



Student Handbook

June 23, 2025 update; check www.aicusa.edu for more current editions.

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 themselves 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 or ethnic origins to the programs and activities made available to students at the College. The College consciously promotes inclusion and 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

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Message from the President

As-salaamu 'alaykum!

I extend a very warm welcome to our new and returning students and offer prayers of peace and blessings to all of our friends in the wider community!

May the year ahead be filled with life-changing encounters, purposeful work, much personal growth, and many joyful awakenings.

Positive change is in the air. With new academic and community partnerships across the city of Chicago and beyond, a renewed sense of rootedness in this incredible city (where American Muslims have made and continue to make history), and with a re-energized, bold spirit to push and guide us, all of us at the American Islamic College welcome you as companions on a great journey. This quest is, at its core, a search for the knowledge that heals, awakens, transforms, ennobles, beautifies, and empowers us to become agents of positive change in the world and visionary leaders at a time when such change and such leaders are needed more than ever. So, if well-being, truth, beauty, nobility, and a thirst for a better life and a better world mean something to you, then you are with us—whether you are enrolled or stand beside us as partners, allies, and supporters.

I am so delighted that you have been called to join us on this journey, and I look forward to meeting you, getting to know you, engaging you, challenging you, and being challenged by you, in sha' Allah. May God bless your academic year, and may your light be refined and intensified by Divine grace, luminous company, and this noble pursuit.

With prayers for God's blessings and peace,

Timothy J. Gianotti, Ph.D.
President

Our Mission

To be a fully accredited university that will serve the diverse American Muslim community and the nation as a whole in perpetuity; to offer rigorous and professionally sound programs that prepare students to take up educational, leadership, and policy-making roles in American society; to serve as a resource for American institutions and individuals seeking academically anchored and culturally competent knowledge about Islam and Muslims.

Our Vision

Welcoming students of all faiths and backgrounds, American Islamic College (AIC) is a Chicago-based institution of higher learning grounded in Islamic values and steeped in Islam's rich and diverse intellectual and cultural traditions. AIC promotes appreciation for the scope and richness of Islamic history and civilization both in and beyond the classroom by means of significant research, impactful teaching, and informative public events highlighting Islam's intellectual, artistic, and cultural expressions. Through rigorous scholarship and a commitment to social justice, the collective good, civic involvement, interfaith understanding, and intercultural engagement, AIC prepares students to become critical thinkers, visionary leaders, and responsible global citizens.

Accreditation Status

With its Operating and Degree Granting Authority from the Illinois Board of Higher Education (IBHE) since 2013, American Islamic College was granted Candidacy Status for Accreditation with the Higher Learning Commission (HLC) in February 2020 and Initial Accreditation in March 2024.

The Higher Learning Commission is a regional accreditation agency recognized by the U. S. Department of Education. Questions concerning this status may be addressed to:

Higher Learning Commission

230 South LaSalle Street, Suite 7-500, Chicago, IL 60604

info@hlcommission.org

(800) 621-7440 / (312) 263-0456

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, inter-racial, 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 their thoughts, and pursue their 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 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 6,000 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 Association of Chicago Theological Schools (ACTS) and Chicago Area Theological Library Association (CATLA), 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 email at 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, discrimination, harassment, and theft. Any abuse of these resources should be reported to the IT Office at 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. All official college communications will be sent to the registered email addresses in Populi. 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.

Student Support Services

AIC is a student-focused college and believes that a student's mind and body need to be nurtured in a supportive environment based on each student's individual needs. AIC provides every student with access to academic, career, mental health, financial, and overall wellness services.

Students are encouraged to put in writing any services needed to enhance their educational experience. These would be submitted to the Student Support Services Coordinator who would then present it to the Provost.

Wellness and Counseling Services

FINANCIAL COUNSELING:

Students can get assistance with financial aid, filling out FAFSA forms, searching for scholarships, budgeting, housing, and financial support both on and off campus.

MENTAL HEALTH COUNSELING:

Assisting students with any emotional or personal problems on a drop-in or scheduled basis. The Student Services Coordinator will complete an intake form with the student and determine the best level of support. Note: that any and all information related to mental health counseling is confidential and will only be available to the Student Services Coordinator and any assigned counselor. This information is maintained separately from the student's college file and follows HIPAA national standards for protection of an individual's person health information.

PSYCHIATRIC AND PSYCHOTHERAPY REFERRALS:

Students who require ongoing psychotherapy will be referred to an approved mental health center or to mental health professionals on an approved and continually updated list. This list is located on the website at: www.aicusa.edu/student-life/student-services/support/counseling-services

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. Additional services include feedback on resumes and interview coaching.

Writing Center

Writing mentoring services are available for both undergraduate and graduate students. Students can meet with a writing mentor on a regular basis to obtain assistance with any and all of their writing assignments, research papers, journal or other publications.

Academic Coaching & Accommodations

Requests for accommodations for students with varying abilities may also be done through the Office of Student Services. Students may also find additional academic support in study skills development and tutoring referrals.

Please refer to the Student Catalog for more information on how to request academic accommodations or visit the website at: aicusa.edu/student-life/student-services/support/academic-support

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.

See the Hassan Institute for Interfaith Encounter at www.aicusa.edu/news/hassan-institute

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 im-pact upon the wider society. Please visit the Main office, or www.aicusa.edu/student-life/internships 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 work-shop. Such workshops are open to the students, com-munity 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 Student Services Coordinator 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 CONDUCT

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 parking related policies, rules and regulations, please see the 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, discriminato-ry 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.
- 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 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.

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, 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 immediate 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.

Important definitions presented by the American Council on Education and the Violence Against Women Reauthorization Act of 2013.

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.”

The College will continue to provide training workshops, conferences, and seminars on this important topic. AIC is committed to creating a safe space on campus for all attendees. Confidentiality and safety are top priorities. All students, faculty, and staff are required to participate in such trainings to prevent all forms of sexual and gender-based violence on campus.

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 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.

Defining “Consent”

Consent is a freely given agreement to sexual activity, (ii) a person’s lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent, (iii) a person’s manner of dress does not constitute consent, (iv) a person’s consent to past sexual activity does not constitute consent to future sexual activity, (v) a person’s consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another, (vi) a person can withdraw consent at any time, and (vii) a person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:

Adopted from 110 ILCS 155/10, the following highlights what consent is and isn’t.

- a. the person is incapacitated due to the use or influence of alcohol or drugs;
- b. the person is asleep or unconscious;
- c. the person is under age; or
- d. the person is incapacitated due to a mental disability.”

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

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

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.

If a *Confidential Advisor* is requested, then the College will provide the survivor with one in addition to other support service options, emergency information, and other pertinent resources.

In accordance with 110 ILCS 155/15, AIC has adopted the following:

Student Notification of Rights and Options

American Islamic College (AIC) respects the survivor's right to report or not report the alleged incident to the Title IX Coordinator. AIC protects the confidentiality, safety, and privacy of the survivor. AIC prohibits retaliation against the survivor. AIC takes all forms of sexual violence and harassment seriously. This includes domestic violence, dating violence, or stalking, while enrolled at AIC. If you are a survivor or a witness and wish to report anonymously, then, please feel free to fill out an Anonymous Report Form located on the AIC website: aicusa.edu/student-life/student-affairs/title-ix

1. the survivor has the right to report or not report the alleged incident to the higher education institution, law enforcement, or both, including information about the survivor's right to privacy and which reporting methods are confidential;
2. the survivor has the right to request and receive assistance from campus authorities in notifying law enforcement;
3. the survivor has the ability to request interim protective measures and accommodations for survivors, including without limitation changes to academic, living, dining, working, and transportation situations, obtaining and enforcing a campus-issued order of protection or no contact order, if such protective measures and accommodations are reasonably available, and an order of protection or no contact order in State court;
4. the College will provide assistance, upon the survivor's request, in accessing and navigating campus and local health and mental health services, counseling, and advocacy services.

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), Security personnel, 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:

IDHR 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. The College encourages the immediate reporting of such alleged incidents to the Title IX Coordinator, Confidential Advisor or Campus Counselor, or another administrative official or faculty member. Reports may also be filed anonymously through our website. 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 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/they 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/they will have to respond in writing, as to whether he/she/they agrees to the withdrawal before the charges are dropped.

The College may take the case by continuing 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.

American Islamic College provides educational programs for its students and employees that address all forms of sexual violence. As an institution of higher education, we trouble the societal norms by interrogating their relation to dominant structures, which hold power through privilege and in many cases are oppressive. Therefore, the intentions of our programs as they relate to sexual violence, civil rights, racial justice, gender justice, and other characteristics of social justice are to raise awareness, foster activism and leadership, and provide important information on related policies and reporting procedures. Please be attentive to correspondences regarding Title IX trainings and workshops from the Title IX Office.

Reporting General Complaints: 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 contact the Student Services Coordinator. A General Complaint Form can be downloaded here at: aicusa.edu/student-life/complaint-policy-and-procedure

The Student Services Coordinator 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, Then the Student Services Coordinator will refer the matter to the VPAA. The VPAA will investigate and if deemed necessary, attempt to resolve the complaint within 30 business days of the date of referral by the Student Services Coordinator.

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

To report a claim with NC SARA, visit www.nc-sara.org/student-complaints

If a student has a grievance involving a faculty member that does not pertain to a grade appeal, which is a separate process, then the student may submit a written complaint to the Office of the Vice President for Academic Affairs (VPAA). Please refer to the “Student Complaint Process Regarding Academic Affairs” section in the College Catalog.

Grievance Policy

The Grievance Procedure is available to students after a determination has been made regarding an alleged violation of student rights. 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 Student Services Coordinator; 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 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 Student Services Coordinator 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 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 their 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.

NC-SARA Complaint Policy

American Islamic College agrees to the NC-SARA Complaint Policy and provides the following recommendation.

If a student has an academic-related grievance, then the student must submit a written complaint to the Vice President for Academic Affairs. If a student has a general complaint, then the student must submit a written complaint to the Student Support Services Coordinator.

For the Student Grievance Policy of a non-academic nature, please consult the Student Handbook under “Reporting General Complaints.”

For the Policy on Grade Appeal or Change of Grade, please consult the College Catalog under “Change of Grade” and “Grade Appeal Process.”

Should a complaint go unresolved, then the complaint may be appealed to the student’s home state through its SARA Portal Entity within two-years of the incident.

The State Portal will investigate, resolving the matter in 60-90 days.

Complaint activity will be published by NC-SARA online.

For more information, please visit: www.nc-sara.org/student-complaints

You may also find it on the AIC website at aicusa.edu/student-life/complaint-policy-and-procedures.

SECURITY

American Islamic College's 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 as they relate to campus security and fire safety

Security Cameras

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

Identification Cards

Students must keep their Student Identification cards with them when entering the main 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 their well-being. 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 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. Violations will incur a \$250 fine per instance. Fire hazards, such as

open flames (candles, incense) are strictly prohibited. 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. 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, they must immediately contact 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 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 occupants. 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.), immediately 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. 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 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.

FACILITIES

Masjid (Prayer Hall)

The AIC masjid (prayer hall) is located on the lower level of the main 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.

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.

Housing

AIC no longer offers housing on campus but can assist students in finding suitable accommodations off-campus.

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

College Directory

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