interlibrary loan services. We have an affordable on-campus housing option and plentiful parking, as well as being conveniently accessible by public transportation. Students should also take advantage of being steps away from Lake Michigan to enjoy various sports, such as tennis on city courts and running, walking or biking along the extensive network of lakeshore trails with dramatic views of Chicago's skyline.

I wish you a successful academic year and look forward to getting to know each of you personally.

Sincerely,

President Daoud Casewit

# HISTORY OF AMERICAN ISLAMIC COLLEGE

American Islamic College was incorporated in September 1981 as a private, not-for-profit, four-year institution of higher education meant to offer especially strong programs in Islamic Studies and the Arabic Language. In November 1982, AIC received authority from the Illinois Board of Higher Education (IBHE) to operate as a postsecondary institution. The search for suitable premises led to the purchase of its present property (see next page) in March 1983.

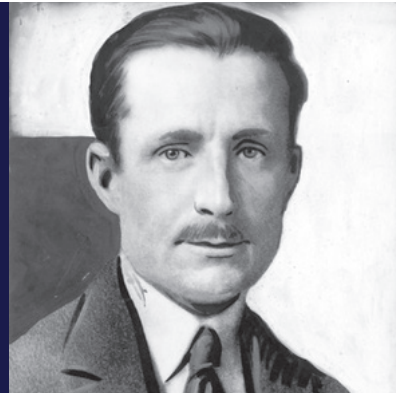
The College first opened its doors to students in September 1983 under founding President Isma`il Al-Faruqi (1921-1986) and founding Vice-President for Academic Affairs, Dr. Ahmed Sakr (1933-2015). In May 1984, IBHE bestowed degree-granting authority on AIC for the B.A. in Arabic Studies and the B.A. in Islamic Studies. In February 1985, AIC became the first accredited Islamic institution of higher education in North America when it was awarded “Initial Candidacy Status” from the regional Higher Learning Commission (HLC). In June 1988, AIC held its first commencement ceremony with six students receiving B.A. degrees.

Unfortunately, in March 1989, HLC withdrew AIC’s candidacy status for regional accreditation due to failure to address concerns about financial stability and governance. The following year IBHE revoked the College’s operating and degree-granting authority. Though AIC subsequently regained this status with IBHE and continued to function in minimalist fashion, it was unable to meet the HLC criteria for reapplication for candidacy status which, in turn, led IBHE to revoke our operating and degree-granting authority for a second time in 2004.

Beginning in 2009, American Islamic College embarked upon a new phase of significant reorganization and the installation of a reformed governance structure and a new administration. In 2010, the campus buildings and grounds underwent extensive renovation and remodeling. It was then that AIC reemerged as a revitalized resource of the Muslim community, hosting two consecutive international conferences on Islam in America, organizing public lectures and offering a variety of non-credit and non-degree classes in subjects such as Islamic History, Islamic Art, and Arabic. In the fall of 2013, after being granted IBHE operating authority once again, the College reopened its doors to undergraduate students and—for the first time—graduate students.

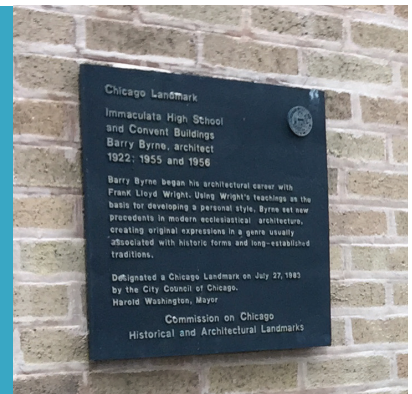
We have undergraduate and graduate students now filling the renovated classrooms and dormitory, and the College is more alive now than ever before. AIC’s history is thus still in the making, and we welcome you to be part of it.

Architect Francis Barry Byrne



The monumental main building (1922) and the subsequent additions (1955) were both designed by Barry Byrne (1883-1967), a Chicago native and one of Franklin Lloyd Wright's four best known students.

Already in 1977, the buildings were considered noteworthy enough to be put on the U.S. National Registry of Historic Places. In the summer of 1983, the complex of buildings was awarded Chicago Landmark status by the City's Commission on Historical and Architectural Landmarks.



In March 1983, the College purchased its present property, a former Catholic girls high school called Immaculata and attached convent.

HISTORY CONTINUES...

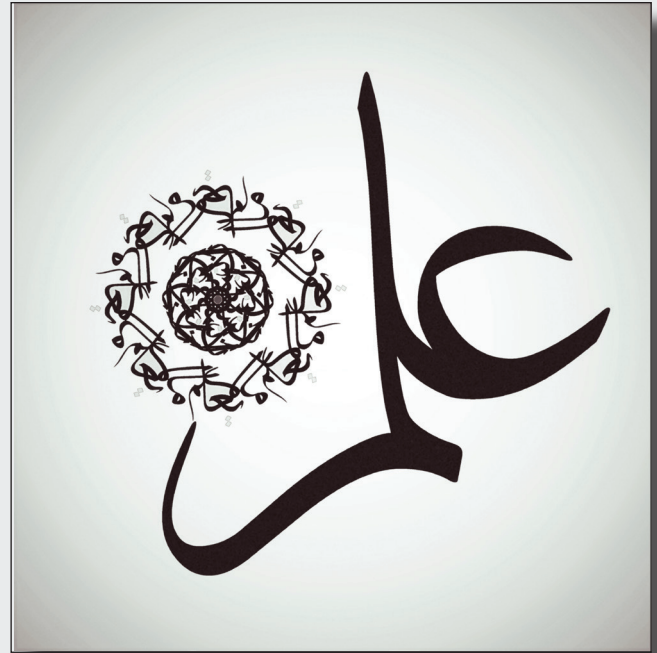
# VISION & MISSION

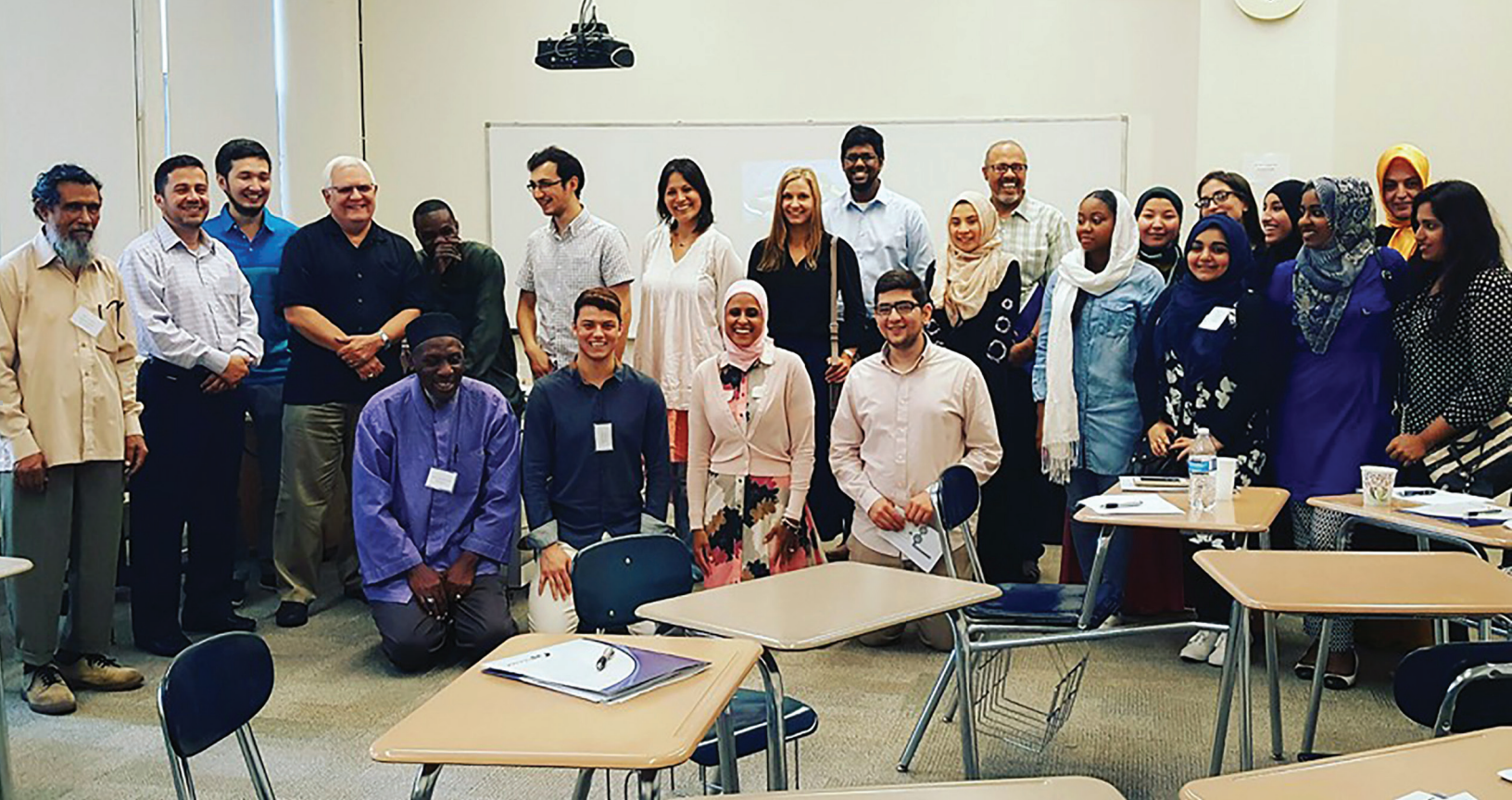
## OUR VISION

To become a highly valued Islamic University in the nation with a commitment to: offering academically rigorous and professionally sound programs; providing training for leadership and policy making roles in American society; and for management and staff of American Muslim institutions, and; serving as a resource to American institutions and individuals for learning about Islam.

## OUR MISSION

American Islamic College is an institution of higher learning grounded in Islamic values, embracing students of all backgrounds. Our Chicago location uniquely positions AIC to represent and research the diversity of Islam in America. AIC promotes appreciation for the scope and richness of Islamic history and civilization both in the classroom and by means of public events highlighting Islam's intellectual, artistic and cultural expressions. Through rigorous scholarship, civic engagement and interfaith/intercultural activities, AIC prepares our students to become global citizens and visionary leaders.





## ACCREDITATION STATUS

American Islamic College received IBHE degree-granting authority for its B.A. and M.A. programs in Islamic Studies in April 2014 and, in December 2014, for the Master of Divinity in Islamic Studies (Islamic Chaplaincy). AIC is not accredited by the Higher Learning Commission, our regional accreditor. So, students do not have access to FAFSA and other sources of federal and state funding.

## NONDISCRIMINATION POLICY

In keeping with AIC's mission, philosophy, and dedication to educational integrity, the College does not tolerate any kind of discriminatory behavior. In accordance with state and federal law, AIC does not discriminate based on religion, ethnicity, culture, race, sex, age, physical disability, or on any other unlawful basis.

The administration, faculty, staff, and students at AIC are expected to support and uphold this policy. AIC

is committed to ecumenical, interfaith, interracial, and intercultural dialogue. AIC is devoted to creating an environment that is safe and accepting for all who desire to learn.

## STATEMENT ON EDUCATIONAL INTEGRITY

American Islamic College is committed to providing its students with a healthy and intellectually vibrant academic environment where their voices and thoughts are respected. Every student has the right to access ideas, share his/her thoughts, and pursue his/her academic goals without being subject to discrimination or intimidation. AIC is dedicated to building an encouraging atmosphere that strengthens confidence, promotes analytical thinking, nourishes the spirit, and inspires further learning.



## STUDENT RESOURCES & ACTIVITIES

# STUDENT AFFAIRS

## CAMPUS RESOURCES

### Library

The AIC library is located on campus and provides students a number of services. Building on a base collection of over 8,000 books, periodicals, and electronic resources such as Encyclopedia of Islam, in addition to encyclopedic resources related to the Qur'an, and Hadith literature.

The library also provides access to scholarly journals and articles online through its membership with the Consortium of Academic and Research Libraries (CARLI), which includes JSTOR and EBSCO host (providing e-books and electronic versions of scholarly articles through Academic Search Complete and Business Sources Elite).

In addition, AIC students can access books in other libraries through Inter-Library Loan (ILL) services that come with AIC's membership with the Online Computer Library Center (OCLC), as well as through AIC's membership with the Reaching Across Illinois Library System (RAILS), which connects major Illinois libraries including those of academic institutions. As affiliate members of the consortium, the AIC community has access to theological libraries within the consortium. Additionally, AIC students have been granted access to a number of university libraries across Chicago through established Reciprocal Library Agreements with institutions such as Benedictine University, Catholic Theological Union, Chicago Theological Seminary, Dominican University, East-West University, Lewis University, Loyola University Chicago, Lutheran School of Theology and Roosevelt University, among others. Please see the AIC Librarian for a complete list and details. Borrowing library materials is limited to books and bound

periodicals only. Books are loaned on presentation of a current AIC Student ID.

Non-reserve books circulate for a period of two weeks. The due date is stamped on the Due Date slip. Books may be renewed either in-person or by telephone if they are not overdue or if the book in question has not been reserved by someone else. Lost library material should be reported immediately. The charge for lost material is the price of the replacement copy. There will be a fine of 25 cents per day for overdue books.

### Information Technology

Technical support is offered to students needing assistance with AIC computers, printing or making copies, internet, email, and Populi. These services are for academic purposes only. For hours of operation related to technical support, please see the Office of Student Services, as hours may adjust from semester-to-semester. The IT personnel can also be reached via



# STUDENT AFFAIRS

email at [it@aicusa.edu](mailto:it@aicusa.edu). If the problem is beyond the scope of the IT Office, then the office will advise the student accordingly.

Students must pay a technology fee of \$50 at the beginning of each semester.

## **Usage of Computers and Technology**

Computers and technological resources are owned by American Islamic College and are made available to AIC students, faculty, and staff for academic purposes (i.e. faculty and student research, class assignments, etc.). Any illegal, unethical, or violation of policy may result in disciplinary action. Each user is responsible for the saving and storing of their own files on their own personal USB drive or via email.

AIC's computer hard drives are routinely cleared; AIC is not responsible or liable for any stored or deleted files. Each user is responsible for keeping their Populi account secure. AIC is not liable for any security breach of their campus account. Users must not give their passwords out, they should change their passwords regularly, and they should log-out from public computers. Use of the electronic media provided by the AIC is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy. Users must abide by AIC and legal policies concerning student conduct, plagiarism, copyright laws, academic dishonesty,



# STUDENT AFFAIRS

discrimination, harassment, and theft. Any abuse of these resources should be reported to the IT Office at [it@aicusa.edu](mailto:it@aicusa.edu).

## **Email Notification Policy**

Email is a valid mechanism for official communication with students at AIC. AIC has the right to send official communications to students by email.

The college has the right to expect that students will receive email and will read email in a timely fashion. At the college all students will be assigned an official college email address. All official college communications will be sent to this official AIC email address. Students who choose to have email forwarded to another email address do so at their own risk. The college is not responsible for email forwarded to any other email address. A student's failure to receive or read in a timely manner official College communications sent to the student's official email address does not absolve the student from knowing and complying with the content of the official communication. Faculty may assume that a student's official University email is a valid mechanism for communicating with a student, and faculty may use email for communicating with students registered in their classes. This policy will ensure that all students will be able to comply with course requirements communicated to them by email from their course instructors.

## **Advising**

Each student is assigned an academic advisor. Students can seek counsel from their advisors for career related topics, and/or personal guidance and support, if necessary. Students in the MDiv program are required to be in an active process of spiritual formation, direction, and discernment with their assigned advisor,

but all students should feel welcome to schedule appointments with a faculty mentor if they feel the need. In some cases, when serious socio-psychological issues or signs of personal trauma become manifest, the faculty mentor may make a professional referral, with the student's permission.

## **Career Development**

The Office of Student Services offers career development resources for students with information and contacts regarding internship programs and jobs. A list of internships is also available on the College website.

# STUDENT ACTIVITIES

## **Enrichment Programs**

Enrichment programs serve as extracurricular resources that make for helpful supplements to the course material.

## **Interfaith Dialogue Opportunities**

American Islamic College is committed to inter-religious dialogue and has played a strong leadership role in building bridges of understanding between several faith communities, especially with its Jewish and Christian neighbors here in Chicago. This has given rise to numerous interfaith events and social action projects. In addition, AIC frequently hosts students and leaders from various Christian seminaries in the Chicago area, who come to learn about Islam, observe prayer services, and engage AIC faculty, staff, and students in dialogue. AIC students are always welcome and encouraged to attend such interfaith events and discussions.



### **Lecture Series**

American Islamic College offers a Lecture Series program which hosts distinguished guests speaking on a range of contemporary and historical topics. In doing this, AIC creates opportunities for the respectful and intelligent sharing of ideas. These informative discussions and events are open to the public and free of charge. Students are especially encouraged to attend.

### **Film Series**

American Islamic College organizes film screenings related to Islam, religion, interfaith issues, culture, and the human experience. Typically, a reception and discussion follows, and so students have the opportunity to interact with film directors or scholars who can open up paths for deeper and fuller appreciation of the film.

### **Special Events**

American Islamic College hosts several special events throughout the year, such as community dinners, concerts, workshops, cultural events and more. Students are welcome to attend.

### **Volunteer/Internship Opportunities**

Students may apply for any of our Volunteer and/ or Internship Opportunities at AIC. Opportunities provide students with a chance to engage in hands-on experience, network with community leaders, scholars, faith communities, and socio-cultural organizations. This helps students cultivate leadership skills while making a positive impact upon the wider society. Please visit the Main office, or [www.aicusa.edu/join-us/volunteer-intern](http://www.aicusa.edu/join-us/volunteer-intern) for details.

### **Workshops**

AIC hosts a number of workshops on a variety of topics throughout the year. A popular recurring workshop is the Ebru (water marbling) art workshop. Such workshops are open to the students, community and the public. Registration for workshops can be made online.

### **Student Clubs and Organizations**

American Islamic College encourages students to come together with shared interests and form student organizations and clubs. Students wishing to start a new student organization/club should approach

the Dean of Students after gaining the support and participation of a faculty or staff advisor.

### **Intramural Sports**

Although AIC has no standing athletic teams that compete on an intercollegiate level, students are welcome and encouraged to organize intramural sports activities and competitions. Visit the Office of Student Services for details.

## **STUDENT POLICIES AND PROCEDURES**

American Islamic College policies and procedures outline useful guidelines for the safety and security of its students, and for the campus as a whole. They also include local, state, and federal laws. Please familiarize yourself with these policies for an optimal college experience. For dormitory and parking related policies, rules and regulations, please see the Dormitory &

Parking Manual located in the main office.

### **Students' Rights and Responsibilities**

Students have the right to live and study within an atmosphere of intellectual and religious freedom, which includes access to educational resources on campus, the free and open sharing of ideas, and the right to pursue academic goals. This freedom is cultivated and safeguarded within a respectful, nondiscriminatory environment that encourages students to share ideas while maintaining respect for each individual's dignity and intellectual rights.

Students have the right to safety and security free from any violence, harassment, abuse, discriminatory behavior, and intimidation.

Students have the right to privacy in personal matters unless their behavior or personal possessions contravene College, State, or Federal law..





Students have the right to due process and a just hearing regarding alleged violations of College rules and regulations.

### **Code of Student Conduct**

AIC does not tolerate any form of violence, abuse, harassment, intimidation, or coercion between students, faculty and staff. Any conduct that is threatening to the health and security of a person or persons will be confronted, investigated, and possibly met with College disciplinary action, including legal prosecution. Sexual harassment or misconduct, hate crimes, discrimination, violence, bullying, threats, abuse (physical, verbal, psychological), or misuse of College technology or social media to target groups or individuals will be taken as clear violations of AIC regulations and local, state, and federal law.

### **Other areas of violation of Student Conduct Codes:**

- Plagiarism, cheating, and all forms of intellectual

dishonesty.

- Vandalism to school property.
- Unauthorized duplication of keys.
- Attempts to sub-lease dormitory rooms.
- Using, possessing, or distributing alcohol or controlled substances (non-prescription drugs).
- Using, possessing, or distributing pirated goods.
- Possession of firearms, dangerous weapons, flammables, and harmful substances.
- Smoking on campus.
- Fundraising or soliciting.
- Disorderly and/or disruptive conduct.
- Theft.
- Refusal to abide by College rules and guidelines.

If a student is accused of violating the Student Conduct Codes, that student will be notified in writing and a hearing will be held. If a student misses the hearing, a decision will be made without the student's presence. Parents (where appropriate) will be notified. Records will be kept in the Main office, which will be strictly confidential. The student has a right to appeal

# STUDENT AFFAIRS

if the sentence is expulsion/permanent dismissal. Such an appeal must be submitted in writing and must make mention of one of the following possible reasons for the appeal:

1. Procedural errors in the hearing.
2. New information/evidence pertaining to the alleged offense.
3. Sentence imposed was not appropriate for the nature of the violation.

## **Student Responsibilities**

In order to honor and uphold the freedoms, rights, and safety of their fellow students, along with AIC faculty and staff, students are responsible for conduct that may impact others or cause harm to the campus and its facilities. Students are thus responsible for reporting any behavior that may be a threat to the safety and security of students, faculty, staff, and facilities

Students must be respectful of their classmates' views and academic goals. Students must respect the mission, philosophy, and values of the American Islamic College, insofar as it is understood to be a non-denominational, Islamic institution of higher learning.

Students must therefore adhere to the AIC rules and regulations found in this Student Handbook

## **Policy on Alcohol and Drugs**

AIC has a Dry Campus policy, meaning, the possession and usage of alcohol and drugs is strictly prohibited on campus. Additionally, in accordance with Illinois State Law and the Drug Free Schools and Campus Act of 1989, illegal possession or usage of alcohol, abuse of legal substances, or usage of illegal drugs may result in suspension or expulsion from the College in addition to legal proceedings. If a student

is suspected to have violated this policy, then the student is subject to investigation and if prosecuted, appropriate disciplinary action will follow. The student will have 72 hours to vacate the dormitory facility.

## **Policy on Weapons**

AIC is a Weapons-free campus and strongly prohibits the carrying or using of weapons on campus.

The definition of weapons is as follows: any tool, instrument, or material that can be used to cause injury or harm to another individual or object on campus. This includes, but is not limited to,

1. any loaded or unloaded device, which is designed to shoot a bullet, pellet, flare, or any projectile,
2. any type of explosive device or explosive material,
3. any type of cutting instrument, such as a knife, blade, saw, razor, etc.
4. any object that can be used for destruction or physical harm, like clubs, blocks, metal knuckles, etc.
5. any toy that can be mistaken for a weapon.

The campus is defined as that which comprises the main building, dormitory, parking lots, playgrounds and recreational spaces, entryways to the buildings and lots and the perimeter of the grounds enclosed by fencing.

Thus, all who are on campus must abide by this policy, even if the person has a license to carry a weapon. Only law enforcement is exempted from this policy.

## **Assault Policies**

Assault in any form (verbal or physical) is strictly prohibited on the AIC campus. Any such offense will be taken seriously and will result in an imme-

# STUDENT AFFAIRS

diate audience with the College administration, which may order that the offender be removed from College grounds. Any faculty member or student guilty of assaulting a student, staff member, or faculty member may be expelled from the College.

## **Policy on Sexual Harassment & Misconduct**

Sexual harassment includes any and all unwelcome sexual advances, requests for sexual favors, sexual propositions, unnecessary and inappropriate contact, and any other verbal, visual, or physical conduct of a sexual nature that is intimidating, violent, or offensive. Examples of sexual harassment include, but are not limited to:

- displaying or distributing sexually explicit drawings, pictures, or written materials
- performing sexual gestures or touching oneself sexually in front of others
- telling sexually explicit or dirty jokes
- spreading sexual rumors or rating other students as to sexual activity or performance
- repeated unwanted sexual flirtations, advances or propositions
- continued or repeated verbal abuse or innuendo of a sexual nature
- uninvited physical contact such as touching, hugging, patting, brushing or pinching
- verbal comments of a sexual nature about an individual's body or sexual terms used to describe an individual
- display of graffiti, pictures, posters or cartoons of a sexual nature
- prolonged staring or leering
- making obscene gestures or suggestive or insulting sounds
- demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment or academic status or promises of

preferential treatment

- indecent exposure
- circulating or showing e-mails or websites of a sexual nature.

For more information, you may visit the U.S. Department of Education, Office for Civil Rights, Sexual Harassment Department's website.

Also, under the Violence Against Women Reauthorization Act (VAWA) of 2013, American Islamic College strictly prohibits behavior such as domestic violence, dating violence, and stalking. The college will assist students who have obtained or seek to obtain judicial no-contact, restraining, and protective orders. Thus, AIC is committed to providing an educational atmosphere that is free from all forms of sexual harassment and misconduct. Such harassment violates College policy as well as state and federal law. Anyone perpetrating such illegal behavior will face disciplinary action up to dismissal from the College and will be subject to persecution.

## **Title IX-Coordinator**

Title IX of the Education Amendments of 1972, issued by the US Department of Education and the Office of Civil Rights, states that sexual misconduct is a form of sex discrimination, which is prohibited by federal law, and therefore is a civil rights violation. The College has designated Ms. Romana Manzoor, Program Coordinator, as the Title IX Coordinator. She will assist in matters of Title IX violations and supervises the College's compliance with Title IX. Her contact information is: [programs@aicusa.edu](mailto:programs@aicusa.edu)

A student may also contact her in order to obtain a copy of AIC's internal complaint policy, located in the main office, or obtain a complaint form from the State of Illinois Department of Human Rights.



### **Reporting Procedures**

Students and employees must report any suspicious behavior, abuse, violence, hate crimes, and sexual misconduct if experienced or observed to the Title IX Coordinator (as listed above), Resident Assistant, Security personnel, Dormitory Supervisor, or a faculty member. If the conduct is of a criminal nature, the student should also alarm the local law enforcement agency. In addition, a student may contact the Illinois Department of Human Rights for further assistance:

Illinois Department of Human Rights Chicago Office  
100 W. Randolph Street 10th Floor  
Intake Unit  
Chicago, IL 60601  
(312) 814-6200

Due to the seriousness and sensitivity of such cases, AIC has strong guidelines concerning the reporting of alleged incidents and safeguarding the confidentiality of both the victim and the accused in such cases.

One has the option of reporting anonymously. Please see the following link: [aicusa.edu/asvr/](http://aicusa.edu/asvr/). The College requires the immediate reporting of such alleged incidents to the Title IX Coordinator or another administrative official or faculty member. Retaliation against the reporter of the incident will result in serious disciplinary action. Retaliation against any person(s) involved in the case is illegal. Making false allegations is considered a violation of Title IX and so will be taken with the utmost seriousness.

The victim should report the misconduct within twelve months of the incident so that proper measures can be taken in appropriate and productive ways.

### **Response Procedures**

AIC will promptly conduct a thorough investigation of the circumstances and will take appropriate actions to resolve the issue. AIC may also seek to support victims of sexual harassment by cooperating with local law enforcement agencies, health care providers, and counselors, if necessary. In all cases, the confidentiality

# STUDENT AFFAIRS

of the victim or complainant, as well as the accused, will be strictly protected. Information that would personally identify the victim may be omitted in school held records on the issue of sexual harassment or related issues. Under Title IX, AIC also aims to protect the victim or reporter of the incident from any form of retaliation.

All conducted hearings will be in a manner of accountability and will have the intention to protect the safety of the victim. According to the VAWA Act of 2013, “[t]he accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice...” Both the accuser and the accused will be notified simultaneously and in writing of the outcomes of these procedures, the final result, and – if applicable – any changes to the final result.

If the accused fails to respond to the claim and/or appear at the hearing, then the process will be based on the complainant’s testimony only. Thus, it is important for the accused to respond and/or appear for the hearing. The same principle applies to the complainant.

If the complainant chooses to withdraw the case, then he/she must submit, in writing, the reason for the withdrawal, to the Title IX Coordinator.

The respondent, or accused, will be notified of the withdrawal; he/she will have to respond in writing, as to whether he/she agrees to the withdrawal before the charges are dropped.

The College may continue to look into the case for the safety of its campus and may rely on the victim as a

witness, even if the charges are dropped and the victim withdrew the case.

## **Disciplinary Action**

The College will take appropriate disciplinary action if the respondent is found guilty. Depending on the case, disciplinary action may include required counseling, probation, suspension, termination, or expulsion. The College will work with local law enforcement if necessary. If it is determined that a complainant issued false or misleading information, or provoked the case with bad intention, then the College will take appropriate disciplinary action.

## **Domestic Violence**

According to the Violence Against Women Reauthorization Act of 2013, domestic violence is defined as, “. . . asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.”

## **Dating Violence**

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

## **Stalking**

The Violence Against Women Reauthorization Act of 2013 defines stalking as, “. . . a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.”

## **Sexual Abuse and Sexual Assault**

Cases of sexual assault and sexual abuse have to be reported immediately to the responsible law enforcement agency and – if necessary – a health care provider. Sexual assault may take place if a sexual act is executed a) under force or threat b) with a minor c) with a person unable to understand the circumstances or d) without consent/ with a person unable to give consent. According to the Illinois Criminal Code of 2012, “Consent” means a freely given agreement to the act of . . . sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.”

## **Complaint Policy and Procedure**

American Islamic College values feedbacks from students and believes students should be able to freely express concerns and report problems without the fear of retaliation and duress. AIC accepts both written and oral form of complaints/feedbacks. If there is a general complaint related to Student Affairs, please see the Dean of Students in the Main Office. A General Complaint Form can be downloaded at, [www.aicusa.edu/student-services/complaint-policy-and-procedure/](http://www.aicusa.edu/student-services/complaint-policy-and-procedure/)

1. Dean of Students will investigate the complaint and try to resolve the complaint within 14 business days of the filing of the written/oral complaint. If the resolution is not possible, Dean will refer the matter to VPAA. VPAA will investigate and if deemed necessary, attempt to resolve the complaint within 30 business days of the date of referral by the Dean of Students.
2. The findings will be communicated to the student within 3 business days after the conclusion of the

investigation. To report a claim to IBHE, visit [complaints.ibhe.org](http://complaints.ibhe.org)

## **Grievance Policy**

The Grievance Procedure is available to students after a determination has been made regarding an alleged violation of student rights or academic decisions. Students may file formally should an informal means of resolution fail. However, if there is any unlawful discrimination and/or sexual misconduct, then the student should report the allegation to the Title IX Coordinator rather than use the grievance procedure described below.

## **Grieving Filing Deadline**

The student must file a Grievance Form with the Dean of Students; this includes cases involving student employees. The grievant will be asked to make a formal statement outlining the specifics of his or her grievance. The deadline to file the Grievance is within sixty (60) days from the time the decision or action being grieved.

The Grievance Procedures may be used freely without fear of retaliation.

## **Grievance Procedure**

There are three grounds for which the Grievance Procedure can be applied when related to student rights:

- the complainant or the respondent believes that the discipline/sanction imposed was inappropriate for the violation for which he or she was found responsible;
- an error occurred during the investigative stage preventing either the complainant or the respondent a reasonable opportunity to prepare

# STUDENT AFFAIRS

- and present information to the investigator(s); or
- there has been a discovery of new information that was not available at the time of the investigative process and could have affected the adjudication of the matter.

The formal written statement should include:

- a clear description of the decision/action being grieved
- an explanation of why the decision is being challenged
- the name of the party or parties involved in making the decision/action
- the requested resolutions
- a description of any informal resolutions attempted
- the Grievance Form with a date and signature

The Grievance Form must be submitted to the Office of the Dean of Students who will send it to the Grievance Officer. A formal Hearing will be scheduled within thirty (30) days of the request.

## The Hearing

The Grievant has the right to an advisor or attorney, and may also present witnesses. The Hearing Panel may present witnesses, as well. The Grievant must inform, in writing, that an advisor/attorney and/or witnesses will be present, within five (5) days of the Hearing. The Hearing Panel must do the same.

The Grievant can pose questions to the Hearing Panel, which the Panel will direct to the Respondent or to the witnesses.

The hearing will be a closed meeting, including





AIC MASJID

only those persons whom the hearing panel deems necessary to address the grounds for the grievance. Witnesses will be present only when their testimony is being taken.

### **Resolution**

The Hearing Panel will make a recommendation after final review of the case, which will be presented within five (5) days after the Hearing. The Grievance Officer will either grant or deny the resolution presented and will inform the Grievant of the final decision within five (5) days of receipt of the recommendation.

If the Grievant is still unsatisfied, then the Grievant may report his/her grievance to the Vice President of Academic Affairs for grievances related to academic affairs and to the Vice President of Finance and Administration for grievances related to student affairs and student employment.

## **SECURITY**

### **Security Cameras**

There are security cameras overseeing the main campus which includes the dormitory building. A closed circuit television is closely monitored.

### **Identification Cards**

Students must keep their Student Identification cards with them when entering the main building and the dormitory building, and they must show the cards when asked by AIC security personnel or members of the AIC administration. The main office issues student IDs in the students' first year. If the ID is lost during the student's academic program, there is a replacement fee of \$25.

### **Missing Student Protocols**

If a student is reported to be missing for more than 24 hours, proper campus measures will be taken to locate the student to determine his/her well-being. If the student lives on campus, the Dormitory Supervisor will search the student's room. If the student lives off-campus, the administration will initiate a search, contacting the student's family first. If needed, the administration will file a missing person's report with the Chicago police.

### **Damage or Theft to Personal Property**

The College does not assume responsibility for stolen or damaged personal items on campus. There is no secure storage space on campus. Students are responsible for keeping their room/car doors locked. The College does not tolerate the theft or damage

# SECURITY

of personal or campus property. Students, guilty of stealing or willfully damaging the property of others, will be disciplined and possibly prosecuted.

## Fire Code and Regulations

There will be an evacuation practice drill each semester. Students are prohibited from smoking or tampering with fire alarms in the dormitory building. Violations will incur a \$250 fine per instance. Fire hazards, such as open flames (candles, incense) are strictly prohibited. Hotplates, electrical teapots, and microwaves can only be used in the kitchen areas. Entryways and fire exits must remain unobstructed. Any student who violates these rules or fails to evacuate the building during fire alarms will be subject to disciplinary action.

## Fire Safety

Each floor is equipped with fire extinguishers on either end of the hall for easy access. Students should be familiar with exit stairwells on their floor and all exit stairwells in their building. Keep stairwell doors closed so as to prevent the spread of fire from one floor to the other. If a student smells smoke, she/he must immediately contact the Resident Assistant, Dormitory Supervisor, or the Main office. If a student sees/ smells intense and dense smoke that is harmful, the student should pull the fire alarm and immediately notify the Resident Assistant, Dormitory Supervisor or Main office. If a fire is visible, close all doors leading to the fire, but make sure they are unlocked. Reach the nearest phone and dial 911. Make sure the fire alarm has been pulled to alert all other residents. Evacuate the building. Evacuation diagrams can be found on every floor. Please take note of the lighted exit signs near the entryways.

For small, manageable fires (approx. 4 sq. ft.), imme-

diately take the fire extinguisher and put out the fire, so long as it does not put you in danger. For larger and less easily controlled fires, trip the nearest fire alarm and get out of the building.

If the fire alarm is activated, please evacuate the building immediately. If you are trapped inside, remain calm, find a working phone, and call 911. Give your exact location. Stay low to the ground to avoid smoke inhalation. If you catch fire, stop, drop and roll until the fire is extinguished.

## Loss of Power

In the event of power failure, please remain calm. Open curtains and blinds in the dormitory rooms and hallways to allow light in. Exit signs and emergency lights are independently generated, so they will remain on during a power outage. Maintenance personnel will advise as to the length of the power outage, or if an evacuation is needed.



## **Severe Weather Conditions**

During a tornado warning or severe thunderstorms and lightning, please refrain from using any electrical devices, including phones and computers. If there is time, unplug electrical devices. Proceed to the basement of the building and remain in a safe space, away from windows. Wait for further instructions from AIC personnel.

## **Lockdown Procedures**

In the case of an emergency “lockdown” announced by the College administration or police, students are advised to stay where they are and lock the doors. Classrooms and dormitory rooms should be locked. Windows and blinds should be closed. Turn the lights off and stay low to the ground. Remain along the wall and in a cornered section of the classroom that is farthest from any window into the room, so as to keep out of sight. Remain there until directed by law enforcement officers or an administrator to move or evacuate.

## **Emergency Evacuation**

In the case of an emergency that requires full building evacuation, students must follow the safety procedures outlined in the Student Handbook and the evacuation plan located in each classroom. If a faculty member is present, the students should follow the faculty’s lead in exiting the building by using the nearest exit.

## **HOUSING**

AIC maintains a dormitory capable of accommodating both male and female students, with the third floor reserved for females only. The dormitory is connected to the main college building and provides the advantage of living on campus with direct, shel-

tered access to the academic building (classrooms, labs, main office). The College believes that living in residence halls contributes to the personal growth and development of the individual by providing companionship with a wide variety of people with whom students may share interests and learn new ideas, thus creating a sense of community.

The dormitory includes 60 double occupancy rooms, a commercial kitchen, cafeteria, student kitchenettes, laundry facilities, fitness room, recreation room, terrace, study room, student hall, classrooms, lounges, showers/bathrooms, and a mosque/ prayer hall. WiFi access is available throughout the building. Monthly rent is \$500 for single occupancy and \$350 for double occupancy per student. Interested students should submit the housing application and a deposit equivalent to one month’s rent to the Main Office, where applications are available. Students may apply for residence accommodation by semester or academic year.

All dormitory residents are provided with a Rules and Regulations Agreement, which they must read, sign, and abide by. For more information, contact the Main Office at 773-281-4700. American Islamic College Dormitory is a safe and socially wholesome residence for mature, studious women and men who are expected to uphold exceptional standards of courtesy and care for one another and for the facility.

Dormitory rules and regulations can be found in the Dormitory Manual online at, [www.aicusa.edu/student-services/housing-parking/](http://www.aicusa.edu/student-services/housing-parking/) and as a hardcopy.

# HOUSING

## **Withdrawals/Refunds**

See Dormitory Rules & Regulations, Item 1.

## **Exit Interviews**

Student must notify the Dormitory Supervisor at least 2 weeks in advance of the date and time of departure from the dormitory. The Dormitory Supervisor will inspect the room for any damages and check to ensure that the room is left in its original condition. Only after careful inspection and processing will the student receive the security deposit or a notification of a bill for damages. Please allow one full week for this process to be completed.

## **Dormitory Amenities**

### **Trash**

Trash and recyclable items must be disposed of in designated receptacles. AIC encourages recycling on campus.

### **Common Areas**

All residents together are responsible for maintaining common living spaces (study rooms, lounges, shared washrooms, community baths/showers, etc.). Costs associated with any vandalism or damage to common spaces is shared equally among all the residents of that floor/area. If specific individuals have been found guilty after careful investigation, then proper disciplinary actions will be taken and those involved will be held financially responsible.

### **Rooms**

Each room is inventoried prior to move-in. Students are not permitted to remove any College furniture, drill/hammer holes in the walls, debunk their beds, or cause any damage or vandalism to College property.

All contents of the room must be cleaned and restored to original condition before departing from the dormitory. Failure to do so will result in deductions from the security deposit.

The Dormitory Supervisor reserves the right to inspect or inventory a room at any time. Please keep hallways clear of all objects, trash, furniture, slippers/shoes and athletic equipment, as they serve as hindrances to safety and security.

### **Fitness Room**

The Fitness Room is located in the basement of the dormitory building and can be accessed by all AIC students 24/7. Students must have a valid AIC ID to access the Fitness Room.



## **Kitchenettes**

The commercial kitchen is forbidden to students in the dormitory. There are designated kitchenettes for dorm usage; one on the second floor for men and one on the third floor for ladies, only. Students are able to store and cook their own food in the kitchenettes 24/7.

## **Laundry Machines**

The AIC dormitory has two separate coin laundry facilities for males and females. The females-only laundry facility is located on the third floor of the dormitory building. The males-only laundry facility is located in the basement of the dormitory building. Only students residing in the AIC dorms may use the AIC laundry facilities.

## **Lost and Found**

Inquiries about lost and found articles may be made at the Main Office.

## **Masjid (Prayer Hall)**

The AIC masjid (prayer hall) is located on the second floor of the AIC dormitory building. Students are asked to use the prayer hall for prayer purposes only. Students who wish to use the prayer hall for a halaqa (religious or spiritual study group) must receive approval from the Main Office in advance. Weekly Friday and Eid congregational prayers are held at the AIC prayer hall; students wishing to announce events after the prayer service must receive prior approval from the Main Office.

## **Recreation Room**

The recreation room is located in the basement of the student dormitory and can be accessed by all AIC students for the purpose of studying or socializing. The Recreation Room is open 24/7; students must

hold a valid AIC ID to access the room. Outside guests are permitted to use the recreation room with special permission from the Main Office.

## **Student Lounge**

The student hall is located on the second floor of the dormitory building. The room is equipped with a projector, screen, and conference table. AIC students with valid ID may access the room at anytime between the hours of 7AM-6PM, but must receive special approval from the Main Office if they wish to hold a private meeting.

## **Study Rooms**

Study rooms are available in the basement of the dormitory building. AIC Students may access the study room 24/7.

## **Parking**

Limited parking is available to registered AIC students with a valid student ID. Spaces fill up on a first come, first served basis. All students must complete a parking application form and submit the parking fee. Students who receive parking privileges will be given a parking tag that must be displayed in the vehicle at all times while the vehicle is parked on AIC premises. Cars parked on the College facilities without valid permits will be towed at the owner's expense. Parking fees are \$120/month.

# CITY LIVING



American Islamic College is located just steps from the lakefront and minutes to downtown. Chicago, a world-class metropolis, provides students with a wide variety of opportunities for additional cultural, academic and social growth. The Museum of Science and Industry, Field Museum of Natural History, Adler Planetarium, Shedd Aquarium, Argonne National Laboratory, Chicago Symphony Orchestra, Lyric Opera of Chicago, Goodman Theatre, Art Institute of Chicago, and Museum of Contemporary Art are a few of the intellectual, cultural and educational resources of the city that are available to students.

## HOSPITALS CLOSE TO AIC CAMPUS

Thorek Memorial Hospital  
850 W. Irving Park Rd.  
Chicago, IL 60613  
(773) 525-6780

Weiss Memorial Hospital  
4646 N. Marine Dr.  
Chicago, IL 60640  
(773) 878-8700



CHICAGO BEAN  
THE CHICAGO THEATRE  
SHEDD AQUARIUM



# ADMINISTRATION



Mr. Daoud Casewit  
President  
president.casewit@aicusa.edu



Dr. Kathleen O'Brien  
Vice President of Academic Affairs  
obrien@aicusa.edu



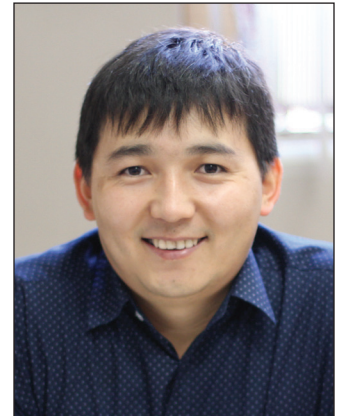
Mr. Randal Muhammad  
Vice President of Finance & Administration  
vpfinance@aicusa.edu



Mrs. Ozlen Keskin  
Dean of Students | Registrar  
registrar@aicusa.edu



Mrs. Romana Manzoor  
Director of College Programs  
programs@aicusa.edu



Mr. Bekmurat Matisaev  
Director of Operations  
operations@aicusa.edu



Mrs. Balsam Haddad  
Librarian  
library@aicusa.edu





AMERICAN ISLAMIC COLLEGE  
640 W IRVING PARK RD  
CHICAGO, IL 60613

PHONE: 773.281.4700  
FAX: 773.281.8552

EMAIL: [INFO@AICUSA.EDU](mailto:INFO@AICUSA.EDU)  
WEB: [WWW.AICUSA.EDU](http://WWW.AICUSA.EDU)