



THE HANDBOOK OF SELECTED COLLEGE POLICIES

Academic Year 2018-2019

The Handbook of Selected College Policies contains policies developed both to articulate the College's position on a number of important issues and, in some instances, to comply with Federal and state regulations. Those in the latter category conform in style and substance with guidelines stipulated by the Federal or state agency involved.

Unless otherwise indicated, the policies herein are generally applicable to students, faculty, and staff members. Additional policies applicable to specific constituencies may be found in the following documents: for students, *The Scot's Key*; for faculty, *The Faculty Handbook* and *The Statute of Instruction*; and for hourly and salaried, non-faculty staff, *A Handbook of Benefits, Procedures, and Policies: Support Staff and Administrative Staff*.

If you have any questions, please contact
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NOTICE OF NONDISCRIMINATION

The College of Wooster will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex/gender, gender identity, gender expression, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability of a qualified individual, age, marital status, family responsibilities, sexual orientation, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

I. AIDS

As a community, The College of Wooster pledges support to all its members, including persons with Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus (HIV) infection. The College does not discriminate against individuals with HIV infection and, like any other disease, HIV infection will be treated confidentially and on a case-by-case basis determined by the medical facts involved.

Knowledge of how the virus is spread is the only sure way to prevent the illness, and although there is no known cure for the disease, early treatment can alter its progression. In order to prevent the spread of HIV infection, the College is committed to making available to all students and employees current medical information, and it encourages students to consult with the Longbrake Student Wellness Center staff and employees to talk with their personal physician. Medical ethics and privacy laws provide the assurance of confidentiality for students and employees. Information regarding anonymous and confidential HIV testing is available through the Longbrake Student Wellness Center. The College of Wooster endorses the American College Health Association General Statement on Institutional Response to AIDS, and copies of this statement are available in the Dean of Students Office, the Office of the Dean for Curriculum and Academic Engagement, the Office of Human Resources, and the Longbrake Student Wellness Center; additional copies are on open reserve at Andrews Library.

II. ALCOHOL AND OTHER DRUGS

The College of Wooster recognizes that the use of illegal drugs and abuse of other controlled substances is not only inconsistent with the law-abiding behavior expected of all citizens, but diminishes an individual's productivity and reliability. Moreover, the College believes that students have the right to study in an alcohol- and drug-free environment; that employees have the right to work in an alcohol- and drug-free environment; and that all members of the community have the right to study and work with individuals free of the effects of alcohol and drugs. Therefore, the possession, use, manufacture, sale, or distribution of illegal drugs, drug paraphernalia, controlled substances (including prescription medications possessed or used by persons other than those for whom prescribed or for purposes other than those for which the medication was prescribed) and the unlawful or unauthorized use of alcohol by students and employees on the property of the College, in College-supplied vehicles, or as part of any of its activities are prohibited.

Students and employees of The College of Wooster are subject to Federal Law, The Ohio Revised Code laws, local statutes and ordinances, and the College's alcohol and drug policy. Students and employees who violate federal, state or local laws or policies of the College will be subject to criminal and/or institutional disciplinary action, up to and including permanent separation and/or termination of employment. Ignorance of the law and the Colleges' policy is not an excuse for any violations.

A. DRUG AND ALCOHOL ABUSE PREVENTION, EDUCATION, AND COUNSELING PROGRAMS

A new online platform of educational modules was implemented in January 2016 for students, faculty, and staff that addresses sexual harassment, dating and domestic violence, stalking, bystander intervention, discrimination, and alcohol/drug use.

1. For Students

The College provides two days of educational programming for first year students before the start of their first semester. Programs address alcohol and drug use, sexual misconduct, and bystander intervention. Throughout the year, educational programs are offered to all students often in

conjunction with programs co-sponsored by student organizations. Open training sessions are held for faculty and staff throughout the year.

Students who violate the College's alcohol and other-substance policy will participate in a small group program designed as an opportunity for increased awareness, peer support, and educational information about the personal, social, and health risks involved in alcohol and substance use. Students indicating need for a chemical dependency assessment will be referred to a qualified counselor on staff or in the community. Other programs available include:

- Referral to inpatient facilities, if necessary
- Counseling for individuals not requiring long-term treatment
- Training workshops for residence life and other campus staff
- Presentation of programs in residence halls and Lowry Center on a variety of issues
- Support groups (AA, NA, and Al-Anon) are available near campus, as are several treatment provider agencies.

Further information about drug and alcohol programs, including contact information, can be found on the Longbrake Student Wellness Center website at www.wooster.edu/health/.

2. For Employees

The College will provide preventative education, counseling, and other services that address emotional and physical dependency. The College of Wooster has maintained a contractual agreement with The Source One Group, Inc., 210 East Milltown Road, Suite B, Wooster, OH 44691. Under the terms of the agreement, the Employee Assistance Program provides full- and part-time faculty and staff members at the College with confidential assessments, brief intervention services, and referral services to enable individuals to address "work-related problems," including drug and alcohol problems.

The College encourages those who need to do so to enroll in approved programs of treatment or rehabilitation for alcohol and controlled substances abuse.

Employees should contact the Benefits Administrators in the Office of Human Resources (extensions 2016, 2609) for information regarding applicable coverage.

In-hospital programs, including outpatient post-release follow up based on individual and group counseling, are available in several Northeast Ohio hospitals. Employees interested in further information may consult the staff in the Office of Human Resources.

B. POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND/OR ILLEGAL DRUGS

1. Student Alcohol and Other Drugs Policies

The presence of alcohol in a campus setting raises several complex issues, which include behavioral, safety, and legal problems. The College of Wooster does not consider the use of alcoholic beverages and/or other drugs as necessary to the process of higher education. The College also respects and complies with state and federal laws. Therefore, it is necessary for the College to define certain restrictions regarding the possession, use, consumption, furnishing, and purchase of alcoholic beverages.

Students are expected not to abuse their minds or bodies by use of harmful or illegal drugs, including the excessive or untimely use of alcohol. Students who choose to drink will use alcoholic beverages responsibly and will be held accountable for irresponsible use. The College considers it to be a violation

of a College policy to endanger oneself or others through the use of alcohol. Impairment of a student's judgment as a result of alcohol use does not relieve a student of responsibility.

General Definitions

Permanent resident: A resident of an approved college space who attends or is employed by the college or has otherwise been approved by the college for residency in a specific space for at least the length of a semester.

Persons: This shall include both students and non-students.

Serve: To provide food or beverage to another individual.

Sober: Person abstaining from substance use for a given period of time.

State Law

Ohio state law: Ohio Revised Code §4301.69(B) prohibits consumption of alcoholic beverages by persons less than 21 years of age and furnishing alcoholic beverages to anyone under the age of 21. Each person is expected to know the Ohio state laws regarding the sale and consumption of alcohol. The possession or use of any alcoholic beverages in violation of these statutes on College property or in student residences is subject to disciplinary action.

Policy for Alcohol Use

Persons under the age of twenty-one (21):

- May not possess or consume alcoholic beverages;
- May not host alcohol consumption in their room.

Persons under the age of nineteen (19):

- May not serve alcohol at a registered social event.

Persons under the age of eighteen (18):

- May not attend a registered social event where alcohol is being served.

Other provisions:

- No alcohol may be provided to a person under twenty-one (21) years of age.
- No person shall possess an open container or be under the influence of alcohol while operating a vehicle.
- No individual will coerce a person(s) to drink alcohol or use other drugs.
- Beer and wine are the only alcoholic beverages that may be served at approved functions, and they must be served in accordance with the provisions set forth in Social Events with Alcohol.
- Engaging in activities, whether alcohol is present or not, that promote irresponsible or high-risk drinking (e.g., drinking games, use of funnels, chugging contests, or any means where alcohol is consumed as part of a competition) is prohibited.
- No open container, carrier, or cup of alcoholic beverage may be carried outside a student's assigned residential unit or an approved party space.
- Common-source alcohol containers (e.g., vats, kegs, etc.) are not permitted.

Individual Consumption

Individual consumption of alcoholic beverages in College housing is based on the style of residence:

- **Residence Halls:** No alcohol may be possessed in any first-year halls, including empty containers.

This provision shall not apply to any permanent resident of a first-year center who is at least 21 years of age and who consumes in their room, or to any guest of such a resident if that guest is likewise at least 21 years of age.

This shall not be construed so as to disallow the hosting of events with alcohol in spaces recommended by Residence Life and approved by Campus Council.

- Houses: Alcohol may not be consumed on balconies, fire escapes, attics, basements, or on roofs.

Any residential unit may come to an agreement where alcohol may be possessed and consumed by residents of legal age through a group consensus. A “Housing Unit Agreement Form” must be completed and signed by residents of the unit with the housing application; this application can be picked up in the Office of Residence Life. Within two (2) weeks of the start of a semester, Residence Life will verify the housing agreement. This agreement may be reviewed and edited at any time according to the needs of the residents of the house or at the behest of the Office of Residence Life.

Alcohol and Unauthorized Venues

Possession of alcohol is prohibited at all College-sponsored functions in which students are in attendance, including, but not limited to: dances, concerts, athletic events, and dinners, without proper and prior approval from the Office of the President. Consistent with NCAA policy, the use of alcohol is prohibited at all athletic events.

Consuming alcohol or possessing an open container in unauthorized venues is not permitted.

Unauthorized venues include, but are not limited to:

- Residence hall hallways,
- Bathrooms;
- Study rooms in residence halls;
- Campus grounds, with the exception of pre-approved, College-sponsored events;
- Athletic fields;
- Academic buildings, with the exception of pre-approved, College-sponsored events
- Parking lots, sidewalks, and City of Wooster streets.

Students may consume alcohol in common kitchens in residence halls as long as the alcohol is attended at all times. Students may not leave alcohol unattended in residence-hall kitchens.

No person may display advertisements or items (e.g., signs, posters, photographs, bottles) that promote illegal drug and/or alcohol products in the unauthorized venues or any public spaces of the campus (e.g., hallways, lounges, bathrooms, exterior windows of residence halls, grounds, parking lots, etc.).

Seizure of Alcohol

College officials may require a student to surrender possession of alcohol and paraphernalia in cases where a person is:

- Under 21 years of age;
- Distributing alcohol to any person under 21 years of age;
- Putting self and/or others at risk;
- Violating College policy and/or federal, state, or local law.

Spaces for Alcohol Consumption

Consumption of alcoholic beverages by those of legal drinking age is limited to the confines of student rooms, designated social lounges, or at an approved social event where alcohol service has been approved.

These spaces are updated on a yearly basis by the Office of Residence Life and the Office of Student Rights and Responsibilities and sent to Campus Council for approval. Information about these spaces may be found on the Student Rights and Responsibilities webpage.

Students hosting a guest that is not a member of The College of Wooster community are responsible for the behavior of their guest(s). Any violations to the alcohol policy by campus guests may result in the host being referred to the conduct system.

Social Events with Alcohol

The following policies apply to any event where alcoholic beverages will be served.

Events where alcohol is served that require a fee, donation, or cover charge are prohibited. Any hosts who violate this clause will be viewed as selling alcohol without a license.

Any themes that insult, ridicule, denigrate, make fun of, or mimic particular groups, races, ethnicities, or cultures, promote gender degradation, or otherwise violate campus policies or are considered insensitive to the campus community are prohibited.

Residential units or other recognized campus organizations may host events in designated social spaces. Events may not be hosted in basements of small houses due to fire safety code.

Any social event taking place in a residential unit and involving guests from other residential units may not violate the privacy of the occupants of the residential unit or the policies established by the unit in its "Housing Unit Agreement Form", available in the Office of Residence Life

Social events which involve alcohol and/or loud music cannot be scheduled the day before a reading day, or exam day.

Residential units or other recognized campus organizations may request permission to sponsor an all-campus event with beer in The College Underground (Lower Kittredge). The sponsor is subject to the approval and the regulations set up by The Underground management. Requests for the use of The Underground should be made through the Office of Student Activities.

Any alcohol being purchased at The College Underground may only be for individual purchase. Hosts may not pre-pay for alcohol or run a tab for their guests.

Students should know that hosting a social event assumes responsibility to make reasonable efforts to provide safety and abide by the law. It is understood that individuals organizing an activity accept a responsibility for making arrangements which will assure:

- Necessary control over access to alcohol;
- Service of alcohol only to those of legal drinking age;
- Control over excessive noise;
- Control over behavior of guests;
- Confinement of the consumption of alcohol only to those areas where such consumption is permitted by State law and College policy.

Alcohol consumption can never be considered the focal point of an event.

No student or guest under the age of eighteen (18) is permitted to attend an event where alcohol is being served.

Guidelines for Small Social Gatherings

Events containing fewer than 25 persons or a number of persons equivalent to one and a half times the occupancy of the space, whichever is smaller, where alcohol is being consumed are considered Small Social Gatherings and do not require completion of the On-Campus Social Event Registration Form or submission of a guest list to Campus Life. All participants at small social gatherings are expected to consume alcohol responsibly based on the policies outlined in The Scot's Key.

- Participants must be of legal drinking age to be in possession of or consuming alcohol.
- All gatherings must abide by all fire code and capacity code requirements.
- Residential Hall room capacity is equivalent to two (2) guests per resident. For example, a double room may have a total of six (6) people in the unit at one time.
- Each small house has an individualized maximum capacity allotment.
- The space in which drinking is occurring must be a space where alcohol consumption is allowed.

Small social gatherings that take place in reservable spaces are not required to reserve that space through Connect Daily. Reservations are still recommended to ensure that the space is available.

Guidelines for Large Social Gatherings and Events with Alcohol

Events with more than twenty-five (25) participants are considered Large Social Gatherings. There are two sets of requirements: those for events where alcohol is served and those that apply when alcohol is not necessarily being served (but is being consumed).

Registration of an Event

Any event in a lounge that contains at most 25 persons or a number of persons equivalent to one and a half times the occupancy of the space, whichever is smaller, but at which alcohol is not being served does not need to be registered in advance. At such gatherings, the policy for individual consumption applies. (This is intended to keep medium-sized gatherings at which some individuals may be consuming alcohol from requiring registration - e.g., Super Bowl parties, Oscar-watching gatherings, etc.) However, the College must be notified of such gatherings for safety purposes. As such, a student at such an event must call the Security and Protective Services (SPS) non-emergency number (330-263-2590) simply to make them aware that such an event is occurring. SPS will not intervene unless there is reason to believe that a violation of college policy is occurring. The contact person varies based on the location of an event.

If such a meeting takes place of which it can be reasonably judged that the members constitute a specific, approved group on campus, then the ranking member of that group is expected to be the point of contact for College officials should such a need arise and to remain capable of fulfilling such a role, barring unusual circumstances.

It is also possible that members of the group would be willing to serve as the point of contact in place of the group's ranking member. This is a permissible alternative.

If the gathering is taking place in a location where it is permissible to consume alcohol, but is not within a house or an apartment, then some member of the group is expected to serve as

the contact for the evening. The choice of member may be arbitrary; it merely must remain constant for the course of the evening. Such a person must remain sober, and thereby able to communicate with college officials.

Events must be registered in advance if: a) the gathering contains 25 persons or a number of persons equivalent to one and a half times the occupancy of the space, whichever is smaller, or b) the gathering involves the service of alcohol.

Applications for social gatherings must be submitted three (3) business days prior to the event to the Office of Campus Life. Reservations must be made on Connect Daily but cannot be made more than two (2) weeks in advance of the event date. If an application is not submitted by the deadline, then the reservation will be declined.

The organizers of the event will be required to meet with a staff member in the Office of Campus Life.

To be eligible to host large social gatherings with alcohol in designated spaces, the hosting group or the group who lives in that space may not be on any type of probation or in poor conduct standing.

College officials will check in on registered events at the start of the events and at the end of the events.

College officials will check in approximately fifteen (15) minutes before the start of the party with the Sober Monitors and Servers to confirm the Party Monitor contract is being met.

College officials will inspect the event location before the event and after.

Should there be any damages or excessive cleaning required, a fee will be assessed to the group to avoid any fees to the residential community. This inspection will occur the following morning.

Security and Protective Services (SPS) will check in with Sober Monitors, Contact Persons, and Servers when called for assistance. Security and Protective Services will check to ensure the event ends by 1:00 a.m.

The College reserves the right to end an event if the event poses a safety hazard or is overly disruptive to the residents or the surrounding community.

At events of at least twenty-five (25) people where alcohol is being consumed, the following rules apply:

- Large social gatherings or events held Sunday through Thursday may start no earlier than 6:00 p.m. and must end by 10:30 p.m., not exceeding three (3) hours in duration.
- Events held Friday and Saturday may start no earlier than 6:00 pm and must end by 1:00 a.m. but may not exceed five (5) hours in duration unless approved by a designated member of the Office of Student Life.

Clean-up of Events

The College recognizes that some events may have spills and trash. Those who host the event are required to clean up the space by 7:00 a.m. the next morning. This is not the responsibility of the guests, Custodial Staff, resident assistants, other College personnel, or residents of the building.

Event hosts are not required to mop but are expected to clean up any spills, remove trash off the floor, and take all trash from the party out of the building to the nearest dumpster at the end of the event.

Sober Contact

There must be a person both present at the event and abstaining from consumption in order to work with college officials should a problem arise.

At events where alcohol is being served in addition to being consumed, the following rules also apply:

- Alcohol may only be served for the initial two (2) hours of the event.
- Beer and wine are the only alcoholic beverages that are to be served at a social event by appropriate serving sizes. A serving of alcohol is either a 12 oz. portion of beer or a 5 oz. portion of wine.
- During a registered social event where alcohol is served, all alcohol must be served and consumed in an individual, prepackaged container.
- In order to reduce the risk of injury, all alcohol must be served in clear plastic containers or aluminum cans. No alcohol may be served or consumed from glass bottles.
- It should be known that all types of mixed drinks (e.g., “Jungle Juice”) are completely prohibited from any Social Gathering.
- Groups may only have 48 oz. of beer or 20 oz. of wine (approximately 4 drinks) per anticipated guest of legal drinking age available at the party.
- Non-alcoholic beverages and food is required at all functions when alcohol is being served. Non-alcoholic drinks must be made available in quantity, prominence, and accessibility at least equal to that of the alcoholic beverages to be served. Non-alcoholic beverages may include but are not limited to soda, juice, lemonade, and bottled water. Clear cups must be provided.

Sober Servers

Servers serving beer or wine at a social event must be at least nineteen (19) years of age and must have completed the appropriate training sessions provided by the College. Training must be renewed on an annual basis.

Servers must be sober and remain sober for the duration of their serving shift. Any Server found at any time not to be sober during their shift will be subject to conduct sanctioning, and the event risks being shut down.

Servers and alcoholic beverages must be separated from the guests by a bar or other substantial physical barrier. Only beer/wine may be served.

Servers will ensure all students being served are of legal drinking age.

Servers do not have to be members of the hosting organization or group.

Sober Monitors

Monitors must have completed the appropriate training sessions provided by The College of Wooster. Training must be renewed on an annual basis.

Monitors must wear some type of identifier as a sober monitor for the duration of the event. The College will provide identifiers on an annual basis.

Monitors must be sober and remain sober for the duration of the event. Any Monitor found at any time to not be sober during their shift will be subject to conduct sanctioning and the event risks being shut down.

Sober Monitors will not allow severely intoxicated students into their event.

Monitors do not have to be members of the hosting organization or group.

Monitors will be stationed at each entry and exit point to the event. There will also be a Sober Monitor per fifty (50) guests floating inside the event. (e.g., 100- 149 guests = 3 floating monitors, 150-199 guests = 4 floating monitors).

When events are held at houses, at least one (1) event monitor must be a resident of the residential unit being used to hold the party. Spaces cannot be “rented” out to other students or groups.

Party Spaces can be reserved by anyone. The members who host the event will be held responsible for the party and any damages to the space that occur during the event.

At an event where alcohol is being served, each guest must show their College of Wooster identification card before admittance to an event.

A student must present their valid College of Wooster identification card and/or legal proof of age to be served alcohol. No exceptions will be made if someone cannot present their College of Wooster ID or legal proof of age document.

Any participant that is not a College of Wooster community member must show legal proof of age and be accompanied by a College of Wooster student before admittance to an event.

Other Drugs

Students are expected not to abuse their minds or bodies by use of harmful or illegal drugs. The College does not consider the use of drugs as necessary or conducive to the process of higher education. Federal, State, and local statutes and the policy of The College of Wooster prohibit the following (but not limited to) with regard to illicit drugs:

- Use.
- Offering for sale, manufacturing, or distributing.
- Possession.
- Drug paraphernalia (pipes, bongs, clips etc.).

Under these statutes and College policy, “drugs” are understood to include, but are not limited to, marijuana as well as the following: barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, cocaine and other narcotics or opiates. Students that are taking any of these drugs under prescription of a doctor must be also complying with Ohio state laws and federal laws related to the use of the drug(s). Any individual guilty of violating civil statutes or institutional policy in and on College property or as part of any off-campus activity sponsored by the College is subject to College disciplinary action up to and including suspension, expulsion, referral to the civil authorities for prosecution and/or referral to an appropriate counselor or rehabilitation treatment program.

Sale of Drugs

The College considers the selling and offering for sale of illicit drugs to others to be a particularly serious offense. Any such offense will be referred to the law enforcement authorities and those authorities, when possessing proper documents, may have access to any building on campus without prior notice and they will have the complete cooperation of College personnel.

2. Drug-Free Workplace Policy

The unlawful possession, use, manufacture, sale, or distribution of illegal drugs, drug paraphernalia, controlled substances (including prescription medications possessed or used by persons other than those for whom prescribed or for purposes other than those for which the medication was prescribed) and alcohol by students and employees on the property of the College, in College-supplied vehicles, or as part of any of its activities is prohibited.

Compliance with the Drug-Free Workplace Policy and procedures is a condition of employment. Failure or refusal of an employee to abide by the standards of conduct, sign any required documents, submit to any inspection or tests, or follow any prescribed course of alcohol or substance abuse treatment will be considered just cause for termination.

This policy does not alter the College's policy of employment "at will." The College retains the right to terminate any employee at any time, with or without cause or notice. The College also retains the right to interpret, change, rescind, or depart from this policy in whole or in part, subject to notice to all employees, as well as the right to administer discipline, up to and including termination of employment, for violations of this policy.

An employee who is taking legal medication (prescription or over-the-counter) that may affect his or her ability to perform in a safe and productive manner is required to report this to his or her supervisor. Any documentation provided will be kept separate from other personnel information and will be accessible by College personnel only on a "need to know" basis. The supervisor will decide if any restrictions should be applied to the employee's work. Failure to inform the supervisor of potential adverse drug or alcohol effects on work performance or safety may result in disciplinary action.

C. ENFORCEMENT OF STATE UNDERAGE DRINKING AND DRUGS LAWS

1. Student Policy Violations and Educational Sanctions

The College of Wooster strives to educate students and take preventative approaches to alcohol use, but cannot condone any illegal or harmful use of alcohol. If a student violates the College's alcohol policy, the ideal approach is an educational response to empower the student to make better choices for themselves. However, in cases where a student has put themselves or others at substantial risk of harm, punitive sanctions may also be imposed. In appropriate situations (e.g., in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals) the student's parent or guardian may be notified.

All policy violations are addressed through the College's conduct process. The table of violations and typical sanctions provided below describes what may typically occur if a student has been found in violation of the College's alcohol policy:

Students that have open containers in public places for the first time.	Official warning and documentation of violation on file
Students that have multiple violations (more than one) of open containers in public places.	Educational sanction plus the cost of the educational materials
Underage possession/use of alcohol for the first time.	Educational sanction plus the cost of the educational materials

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Underage possession/use of alcohol for the second time.	Educational sanction plus the cost of the educational materials
Underage possession/use of alcohol for the third time.	Educational sanction plus the cost of the educational materials; Conduct probation
Students displaying symptoms of excessive alcohol use, putting self and/or others at risk, causing disruption to the community, playing drinking games, or requiring medical attention at the Longbrake Wellness Center for the first time	Educational sanction plus the cost of the educational materials
Students displaying symptoms of excessive alcohol use, putting self and/or others at risk, causing disruption to the community, or playing drinking games, or requiring medical attention at the Longbrake Wellness Center for the second time	Educational sanction plus the cost of the educational materials; Individual sessions with a counselor; Conduct probation
Students displaying symptoms of excessive alcohol use, putting self and/or others at risk, causing disruption to the community, or playing drinking games, or requiring medical attention at the Longbrake Wellness Center 3 or more times	Educational sanction plus the cost of the educational materials; Conduct probation; Letter of apology to parties involved
Students that require medical assistance and are transported to the Emergency Room due to alcohol and drug use	Educational sanction plus the cost of the educational materials; Conduct probation

The College reserves the right to impose alternative and/or additional sanctions through the College's conduct process, including suspension or expulsion, when, for example, violations of the alcohol policy are accompanied by violations of other College policies.

2. Group/Student Organization Policy Violations

It is expected that all students will comply with the On-Campus Social Event Policy and Student Alcohol Policy as outlined. Groups that violate the policies may face charges within the conduct system or through Campus Council which may result in the loss of privileges and/or funding or suspension/permanent withdrawal of the right to operate as a recognized or chartered student group. For host groups found in violation of these policies or other policies, the following sanctions may be imposed:

First Infraction:

Events will be subject to random walk-throughs for six (6) weeks following the receipt of sanctioning. In cases where a suspension of classes is in place, the period of sanctioning will resume at the time classes resume.

Second Infraction:

The group(s) will lose the privilege to serve alcohol at Large Social Events for 8 weeks following the receipt of sanctioning. In cases where a suspension of classes is in place, the period of sanctioning will resume at the time classes begin. The group must complete a community service project as determined by the Conduct Hearing Officer.

Third Infraction:

The group(s) lose the privilege to host social events for 15 weeks. In cases where a suspension of classes is in place, the period of sanctioning will resume at the time classes begin. Further sanctioning may occur at the discretion of the Conduct Hearing Officer or the Vice President for Student Affairs and Dean of Students.

In addition to these sanctions, the College may mandate educational sanctions for the group to safeguard the health and well-being of the group, its members, and the larger campus community.

In cases where multiple students are admitted to the Longbrake Student Wellness Center and/or the Emergency Room and those students were served underage and/or the students are over 21 years of age and their condition is attributed to being over-served, sanctioning at the highest level may be warranted immediately regardless of the history, or lack thereof, of previous policy violations by the group.

3. Employee Policy Violations and Educational Sanctions

Testing positive for illegal drugs or alcohol will result in disciplinary action. Disciplinary procedures for violations of policy depend on the severity of the offense and include sanctions that range from a recorded disciplinary action that includes mandatory counseling to immediate termination of employment. Referrals to law enforcement will be made as appropriate.

4. Federal, State, and Local Laws and Sanctions

Federal law requires the College to communicate to all students and employees the local, state, and federal laws that govern the use, possession, and sale of dangerous drugs and/or controlled substances. Ohio Revised Code Section 3719.41 divides these drugs and substances into five “Schedules.”

Some drugs are included in several schedules, and the criterion for inclusion relates to the amount of controlled substance in a given drug.

- Schedule I drugs are narcotics-opium derivatives, hallucinogens, depressants, and stimulants that have a high risk of abuse, are considered to have no therapeutic value, and cannot be obtained even with a prescription. Common Schedule I drugs include, but are not limited to, LSD, Marijuana (and its derivatives and synthetic forms), Mescaline, Peyote, Quaalude, Heroin, and Gamma Hydroxybutyric Acid (GHB).
- Schedule II drugs have a high abuse risk, but are also considered to have therapeutic value and can be obtained with a prescription. These drugs can cause severe psychological or physical dependence. Common Schedule II drugs include, but are not limited to, Opium, Morphine, Cocaine, Codeine, Methadone, Amphetamines, Methamphetamines, Oxycodone, Seconal, Phenobarbital, PCP, and hallucinogens used to decrease the side effects of chemotherapy.
- Schedule III drugs have a potential for moderate psychological and physical dependency, and may be obtained with a prescription. Schedule III drugs include, but are not limited to, Benzphetamine, Secobarbital, Narcan, Codeine, Morphine, Dihydro-codein-one, and Anabolic Steroids.

- Schedule IV drugs have therapeutic value and require a prescription. Two common examples are Valium and Chloral Hydrate.
- Schedule V drugs also have therapeutic value and can only be obtained with a prescription. They are divided into Narcotic drugs and Narcotics-non-narcotic preparations and typically contain smaller amounts of the narcotic drug than do Schedule III or IV drugs.

“Harmful intoxicant” is another classification of substances which are regulated. While they are not “drugs,” their improper use can place them in the category of “recreational drugs.” “Harmful intoxicants” do not include beer or intoxicating liquor; rather, the term designates any compound mixture, preparation, or substance (e.g., paint, glue), the gas, fumes, or vapor of which, when inhaled, can induce intoxication, excitement, giddiness, irrational behavior, depression, stupefaction, paralysis, unconsciousness, asphyxiation, or other harmful physiological effects.

The Ohio Revised Code also prohibits the illegal possession of, manufacture of, trafficking in, or permitting the abuse of all dangerous drugs and harmful intoxicants. The definitions of prohibited activity are broad, and individuals convicted of a violation of these prohibitions face mandatory fines and in many cases mandatory incarceration.

Members of the College of Wooster Community should also be aware that any citations issued by law enforcement agents are independent of the College’s conduct system and processes, and do not serve in lieu of sanctions that may be imposed by the College.

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Ohio Revised Code:

Alcohol Offenses Under Ohio Law			
Violation	Ohio Revised Code	Fine	Sentence
Opened container of alcohol in public	4301.62	\$100	None
Purchase by minor	4301.63	\$1,000	6 months
Misrepresentation by minor to obtain alcohol	4301.634	\$1,000	6 months
Furnishing false identification cards	4301.636	\$1,000	6 months
Consumption in motor vehicle	4301.62 B4	\$250	30 days
Possession of alcohol not lawfully acquired	4301.67	\$250	30 days
Sale or furnishment to minor	4301.69	\$1,000	6 months

Selected Drug Offenses Under Ohio Law			
Sale of marijuana: First offense	Ohio Revised Code	Fine	Sentence
Less than 200 g	2925.03 (A) (1)	\$1,000 (mandatory)	1/2-5 years
200 to 600 g	2925.03 (A) (5)	\$3,000 (mandatory)	1-10 years
600 to 20,000 g	2925.03 (A) (7)	\$5,000 (mandatory)	2-15 years (6 mo. actual min.)
More than 20,000 g	2925.03 (A) (10)	\$5,000 (mandatory)	2-15 years (6 mo. actual min.)
Sale of marijuana: Second offense or near school	Ohio Revised Code	Fine	Sentence
Less than 200 g	2925.03 (A) (1)	\$2,000 (mandatory)	1-10 years
200 to 600 g	2925.03 (A) (5)	\$6,000 (mandatory)	2-15 years
600 to 20,000 g	2925.03 (A) (7)	\$10,000 (mandatory)	2-15 years (1 yr. actual min.)
More than 20,000 g	2925.03 (A) (10)	\$10,000 (mandatory)	2-15 years (1 yr. actual min.)

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Sale of cocaine or crack: First offense	Ohio Revised Code	Fine	Sentence
Less than 10 g	2925.03 (A) (1)	\$2,500 (mandatory)	1-10 years
10 to 30 g	2925.03 (A) (5)	\$5,000 (mandatory)	2-15 years (3 yrs. actual min.)
30 to 1,000 g	2925.03 (A) (7)	\$7,500 (mandatory)	4-25 years (5 yrs. actual min.)
More than 1,000 g	2925.03 (A) (10)	\$7,500 (mandatory)	15 years-life
Sale of cocaine or crack: Second offense or near school	Ohio Revised Code	Fine	Sentence
Less than 10 g	2925.03 (A) (1)	\$5,000 (mandatory)	2-15 years
10 to 30 g	2925.03 (A) (5)	\$10,000 (mandatory)	4-25 years (5 yrs. actual min.)
30 to 1,000 g	2925.03 (A) (7)	\$15,000 (mandatory)	4-25 years (7 yrs. actual min.)
More than 1,000 g	2925.03 (A) (10)	\$15,000 (mandatory)	20 years-life

Possession or use of marijuana	Ohio Revised Code	Fine	Sentence
Less than 100 g	2925.11 (A)	\$100 (mandatory)	None
More than 100 g	2925.11 (A)	\$250 (mandatory)	0-30 days

Possession or use of crack or cocaine	Ohio Revised Code	Fine	Sentence
First offense	2925.11 (A)	\$1,500 (mandatory)	1/2-5 years
Second offense	2925.11 (A)	\$2,500 (mandatory)	1-10 years

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- 21 U.S.C. 844 (a)
 - First conviction: Up to one (1) year imprisonment and fine of at least \$1,000 but not more than \$100,000, or both.
 - After one (1) prior drug conviction: At least fifteen (15) days in prison, not to exceed two (2) years, and fine of at least \$2,500 but not more than \$250,000, or both.

- After two (2) or more prior drug convictions: At least ninety (90) days in prison, not to exceed three (3) years, and fine of at least \$5,000 but not more than \$250,000, or both.
 - Special sentencing provisions for possession of crack cocaine: Mandatory sentence of at least five (5) years in prison, not to exceed twenty (20) years, and fine of up to \$250,000, or both, if:
 - a. first conviction and the amount of crack possessed exceeds five (5) grams.
 - b. second crack conviction and the amount of crack possessed exceeds three (3) grams.
 - c. third or subsequent crack conviction and the amount of crack possessed exceeds one (1) gram.
- 21 U.S.C. 853 (a) (2) and 881 (a) (7)
 - Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year imprisonment. (See special sentencing provision re: crack.)
- 21 U.S.C. 881 (a) (4)
 - Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
- 21 U.S.C. 844a
 - Civil fine of up to \$10,000 (pending adoption of final regulations).
- 21 U.S.C. 853a
 - Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one (1) year for first offense, up to five (5) years for second and subsequent offenses.
- 18 U.S.C. 922 (g)
 - Ineligible to receive or purchase a firearm.

D. MEDICAL ASSISTANCE AMNESTY

The College is committed to providing a safe and healthy environment for all members of the campus community. There are times when a student may consume alcohol to a level of extreme intoxication or a student may have a medical emergency following the use of drugs and/or alcohol. Signs of a medical emergency may include but are not limited to vomiting, loss of coordination or balance, loss of consciousness, and/or bouts of unresponsiveness. In those cases, the College considers the safety, health, and well-being of students paramount to documenting students for minor violations of the code of student conduct. To encourage students to seek help for students who are in need of medical assistance under those circumstances, the College will consider Medical Assistance Amnesty for both the student in need of medical assistance and the student(s) seeking help on behalf of that student.

- The College may apply Medical Assistance Amnesty as a resolution to minor policy violations under the following circumstances:
- For a student who requires medical assistance.

- For a student who is a victim of certain crimes, such as physical assault, sexual assault, or sexual misconduct.
- For a student who is assisting another student in need of medical assistance.
- For a student who is reporting a serious crime and/or policy violation to the appropriate authorities.

The determination of whether or not Medical Assistance Amnesty is granted is based on the totality of the circumstances and is determined by the Office of the Dean of Students. The list of minor policy offenses for which a student may be granted Medical Assistance Amnesty includes:

- Possession or consumption of alcohol by persons under 21 years of age;
- Irresponsible use of alcohol; and/or
- Open container violation.

The granting of Medical Assistance Amnesty by The College of Wooster has no bearing on any criminal or civil proceeding that may be filed through the City of Wooster or State of Ohio court systems. Medical Assistance Amnesty may, but will usually not, be granted under the circumstances similar to those listed below:

- When there are multiple or repeated incidents involving the same student;
- In cases in which a drug offense could result in a criminal arrest or a felony drug violation, e.g., when drug paraphernalia is present and State law requires that it be reported; or
- When a student has a history of conduct violations at the College. (Exception: If the student is a victim of a crime, their history of conduct violations does not prevent the granting of Medical Assistance Amnesty.)

In cases where Medical Assistance Amnesty is granted, no violation of the code of student conduct will be recorded against the student. However, the College reserves the right to require a student to complete one or more educational programs in lieu of formal, conduct sanctioning. Failure to complete the required program(s) may result in the loss of Medical Assistance Amnesty in which case the College would proceed with formal charges against the student for the policy violation(s).

E. SAFE HARBOR BY SEEKING ASSISTANCE

The College of Wooster believes that students with substance addictions or dependencies deserve the opportunity to seek assistance outside of the threat of drug tests or conduct sanctions without concern for charges of minor policy violations being filed through the student conduct process. Students who voluntarily seek assistance for themselves may be granted Safe Harbor. In consideration of the safety, health, and well-being of the student, the College reserves the right to require a student to complete one or more educational programs and/or to agree to a written action plan to address the addiction/dependency. Failure to complete the required educational programs and/or to follow the written action plan may nullify the Safe Harbor protection.

F. HEALTH RISKS OF ALCOHOL AND OTHER DRUGS

Alcohol and other drug consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely,

increasing the likelihood that the driver will be involved in an accident. Negative effects of ingested alcohol and other drugs can include decreased responsiveness, slurred speech, impaired judgment, lack of coordination, and combativeness. At higher blood levels, central nervous system depression including vomiting, hypertension, depressed respirations, pulmonary aspiration, stupor, coma, and death may occur. Alcohol blackouts (amnesia) can occur after a large amount of alcohol is consumed and are a sign of serious intoxication and probably dependence. Long-term risks associated with the abuse of alcohol and other drugs include neuropathy, neurological damage, and organ damage. Long-term use and/or abuse can cause physical and psychological dependence.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than others of becoming alcoholics.

CAMPUS SAFETY

SECURITY AND SAFETY AT THE COLLEGE OF WOOSTER

DEPARTMENT OF SECURITY AND PROTECTIVE SERVICES

Security and Protective Services reports to the Vice President for Student Affairs and Dean of Students and is responsible for providing both emergency and non-emergency response on campus. Services provided by SPS include but are not limited to:

- Campus policy and criminal investigations
- Facility security patrols
- Fire safety responses, including inspecting, testing and maintaining all fire safety equipment and alarms, and conducting fire drills
- On-campus non-emergency medical transports
- Medical emergency responses
- Vehicle and traffic enforcement
- Campus parking registration and enforcement
- Photo-identification cards and campus access operations.

Maintaining a safe campus requires a commitment from all of us. The College of Wooster Security and Protective Services Department (SPS) values the partnership we establish with members of The College of Wooster community. Successful prevention of crime occurs only with community involvement, and safety and security must be a collaborative venture. SPS strives to foster and encourage a student and department partnership that empowers others to be part of crime prevention and to develop and maintain positive communications and mutual understanding and trust between students and SPS.

Role, Training, Authority, and Jurisdiction of Security Personnel

Security and Protective Services is the College department most directly responsible for campus safety and security. Its mission is to “promote and preserve the security and safety of The College of Wooster community. We will provide an ethical, people-oriented work

environment where everyone may enjoy their community, utilize their talents, respect one another and grow as individuals.” Security and Protective Services is comprised of a Director, Associate Director, 2 Supervisors, 6 full-time officers, 4 full-time dispatchers, 2 part-time officers and 8 student security officers. All full-time officers have completed specialized security training and complete yearly training seminars. Security and Protective Services officers are uniformed security officers who patrol the campus 24 hours a day by cruiser, bicycle, golf cart, and/or on foot; they are unsworn officers which means they can enforce College policies, but they do not have the authority to make an arrest. Officers remain in contact by radio with each other and/or the College’s 24-hour staffed dispatch center. Officers also are in radio contact with the City of Wooster Police and Fire Departments.

The duties of Security and Protective Services officers include preventing crime, taking reports, investigating incidents, enforcing College policy, and providing safety and protection for The College of Wooster community. Security and Protective Services has a close working relationship with the City of Wooster Police Department and other law enforcement agencies. If the investigation of a felony crime is warranted or an arrest is required on campus, it is conducted by the City of Wooster Police Department in cooperation with Security and Protective Services. Security and Protective Services and the Wooster Police Department have a formal memorandum of understanding (MOU) relating to this practice and general response protocol.

The College of Wooster is considered private property and trespassers are escorted off campus or arrested by local police. These facilities are locked on a flexible schedule dictated by the College calendar.

Security and Protective Services maintains a 24-hour communication dispatch center. Trained staff members perform a variety of tasks including operating the College’s telephone console and dispatching calls over the mobile radio system. Criminal incidents and other emergencies can be reported directly by dialing extension 3333 (330-287-3333) from any College telephone. Non-emergency matters should be reported on extension 2590 (330-263-2590). These numbers are prominently listed on the College website and included on printed department publications and correspondence. Security and Protective Services officers are always dispatched first to any campus incident. Depending on the information gathered at the scene, or in some cases from information received by the department’s Dispatcher, the patrol officer may request assistance from the City of Wooster fire, ambulance and/or police department.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

The College of Wooster sits within the city corporation limits and jurisdiction of the City of Wooster Police Department. The Wooster Police Department provides all law enforcement services for The College of Wooster. When a College of Wooster student is involved in an off-campus offense, Security and Protective Services officers may assist with the investigation in cooperation with local, county, state or federal law enforcement agencies. The College does not have any officially-recognized student organizations that operate off-campus or that have off-campus housing facilities; however, some students, faculty, and staff live in nearby neighborhoods. While Wooster City police have primary jurisdiction in this area, Security and Protective Services officers often respond to student-related incidents that occur near campus. The Security and Protective Services Dispatch Center monitors local police, fire and ambulance calls and has direct radio communications with them to facilitate a prompt response in emergency situations.

EMERGENCY RESPONSE TEAM

The College of Wooster is committed to protecting the safety, security, and welfare of its campus, adjacent properties, and community members. The College established an Emergency Response Team (ERT) that meets bi-monthly to assess and evaluate emergency plans, procedures and practices. This group schedules annual exercises and works to continually improve emergency preparedness on campus. The ongoing work of the group is guided by an Emergency Operations Plan (EOP) developed to provide The College a means to prepare for, respond to, mitigate, and recover from emergencies.

In accordance with Homeland Security Presidential Directive (HSPD) – 5, the plan incorporates National Incident Management System (NIMS) concepts and principles, and utilizes the Incident Command System (ICS) for management of emergency events. The plan provides the opportunity for the College's community to better prepare for and to quickly recover from disasters, thereby providing the College with a means to minimize the impact of an incident while saving and maximizing the effectiveness of the College's resources.

RESOURCES TO ENCOURAGE AWARENESS AND ACTION FROM MEMBERS OF THE CAMPUS COMMUNITY

Encouraging All to be Responsible for Own and Others' Security

Emergency Phone System

The College of Wooster campus is equipped with "blue light" emergency phones. The phones are located throughout campus and provide a direct line to the Security & Protective Services office in the event of an emergency with the press of a button. In addition to the blue light phones, all residential buildings are equipped with an exterior phone capable of a direct connection to the SPS Office.

Campus Climate Notifications Each Month and Each Semester

The College of Wooster is committed to the health, safety and wellness of our students. Our community is built on the central expectation that students treat one another with respect, both in the classroom and in their social and personal lives. The College releases on the first business day of each month of the academic year a Campus Climate Notification that includes statistics for incidents reported the prior month such as assault, discrimination and/or harassment, sexual misconduct, and medical assistance amnesty. At the end of each semester, a comprehensive update is provided to the campus community. The notification also provides updates outlining resources available to members of the community and the steps the College is taking to provide a healthier campus climate.

The report includes incidents reported by the general location. Descriptions of locations include:

- On-campus: an incident has been reported to have occurred on property owned or controlled by the College.
- 1. Off-campus College Programs: an incident has been reported to have occurred in the context of College employment, educational programs or activities, including but not limited to Wooster study abroad programs, Wooster internship programs, trips/retreats organized by Wooster.

- Off-campus: an incident has been reported to have occurred in a property not controlled by the College and has adverse, on-going effects that create a hostile environment for any member of the Wooster community at or on College of Wooster property.

The report is not all-inclusive of campus crime, and the campus climate notifications do not replace timely warnings which are made if there is a threat of ongoing harm to the campus community.

Investigations that may be compromised by the release of information through a Campus Climate Notification will not be included in this reporting until appropriate. In addition, if a complainant or respondent in a sexual misconduct case asks that information be withheld from the monthly report, that request is honored. (If, for example, there is only one report for the month, an individual may be identifiable.) However, all reports are included in the semester summary.

Regular Communications from the President

The President of the College regularly communicates with the campus community when there are local or national incidents that affect the on-campus environment either individually or collectively. The emails provide the College's position on the issue as well as resources that are available to support members of the community. Examples include incidents of discrimination and harm or changes to law or federal oversight of legislation or programs.

Programs about Campus Security Procedures and Practices

The Department of Security and Protective Services regularly communicates with the campus community about issues pertaining to fire safety, parking, emergencies, and other campus security matters. The department provides information for new student orientation and new employee orientation, and they regularly provide programming such as ALiCE training (active shooter training) that is open to all members of the campus community.

Programs about the Prevention of Crimes

Security and Protective Services is committed to providing a safe environment for everyone on campus. The department operates under the philosophy that it is preferable to prevent crime from occurring than to react to it after the fact. The principal instrument for accomplishing this goal is the department's Crime Prevention and Awareness Program. It is based upon the dual concepts of eliminating and minimizing criminal opportunities whenever possible, and educating community members to be responsible for their own security and the security of others. The following is a listing of the Crime Prevention and Awareness programs employed by Security and Protective Services:

- Alcohol Awareness: This program is designed to educate students on the effects of alcohol on the body as well as the state laws regarding alcohol possession and use.
- ALiCE Training: In conjunction with the Wooster Police Department and Security and Protective Services, the department works to educate the campus community on how to respond in the case of an active shooter.
- Date Rape Drug Awareness: Date rape and drug awareness presentations are offered to educate the campus about these issues.

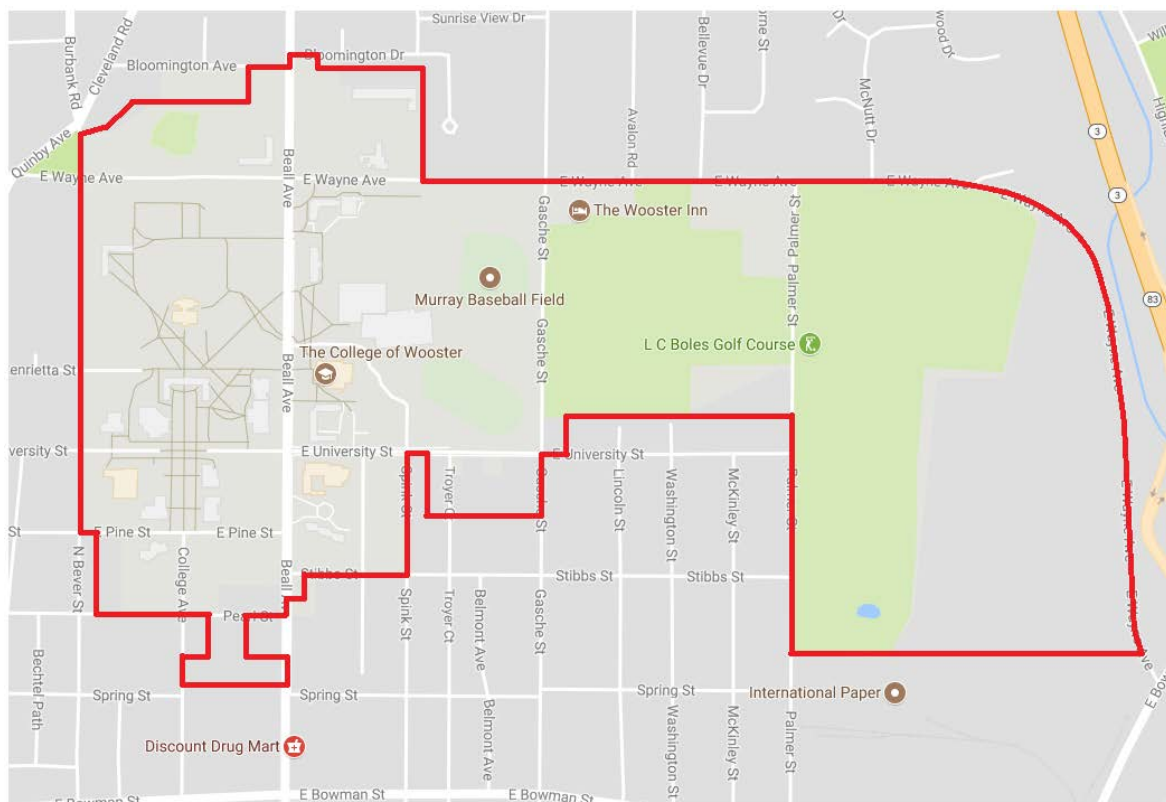
- Internet Safety: Given the rise in Internet crime, it is important to educate our campus community on the recent trend in Internet crimes and how to protect themselves.
- Sexual Assault Prevention: Educational program on how students can look out for each other and other safety tips regarding the issue of sexual assault.
- Safety Escorts: Presentation educating students on how to provide safety escorts for fellow students as well as educate students about the department's safety escort program.
- Ultraviolet Identification System: This program helps students label their personal items of value and create a list of items for insurance purposes.
- CPR/First-Aid: Officers who are certified to train on CPR and First-Aid work to train members of the campus community in CPR and First-Aid as well as administration of the AED machine.
- Preventing Identity Theft: Program designed to train participants on the issues surrounding identity theft and some preventative measures.
- Vehicle Safety: With the rise in theft from vehicles, this program works to educate the community on prevention tips.
- Fire Safety: This presentation provides participants with fire safety rules and regulations as well as safety tips when setting up dorm rooms and decorations.
- Bicycle Registration: Officers work with Residence Life staff to get students who bring bikes to campus to register them with the department.
- Safety/Lighting Walk: Members of Security and Protective Services works with the Facilities Department and a number of student groups to conduct an annual walk throughout the campus to identify areas that have lighting issues or safety concerns.
- Officer in Residence: Security and Protective Services officers are assigned to residence halls to work with Residence Life staff to educate the residents of the community of building safety issues and educational programs.

These and other programs can be arranged by contacting the [SPS Office](#) at 330-263-2590.

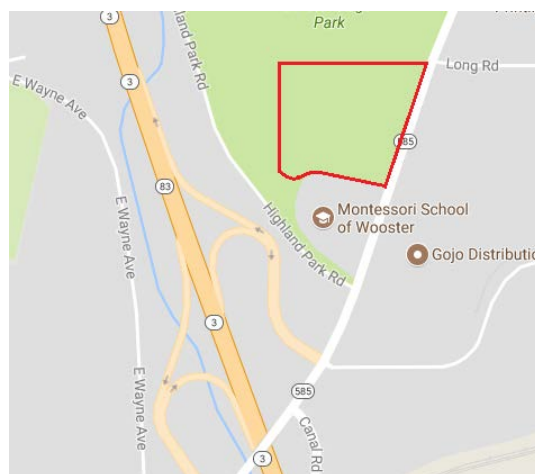
CAMPUS BOUNDARIES

Geographical Maps for Clery Reporting

Map of the immediate campus boundaries



Map of College property not adjacent to campus



Policy Concerning Disorderly Conduct on Campus

Students and student organizations must not engage in behavior that threatens the safety, security or functioning of the College, the safety and security of its members, or the safety and security of others. Disorderly conduct is the unreasonable or reckless behavior by an individual or group that creates a potentially unsafe situation for members of the community or damages property; disrupts the peace or interferes with the normal operation of the College

or College sponsored events; and/or infringes on the rights of others. Disorderly conduct includes, but is not limited to:

- Providing false information or failing to provide information to staff, interfering with staff while they are performing their duties, or being uncooperative.
- Being verbally or otherwise abusive to faculty, staff, and other students. Abusive behavior includes, but is not limited to, physically threatening conduct, verbal threats, name calling, or noncompliance of staff directions.
- Violations of no contact orders.
- Tampering with safety equipment.
- Excessive noise (see noise policy), which interferes with classes, College offices, residence hall neighbors, or other campus and community activities.
- Failure to disperse when a building, office, or campus space is closed, or during an emergency evacuation process.
- Public nudity and/or “streaking”.
- Urinating or defecating in public.
- Refusing to show College of Wooster and/or other identification when prompted.

Policy Concerning Activities and Conduct Off-Campus by Students

It is expected that the conduct of all College of Wooster students will be consistent with the educational purposes of the institution and in no way will interfere with the functioning of the community. Students should be guided by a mutual concern for neighbors' feelings, integrity, property, and need to live in an environment conducive to the fulfillment of their individual lifestyles. Behavior that occurs off-campus does not guard students from a response from College staff if the behavior or actions interfere with the mission of the College or the relationship with the larger community.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

CAMPUS ACCESS POLICIES AND PROCEDURES

The College of Wooster is a residential college that recognizes that the close association of students, faculty and staff is an important element in education. Most students live in residence halls and small houses owned by the College. Many members of the faculty and staff live near the campus and are readily accessible to students.

Residence halls and small College houses always remain locked 24/7. Students' room doors are secured by either key locks or a card reader system (swipe access). Codes are changed in response to any significant security breach such as a stolen room key. Security and Protective Services officers conduct regular interior and exterior patrols of the College property. Resident Assistants are selected and trained to serve in all residence halls and have on-site responsibility for security, fire protection and general safety. Security and Protective Services works closely with the College's Facilities Department to ensure proper functioning of all outside telephones (all residence halls have exterior phones) that ring directly to SPS. Security and Protective Services immediately notifies the College's Dean-on-call in the event of any serious incident that involves a student.

ON-CAMPUS STUDENT HOUSING FACILITIES

a. Residence Halls and Small Houses

For reasons of safety, all residence hall exterior door card readers are programmed to allow access at all times. Students living in small houses may gain access to their houses 24 hours a day using exterior door card readers or assigned exterior door keys where applicable. Residents are responsible for their guests in a residential unit and should take responsible precautions to guarantee the security of other students living in the unit. Students may not have the key(s) or swipe access to their student room or residential unit duplicated or permit another individual to use one's key(s) or card key. Students may not access buildings and other College facilities after closing hours (hours vary per building or space). Should a student have permission to access a building or space after closing hours, Security and Protective Services should be contacted to grant access. Students granted access to a space after closing hours are not permitted to bring other students into the space unless they have been given written permission by a member of the College staff.

b. Roof, Attic, and Basement Access

Students are not permitted on roofs except as necessary for emergency evacuation. Students may not use attic spaces in their residential spaces without permission from Residence Life. Basement access is permitted for the purpose of using laundry facilities. Students may not utilize basement space for social activities, storage, or as a living space.

c. Lounge Space

Students are strongly encouraged to utilize lounge spaces to socialize, complete homework, hold meetings etc. However, lounge spaces may not be utilized for the purpose of sleeping or holding "sleepovers". Students needing immediate assistance locating a place to sleep outside of their assigned residential space should contact Residence Life or Security and Protective Services.

SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

Employees who maintain campus facilities have general access to public spaces within on-campus student housing facilities. Only Residence Life staff and Security personnel are able to swipe in to student rooms. If vendors from outside the College are on campus to perform maintenance work, they are accompanied by an employee of the College's Facilities Department.

REPORTING CRIMES OR OTHER EMERGENCIES ON CAMPUS

1. PERSONS/ORGANIZATIONS TO WHOM CRIMINAL ACTIVITY SHOULD BE REPORTED

The College of Wooster encourages all campus community members and visitors to campus to report all crimes and suspicious conditions in a timely manner.

- Call **Security and Protective Services at (330) 287-3333 for emergencies and (330) 263-2590 for non-emergencies.**
- Community members may also contact the **Wooster Police Department to report criminal activity at (330) 287-5702.**

Telephone calls received by Security and Protective Services are recorded for documentation and investigative purposes. Dispatchers are on duty at these phone numbers 24 hours a day every day of the year. Security and Protective Services, located in the Slater/Culbertson Complex, is also open 24 hours/7 days per week for anyone to report a crime (or other concerns) in person.

Outside blue light and courtesy telephones on campus connect immediately to Security and Protective Services by pushing the “Emergency” button. Dialing 9-1-1 from any campus phone will summon emergency assistance from the Wooster Police Department or Fire Department. In response to a report, Security and Protective Services will take the required action, dispatching (an) officer(s) to the scene or informing the caller of the methods to file a report.

Officers detail significant campus incidents via a report that is maintained on file and is typically forwarded to the Dean of Students Office and other College offices that are deemed appropriate to respond. Security and Protective Services highly encourages the prompt reporting of all criminal offenses to aid in the College’s decision to issue emergency notifications or timely warnings – as required and for the annual crime statistics compilation and disclosure.

2. ONLINE REPORTING FORMS

The College has many ways in which members of the campus community can report issues of concern or can seek help for themselves or others. Any member of the campus or general community can file reports online for the following concerns:

Unresolved Issue or Concern Previously Reported

Students may report concerns that they feel have not been efficiently or sufficiently addressed by Student Affairs or the College's designated processes after attempts to do so.

Ideas for improvement of procedures and processes are also welcome and will help to contribute to strengthening the delivery of services and support to students.

Submissions are anonymous unless identifying information is provided in the report. Note that when reports are anonymous, we are not able to follow up directly with students to resolve concerns, and we may not be able to resolve an issue if we do not have enough information to enable us to do so.

Link to reporting form:

<https://selectsurvey.wooster.edu/TakeSurvey.aspx?SurveyID=16K1477M#>

Discrimination, Harassment, Sexual Misconduct, or Retaliation

This form is designed to provide College of Wooster students, staff, faculty, visitors, vendors, or others with an online method to report specific information related to alleged incidents of discriminatory and bias-related harassment, sexual misconduct, or retaliation.

Submissions are anonymous unless identifying information is provided in the report. Reports go directly to the College's Title IX Coordinator and Director of Sexual Violence Prevention and Response, [Lori Makin-Byrd](#) (330-263-2017), for further action.

A link to the College’s policy on discrimination and sexual misconduct is also provided.

Link to reporting form:

https://cm.maxient.com/reportingform.php?CollegeofWooster&layout_id=20

Hazing

Hazing is a crime in the State of Ohio. As defined by the law, hazing is “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.” Under Ohio law, legal action may be taken against any participant in hazing or against anyone at the College who knew or who reasonably should have known of the hazing and did not make an attempt to prevent it. Every member of the campus community is required to report any incidents of hazing or suspicions of hazing that come to their attention.

Link to reporting form:

<https://selectsurvey.wooster.edu/TakeSurvey.aspx?SurveyID=94K1mp73#>

Beall Avenue Incident Report

This form is designed to provide College of Wooster students, staff, and faculty with an online method to report specific information related to concerns of harassment and/or discrimination that occur on Beall Avenue or in the surrounding community. Information provided here can help Security and Protective Services as well as local law enforcement develop a profile and/or pattern of occurrence that may help to identify persons or vehicles that are engaged in discriminatory and/or harassing behavior. Submissions can be anonymous.

Link to form:

<https://selectsurvey.wooster.edu/TakeSurvey.aspx?SurveyID=m6K23o5M#>

Medical Assistance Amnesty for Alcohol/Drug Concerns

There are times when a student may consume alcohol to a level of extreme intoxication or a student may have a medical emergency following the use of drugs and/or alcohol. Signs of a medical emergency may include but are not limited to vomiting, loss of coordination or balance, loss of consciousness, and/or bouts of unresponsiveness. In those cases, the College considers the safety, health, and well-being of students paramount to documenting students for minor violations of the code of student conduct. To encourage students to seek help for students who are in need of medical assistance, under those circumstances, the College will consider Medical Assistance Amnesty for both the student in need of medical assistance and the student(s) seeking help on behalf of that student.

A link to the policy is provided (<https://www.wooster.edu/students/get-help/medical-assistance/>) as well as instructions to contact Security and Protective Services or 9-1-1 if someone is in need of medical attention.

3. REPORTING A CRIME TO THE COLLEGE

The College encourages all campus community members to promptly **report all crimes and other emergencies directly to Security and Protective Services or to law enforcement agencies**. However, when the victim of a crime elects not to or is unable to make such a report as

a result of physical or mental incapacitation, the College also recognizes that some reports may be made to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as any “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” CSAs are required to submit those reports to SPS and those reports are included in the College’s annual crime statistics.

4. CONFIDENTIALITY AND PRIVACY OF REPORTING

College of Wooster officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations, and these resources will act when you report victimization to them.

The following describes the three reporting options at The College of Wooster:

a. Anonymous Reporting (licensed counselors and pastoral care)

If a reporting party would like the details of an incident to be kept anonymous (no personally identifiable information to be shared), the reporting party may speak with licensed counselors in the Longbrake Student Wellness Center; off-campus local rape crisis counselors, domestic violence resources, local or state assistance agencies; or on- or off-campus members of the clergy/chaplains (pastoral) who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors and/or the Employee Assistance Program are available to help free of charge and can be seen on an emergency basis. College of Wooster employees to whom anonymous reports can be made will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to the victim.

b. Private Reporting

Complainants are encouraged to speak to College of Wooster officials, such as the Title IX Coordinator or a Deputy Title IX Coordinator, Dean of Students Staff, Campus Security, or the Associate Vice President of Human Resources to make formal reports of incidents of sexual misconduct. Complainants are in control of how much information they share and when and with whom they share it. Confidentiality will be maintained to the fullest extent possible to preserve a complainant’s identity and privacy.

c. Mandatory Reporting

All College employees, including Resident Assistants (RAs), are mandatory reporters. If they are aware of an allegation of discrimination, harassment, retaliation, and/or sexual misconduct, they must report it to one of the officials named above. Details of the allegation will not be shared unless there is a pattern of abuse or cause for fear for the safety of the complainant or the safety of others or the misconduct is a felony that is required by law to be reported. If personally identifiable information is

shared, it will be shared with as few people as possible, and all efforts will be made to protect privacy to the greatest possible extent.

d. Formal Reporting Options

Complainants have the right, and can expect, to have complaints taken seriously by The College of Wooster when formally reported, and to have those incidents investigated and properly resolved. Victims of campus crime should be aware that charges may be pursued through the College's conduct system, though the state judicial system, or both.

The conduct system at The College of Wooster is designed to address infractions of student codes of conduct including Academic Integrity and policies of the College. The College's conduct system does not establish whether or not a crime has been committed. The purpose of the conduct system is to establish whether or not a College policy has been violated; crimes are adjudicated through the local court system. For more information concerning the College's student codes of conduct, please refer to the section "Prohibited Conduct" starting on page 72 in [*The Scot's Key* \(the code of conduct for students\)](#). Information about the College's conduct system is found starting on page 82.

Victims of crime may also seek redress through the state judicial system. Charges may be filed with the local police department or other appropriate authorities. Security and Protective Services is prepared to assist any member of the campus community in reporting crime to appropriate law enforcement officials.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the accused person/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant's rights and privacy.

5. THE DAILY CRIME LOG

Security and Protective Services maintains a daily crime log in accordance with state and federal laws. The log is available for public inspection during normal business hours and, in the order received, includes the nature, date, time and general location of all criminal incidents and alleged criminal incidents reported to Security and Protective Services. The disposition of the event is included when and if reasonably available. The names of the victims are excluded, and where the investigation of a crime or safety of an individual may be compromised, or when information might directly or indirectly identify a victim, the department may temporarily withhold information. Generally, all incidents are included in the log within two business days from when they were reported.

The daily crime log is designed to disclose crime information on a more-timely basis than the annual statistical disclosures via this report. It includes crimes that are reported directly to SPS, as well as crimes that are initially reported to another Campus Security Authority (CSA) or to a local law enforcement agency who subsequently reports them to SPS. The log is also shared with and printed by the school newspaper on a weekly basis.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The College of Wooster emergency preparedness, response and evacuation protocols are published online and accessible at <https://www.wooster.edu/media/files/students/security/emergency-guide.pdf>. The protocols require authorized College of Wooster officials to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health and safety of students, faculty and staff, unless issuing a notification will compromise efforts to contain the emergency. All students and employees are highly encouraged to read and review these protocols regularly.

Emergency response and evacuation procedures are tested annually. The Emergency Response Plan designates Security and Protective Services as the initial contact for reporting all emergency situations and for response to and resolution of all emergencies. Upon receiving the report of an emergency, the responding officer will determine the appropriate level of response required and will communicate with the appropriate personnel at the scene.

In some emergency situations, such as severe weather, utility failures, etc., an evacuation of the campus may be ordered. A campus evacuation or closure is an organized withdrawal from campus facilities where the time of return is determined by the circumstances of the emergency event. When such action is warranted, the campus community will be appropriately advised.

1. EMERGENCY RESPONSE GUIDE

All faculty, staff, and students receive a printed copy of the College's Emergency Response Guide which provides procedures and guidance for the campus when confronted with emergency situations.

The guide is also posted online on Security and Protective Service's webpage at
<http://www.wooster.edu/media/files/students/security/emergency-guide.pdf>.

EMERGENCY RESPONSE GUIDE

For
Faculty,
Staff
and
Students

Emergency Phone Numbers	1
Hostile Intruder	2
Sexual Assault – Sexual Misconduct	3
Civil Disturbance	4
Gas Leak / Fumes – Vapors	5
Suicide Threat – Psychological Emergency	6
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THE COLLEGE OF
WOOSTER

Office of Security and
Protective Services
Culbertson / Slater House
602 East Wayne Avenue
Wooster, Ohio 44691

330-287-3333

6. COLLEGE'S EMERGENCY NOTIFICATION SYSTEM

The College community is kept apprised of security matters in several ways. Serious incidents that are categorized as Clery crimes and pose an immediate or ongoing threat to the health and safety of the campus community are communicated by text, email, voice mail and/or via printed flyer in the form of a Timely Warning. Other incidents that do not pose an immediate or ongoing threat but are communicated to campus community members for situational awareness are distributed as Awareness Bulletins, and may be emailed or are promptly posted in residence halls, libraries and other key locations throughout the campus for a minimum of three business days.

Emergency messages will include information detailing what event has occurred and directions to the community regarding what to do next. The College of Wooster Alert System will be activated to provide an emergency notification to registered users through email, voice and/or text message. The emergency notification does not replace the Timely Warning requirement. Instead, the emergency notification addresses a much wider range of threats such as gas leaks, fires, weather, bomb threats, contagious viruses, etc.

Security and Protective Services schedules tests of the emergency notification system and response processes in the spring and summer of each school year. The emergency notification system is advertised regularly for the community to enroll in the alert system. In addition to advertising the alert system, information about any upcoming tests of emergency response is communicated in advance to the campus community.

1. How to Sign Up to Receive Emergency Notifications

All new students are automatically enrolled in the emergency notification system. Students and employees can enroll themselves or family members through the College's website by clicking through the following: ScotWeb (requires a user ID and password), select student or employee, then select Campus Notification Information. There, multiple phone numbers can be entered for voice messages and text messages and email contact information can be provided.

2. In Case of an Emergency

When a determination has been made that an emergency notification should be issued, Security and Protective Services will inform the campus community by taking one or more appropriate steps to ensure timely notification:

- Invoke a College of Wooster Alert message. Members of the campus community enroll to receive these notifications through the College's electronic system called Scotweb. All members of the campus community are encouraged to enroll.
- Issue a campus-wide email of the emergency notification. Should it deemed necessary to warn the college of an impending threat or emergency situation The College of Wooster Alert will be activated by each of the following:
 - Text Message
 - Voice Message
 - Email
 - Local Media
 - Building Volunteers

Status reports will be updated and posted continuously on the following:

- The College of Wooster web-site www.wooster.edu

3. Timely Warnings

The College of Wooster is responsible for issuing Timely Warnings in compliance with the Clery Act. Security and Protective Services will continuously and diligently work and coordinate with local, state and federal law enforcement agencies to address exigent public safety concerns.

Anyone with information warranting a Timely Warning should report the circumstances to Security and Protective Services. As soon as possible after the incident is reported to SPS, College administrators will collaborate regarding if and when a Timely Warning should be issued. Such discussion may transpire either in person, by phone or per email.

The decision to issue a Timely Warning shall be decided on a case-by-case basis in compliance with the Clery Act and will consider all available facts. The timing of the notification shall be based upon whether the crime is considered serious or a continuing threat to students and employees, and the possible risk of compromising law enforcement efforts.

Timely Warning Procedure

When a determination has been made that a Timely Warning should be issued, the Director of Security and Protective Services or Associate Director of Security and Protective Services or designee, along with the Vice President for Student Affairs and Dean of Students and the Associate Vice President for College Relations and Marketing, will work collaboratively to inform the campus community of the incident by taking one or more appropriate steps to ensure timely notification:

- Invoke The College of Wooster Alert text and voice message system. Members of the campus community enroll to receive these notifications through the College's electronic system called Scotweb. All members of the campus community are encouraged to enroll.
- College-wide email
- Warning fliers
- Posted warnings on The College of Wooster web-site.

Such warnings may include, but are not limited to the following information:

- Type of crime
- Date, time and location of crime
- Description of suspect
- Public safety reminders

7. BUILDING EVACUATION PROCEDURES

A building evacuation is most commonly initiated by the building's fire alarm system.

When the building fire alarm sounds:

- Evacuate the building immediately, calmly and quickly.
- Walk to the nearest exit/stairwell (close doors behind you).
- Do not use elevators.
- Proceed to the designated area outside the building, moving as far away from the building as possible.

- Do not re-enter the building until it has been confirmed by authorized personnel to do so.

MISSING STUDENT POLICY AND NOTIFICATION PROCEDURES

This policy has been designed to respond to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

A. WHEN IS A STUDENT CONSIDERED MISSING

For purposes of these guidelines, a student may be considered to be a “missing student” if the student’s absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

B. IDENTIFYING A CONTACT PERSON OR PERSONS WHOM THE SCHOOL SHALL NOTIFY

When a student enrolls at the College, they are asked to provide emergency contact information as well as identify a person(s) whom the school should notify within 24 hours if the student is determined to be missing. Information as to whom to contact if the student is missing will be kept confidential by the College. It is only accessible to authorized campus officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

If a student is under the age of 18 and not emancipated, the College will notify the student’s custodial parent or guardian within 24 hours of determining that the student is missing, in addition to notifying any additional contact person designated by the student. The College will notify local law enforcement within 24 hours of the determination that the student is missing (under Ohio law, immediate notification is made if the student is under the age of 18), unless local enforcement made the determination that the student is missing.

If a student does not designate a person(s) to contact in the case of a missing student, the College will use the emergency contact information provided. If the College attempts to contact the person designated as the missing-person contact, and they are not available, the College will call the emergency contact.

C. NOTIFYING CAMPUS OFFICIALS AND OTHERS ABOUT MISSING STUDENTS

Any individual on campus who has information that a residential student may be a missing student must notify the Office of Security and Protective Services or the Office of the Dean of Students as soon as possible and in no event, later than 24 hours after determining that the student is missing. The Office of Security and Protective Services will gather all essential information about the residential student from the reporting person and from the student’s acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), no later than twenty-four (24) hours after the Office of Security and Protective Services determines that a residential student is missing: the Office of Security and Protective Services will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation. The Vice President for Student Affairs and Dean of Students will notify the emergency contact (for students 18 and over) or the emergency contact and the parent/guardian (for students under the age of 18) that the student is believed to be missing.

D. CAMPUS COMMUNICATIONS ABOUT MISSING STUDENTS

In cases involving missing students, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing student. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the College's Office of College Relations.

All inquiries to the College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Office of Security & Protective Services, who shall refer such inquiries and information to law enforcement authorities. Prior to providing the Wooster community with any information about a missing student, the Office of College Relations shall consult with the Office of Security & Protective Services, the Dean of Students Office, and with local law enforcement authorities to ensure that communications do not hinder the investigation.

SEX OFFENDER REGISTRY AND ACCESS TO INFORMATION

The Wayne County Sheriff's Office maintains a website that makes every effort to update sex offender information on a daily basis. Information can be obtained at:

<http://www.waynecountysheriff.com/sexoffenders.htm>

For more information, please contact:

Wayne County Sheriff's Office
201 W. North Street, Wooster, Ohio 44691
Captain James Richards
330-287-5775
jrichards@wcsOhio.org or wcsO@wcsOhio.org
330-287-5750

The Ohio Attorney General's Office also provides a sex offender registry with means of searching by name, city, county, email, phone, school district, and zip code as well as provides a list of all published sex offenders registered with their office. Information can be obtained at:

<http://www.icrimewatch.net/index.php?AgencyID=55149>

For more information or questions concerning their sex offender community awareness program, contact:

Attorney General's Office Ohio
State Office Tower 30 E. Broad Street 17th Floor
Columbus, OH 43215-3428
Email: OHLegSupport@ohioattorneygeneral.gov
<http://www.ohioattorneygeneral.gov>

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

A. WHAT TO DO IF YOU OR SOMEONE YOU KNOW HAS EXPERIENCED A SEXUAL OR GENDER-BASED ASSAULT OR MISCONDUCT

If you or someone you know has experienced a sexual or gender-based assault or misconduct:

1. Go to a safe location as soon as you are able.

2. Seek immediate medical attention.

- If you are injured or believe you may have been exposed to an STI/STD or potential pregnancy, seek immediate medical attention.
- Go to Longbrake Student Wellness Center or the nearest hospital.

3. Contact any of the following for immediate assistance:

- On campus: Security and Protective Services 330-263-2590
- Off campus: Dial 9-1-1

4. Preserve physical evidence.

- Physical evidence can deteriorate quickly. Seek a medical exam as soon as possible. Avoid washing, bathing, urinating, etc., if possible. If you are still wearing clothing worn during the assault, wear them to the hospital, but bring a change of clothes. The hospital will keep them as evidence. If you have changed clothes, bring the ones you were wearing during the assault in a clean paper (not plastic) bag or wrapped in a clean sheet. Leave sheets/towels or other evidence at the scene of the assault. Police will collect them.
- Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA may be collected for a long time thereafter.
- After 120 hours, it may still be helpful to have medical attention even if you are not trying to obtain evidence of an assault.
- Sexual Assault Nurse Examiners (SANE) are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted infections.

5. Choose how to proceed.

You have options:

- Do nothing until you are ready;
- Pursue resolution by the College by reporting an incident; and/or
- Initiate criminal proceedings; and/or
- Initiate a civil process against the perpetrator.

You may pursue whatever combination of options is best for you.

If you wish to have an incident investigated and resolved by Wooster, students and employees should contact the Title IX Coordinator and procedures will be explained.

Those who wish incidents to be handled criminally should contact the local police where the assault occurred. A campus official is available to accompany students in making such reports if desired. Contact the Title IX Coordinator or Security and Protective Services for more information.

B. PREVENTION PROGRAMS

The College of Wooster engages in a variety of programs to educate the campus community on dating and domestic violence, stalking, and sexual assault and to reduce their prevalence.

All new employees, including faculty, receive dedicated in-person training that covers prevention, response, and reporting of dating and domestic violence, stalking, and sexual assault. All new employees then complete a required follow-up online program through LawRoom that addresses dating and domestic violence, stalking, sexual assault, sexual harassment, and discrimination. All faculty, as well as designated student-facing employees, receive ongoing in-person training, supplemented by written resource materials.

All incoming (first-year and transfer) students are required to complete an online educational program designed by Campus Clarity that educates students on how to confront and prevent substance abuse, intimate partner violence, and sexual assault on campus. All incoming students

then complete in-person sessions with an outside educator focusing on bystander intervention and relationships and sexual respect, followed by an in-person session with Residence Life staff regarding community expectations.

All students are offered opportunities to participate in all-campus programming, including educational programs on how to assist a friend who has experienced sexual violence, how to recognize warning signs of intimate partner violence or stalking, and how to intervene in high-risk situations. All students are also exposed to passive programming, including posters, brochures, and table tents. All members of athletic programs also receive training on gender-based violence and intervention techniques through the “It’s On Us” and “OneLove” programs.

1. Safe and Positive Options for Bystander Intervention

When an incident of sexual or relationship violence is about to take place, there are often bystanders who may notice a red flag or warning signs, or something simply makes them uncomfortable. In many cases, bystanders can intervene to change the outcome or de-escalate the situation.

How to intervene:

- Take a second look. Don’t ignore your feeling of discomfort.
- Check in with the person. Ask if they’re okay.
- Think, “what if it was someone that I loved?” Would you want someone to step in to help your sibling, your best friend, your significant other?

Be direct, distract, or delegate.

- Direct: check in with the person that you’re worried about, tell the other person that their behavior isn’t okay, ask everyone what is going on.
- Distract: do something to refocus everyone’s attention. Spill a drink, ask to use their phone, show them a cat video, tell them you feel sick and need help.
- Delegate: get help from others. Find your friends and tell them why you’re worried, find an RA, call Security and Protective Services.

How to Support a Friend:

- Support: If your friend chooses to tell you about their experience, they have made that choice based on trust. You should be supportive, non-judgmental and listen. Let them share the experience at their own pace. This was not their fault!
- Believe: Believe them! Take the information seriously, but remember that it is not your job to assess the situation or investigate the facts. Do not label their experience; let them do that on their own.
- Refer: The College of Wooster has many support resources available for your friend. As a concerned friend, you can speak with College staff to gain more information, but you can also let your friend know about these resources. Allow them to make their own decisions how they want to handle their next steps.

2. Risk reduction for intimate partner violence, stalking, sexual harassment, and sexual violence

Ensuring your actions are respectful and communicating your needs

- Show your potential partner respect if you are in a position of initiating sexual contact.

- If a potential partner says “no,” accept it and don’t push. If you want a “yes,” ask for it, and don’t proceed without clear permission.
- Clearly communicate your intentions to your potential sexual partners, and give them a chance to share their intentions and/or boundaries with you.
- Respect personal boundaries. If you are unsure what’s OK in any interaction, ask.
- Avoid ambiguity. Don’t make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you don’t have consent.
- Don’t take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Others’ loss of control does not put you in control.
- Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or doesn’t want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.
- Respect the timeline for sexual behaviors with which others are comfortable, and understand that they are entitled to change their minds.
- Recognize that even if you don’t think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex or gender, physical size, or a position of power or authority you may hold.
- Do not assume that someone’s silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- Understand that consent to one type of sexual behaviors does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask.
- Understand that exerting power and control over another through sex is unacceptable conduct.
- Make any limits/boundaries you may have known as early as possible.
- Clearly and firmly articulate consent or lack of consent.
- Remove yourself, if possible, from an aggressor’s physical presence.
- Reach out for help, either from someone who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- Be conscious of how alcohol and/or drug consumption interacts with your body, your behavior, or any medications.
- Look out for your friends, and ask them to look out for you. Respect them, and ask them to respect you.

Victim-blaming is never appropriate and the College of Wooster fully recognizes that only those who commit sexual misconduct are responsible for their actions. It is never the reporting party’s fault and these tips are offered in the hope that recognizing patterns can help everyone reduce the risk of victimization.

C. POLICY ON SEXUAL HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT

INTRODUCTION

The College of Wooster (“Wooster” or the “College”) has developed a comprehensive anti-sexual harassment, discrimination, and sexual misconduct policy (the “policy”) in compliance with federal laws applicable to all members of the campus community including students, faculty, administrators, staff, and visitors.

The policy prohibits all forms of illegal sex- and gender-based discrimination, sex/gender-based harassment, sexual/gender violence, sexual exploitation, domestic violence, dating violence, and stalking which are collectively referred to herein as sexual misconduct. Sexual misconduct encompasses any unwelcome behavior of a sexual or gender-based nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different genders. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of harassment, violence, and discrimination. The College of Wooster's policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

The policy has been designed to serve the following purposes:

- Establish conduct standards and expectations for behavior for the campus community. In addition to compliance with applicable federal laws, this policy has been designed to reflect and maintain institutional values and community expectations which also include compliance with local ordinances and state law. A violation of College policy may also constitute a crime. Under the Ohio Revised Code (ORC), The College of Wooster is obligated to report to the Wooster Police Department when a felony may have been committed.
- Equity and clarity for process and procedure. The policy outlines reporting, investigation, and resolution of complaints in cases where there is reported sexual misconduct. The policy ensures that all parties involved are treated fairly, equitably, and respectfully through the process.
- Thorough descriptions of resources within the campus and the external community. The College of Wooster is committed to supporting any person who is impacted by violations of this policy. That includes assisting in the management of the impact that sexual misconduct may have on a person and/or other members of the campus community.

All members of The College of Wooster community have the right to:

- Make a report to local law enforcement and/or state police and be assisted by campus authorities if reporting a crime to law enforcement.
- Have disclosures of illegal discrimination and harassment, domestic violence, dating violence, stalking, and sexual misconduct treated seriously.
- Make a decision about whether or not to disclose a crime or violation and/or to participate in the College's resolution process and/or criminal justice process.
- Participate in a process that is fair and impartial and that ensures a meaningful opportunity to be heard.
- Be treated with dignity and respect and to have access to health care and counseling services as needed.
- Change academic, living, transportation, or working situations to avoid a hostile environment.
- Obtain or enforce a no contact order (issued by the College) and/or seek a restraining order (issued by the local court system).
- Have a clear description of the College's disciplinary process and know the range of possible sanctions for violating this policy.

- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on campus and in the local community.

1. Notice of Non-Discrimination

The College of Wooster adheres to all federal, state and local civil rights laws banning discrimination in private institutions of higher education. The College of Wooster will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, sex/gender, gender identity, gender expression, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability of a qualified individual, age, marital status, family responsibilities, sexual orientation, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that mandates: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Prohibited conduct under this policy is also prohibited under the Clery Act as amended by the Violence Against Women Act (VAWA), Title VII of the Civil Rights Act of 1964, Ohio Revised Code Chapter 4112, and other applicable statutes, regulations, and administrative code provisions.

2. Scope of Policy

This policy applies to all reports of sexual misconduct occurring on or after the effective date of this policy. When used in this policy, “complainant” refers to the party who brings or initiates a complaint against a member of The College of Wooster community. “Respondent” refers to the party being named in a complaint as having violated this policy.

This policy applies in any instance in which a member of the Wooster community is alleged to have engaged in illegal discrimination or harassment, or to have committed sexual misconduct against another person, including visitors to the campus. The College of Wooster will not tolerate illegal discrimination, harassment or sexual misconduct against any employee, student, visitor, or guest. This policy will be enforced regardless of the complainant’s or respondent’s sex, gender, sexual orientation, or gender identity or expression.

This policy applies to prohibited conduct whether it occurs on-campus or off-campus under the circumstances described below, and encourages reports of sexual misconduct regardless of where the experience may have occurred. The College will respond to any report of sexual misconduct regardless of when the experience may have occurred, including semester breaks, leaves of absence, or periods of dismissal. The College’s resolution process will be used as long as the respondent is under “control” at the College. (“Control” by the College refers to any employee and/or a student at the College.)

The College will take action to provide resources for the safety and well-being of the complainant and the campus community if the prohibited conduct occurred in a situation

where the respondent is not under control by the College, and the College's resolution process is not applicable.

Descriptions of applicable locations:

- On-campus Programs: This policy applies if illegal discrimination or harassment, including, but not limited to sexual misconduct has been alleged to occur on property owned or controlled by the College.
- Off-campus College Programs: This policy applies if illegal discrimination or harassment, including, but not limited to sexual misconduct has been alleged to occur in the context of College employment or educational programs or activities, such as but not limited to Wooster study abroad programs, Wooster internship programs, trips/retreats organized by Wooster, etc.
- Off-campus: This policy applies if illegal discrimination or harassment, including, but not limited to sexual misconduct has been alleged to have occurred on a property not controlled by the College if there are adverse, on-going effects that create a hostile environment for any member of the Wooster community at or on College of Wooster property.

Procedures for Incidents Involving Individuals Who are Not Current Members of the Campus Community: In complaints of alleged violations of the Anti-Sexual Harassment, Discrimination, and Misconduct Policy by persons who are not currently members of the campus community, a report can be filed with the Office of the Dean of Students, the Title IX Coordinator, Security and Protective Services, and/or the Director of Alumni Relations, if the matter involves an alumnus. The Title IX Coordinator and a designee from Alumni Relations will meet to determine if the alleged violations affect a substantial College interest. The violation affects a substantial College interest if: it occurred on College property, it occurred on non-College property during an event associated with the College, or has significant impact or disruption on a current member of the College community. The designees will meet and determine an appropriate response, including, but not limited to:

- Citation or written warning
- Restitution: in complaints involving vandalism or property damage
- Exclusion from College property and/or events associated with the College
- Referral to appropriate law enforcement agency(ies)

Procedures for Incidents Involving Admitted Students: In some cases, the College may choose to investigate an allegation of policy violation(s) depending on the nature of the report. The College reserves the right to rescind admission without an investigation prior to the first day of classes.

Procedures for Incidents Involving the Title IX Coordinator: Complaints against the Title IX Coordinator should be directed to the President of the College. In the event of a complaint against the Title IX Coordinator or someone to whom they report, alternative arrangements will be made to ensure an impartial investigation and adjudication. The alternative arrangements will be provided in writing to all parties.

3. Prohibited Conduct

The College prohibits all forms of sex and gender-based discrimination, harassment, sexual/gender-based violence, sexual exploitation, stalking, hazing, intimate partner violence (including domestic violence and dating violence), bullying/cyberbullying, and the use of physical harm/intimidation.

Discrimination

This policy prohibits nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive, or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest, or visitor on the basis of their actual or perceived membership in any of the protected classes listed above is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately addressed and remedied by the College according to the process described below. Non-members of the campus community who engage in discriminatory actions within College programs or on College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with College programs as the result of their misconduct. Separation by sex and/or gender identity is allowed in certain circumstances, including, but not limited to: housing, locker rooms, bathrooms, choirs or choruses, and fraternities and sororities.

Harassment based upon Sex and/or Gender

Harassment constitutes a form of discrimination that is prohibited by College policy as well as the law. The College of Wooster condemns and will not tolerate discriminatory harassment against any employee, student, visitor, or guest on the basis of any status protected by policy or law. The College will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the College may also impose sanctions on the harasser through application of the process described below. The College's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent/pervasive, and objectively offensive such that it interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities.

The College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behaviors may or may not result in the imposition of discipline under College policy, but may still be addressed through supervisory conversations, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Director of Human Resources and students should contact the Director of Student Rights and Responsibilities.

Sexual Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one or more of the following conditions are present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or any aspect of a College program or activity; or
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently severe, pervasive, or persistent and objectively offensive as to create an intimidating, hostile, demeaning, or

sexually offensive working, academic, residential, or social environment under both an objective and subjective standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, that may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

A single experience of sexual harassment alone may create a hostile environment if the experience is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of experiences to create a hostile environment. The determination of whether an environment is “hostile” will be based on the totality of the circumstances, including, but not limited to:

- The frequency of the speech or conduct;
- The nature and severity of the speech or conduct;
- Whether the speech or conduct was physically threatening;
- Whether the speech or conduct was demeaning;
- The effect of the speech or conduct on the complainant’s mental and/or emotional state;
- Whether the speech or conduct was directed at more than one person;
- Whether the speech or conduct arose in the context of other discriminatory conduct.

Non-Consensual Sexual Intercourse

Defined as:

- any sexual penetration or intercourse (anal, oral, or vaginal);
- however slight;
- with any object;
- by a person upon another person;
- that is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

The Ohio Revised Code (ORC) defines sexual conduct as, “vaginal intercourse between a male and a female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another.” This definition is applicable to criminal prosecutions for sexual conduct (including rape, sexual battery, and unlawful sexual conduct with a minor) in Ohio, but may differ from the definition used by The College of Wooster to address policy violations.

Non-Consensual Sexual Contact

Defined as:

- any intentional sexual touching;
- however slight;
- with any object;
- by a person upon another person;
- that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

Sexual Exploitation

Sexual exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another person or persons. Examples of sexual exploitation include, but are not limited to:

- Taking advantage of another's sexuality; threatening to disclose an individual's sexual orientation or gender;
- Causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give or deny consent to sexual activity;
- Extending the bounds of consensual sexual contact without the knowledge of the other individual, e.g. knowingly failing to use contraception without the other party's knowledge;
- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed);
- Taking pictures of or video or audio recording another in a sexual act, or in any other private activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (including, but not limited to, allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures or video without the consent of all involved individuals);
- Prostitution: defined as the exchange of sexual acts for money, drugs, or other compensation or the facilitation of prostitution of another individual;
- Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection (STI) and without informing the other person of the infection;
- Encouraging or permitting another person to engage in non-consensual sexual activity.

Indecent Exposure

A person commits indecent exposure if that person exposes their genitals in a sexually explicit manner in any public place or in any place where there are other persons present under circumstances in which one knows or reasonably should know that this conduct is likely to offend or alarm others.

Stalking

Stalking is defined as repetitive and menacing pursuit, following, harassing and/or interfering with the peace and/or safety of another.

Cyber-stalking is a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used. Cyber-stalking is considered stalking under this policy if it meets the conditions above.

Hazing

Hazing Defined by The College of Wooster

Any activity, whether or not the act is voluntarily agreed upon, created through a new member process or in conjunction with membership with a student club/organization, sports team, other

group on campus, or new employment, that causes or creates a substantial risk of mental or physical harm, embarrassment, or harassment is prohibited, regardless of the intent or end result of the activity. The College will investigate hazing allegations whether they are reported to have occurred on campus or off-campus. The College will consider an activity to be hazing if the behavior exhibits and/or includes force, coercion, or restrictions on freedom of movement, speech, or the management of daily needs.

Every member of the campus community is required to report any incidents of hazing or suspicions of hazing that come to their attention. Reports may be filed with Security and Protective Services, the Director of Student Rights and Responsibilities, the Dean of Students Office, or the Director of Student Activities and Lowry Center.

Such acts of hazing may include, but are not limited to: forced or coerced use of alcohol or other drugs; creation of excessive fatigue; requiring new members to perform personal service to current members or their partners/friends; requiring new members to call current members, or their partners/friends, by a specific name or nickname or speak a specific phrase when addressing them; physical and psychological acts that embarrass or cause undue stress; restricted movement or assigned to stay in a space for extended period of time; wearing of public apparel or costumes that would not normally be worn; restriction or monitoring of individual member actions; engaging in public stunts; degrading or humiliating games and activities; missions, treasure hunts/scavenger hunts, “kidnapping” or any other activities which are not consistent with the educational mission of the College, or the regulations and policies of the College.

Hazing that is considered to be gender-based or to have a sexual component may be considered a violation of the Anti-Sexual Harassment, Discrimination, and Sexual Misconduct Policy. Bullying that is not gender-based and does not have a sexual component is still prohibited.

Hazing Defined by the State of Ohio

2903.31 Hazing:

As used in this section, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

No person shall recklessly participate in the hazing of another.

No administrator, employee, or faculty member of any primary, secondary, or post-secondary school or of any other educational institution, public or private, shall recklessly permit the hazing of any person.

2307.44 Hazing Civil Liability

Any person who is subjected to hazing, as defined in division (A) of section [2903.31](#) of the Revised Code, may commence a civil action for injury or damages, including mental and physical pain and suffering, that result from the hazing. The action may be brought against any participants in the hazing, any organization whose local or national directors, trustees, or officers authorized, requested, commanded, or tolerated the hazing, and any local or national director, trustee, or officer of the organization who authorized, requested, commanded, or tolerated the hazing. If the hazing involves students in a primary, secondary, or post-secondary school, university, college, or any other educational institution, an action may also be brought against any administrator, employee, or faculty member of the school, university, college, or other educational institution who knew or reasonably should have known of the hazing and

who did not make reasonable attempts to prevent it and against the school, university, college, or other educational institution. If an administrator, employee, or faculty member is found liable in a civil action for hazing, then notwithstanding Chapter 2743. of the Revised Code, the school, university, college, or other educational institution that employed the administrator, employee, or faculty member may also be held liable.

The negligence or consent of the plaintiff or any assumption of the risk by the plaintiff is not a defense to an action brought pursuant to this section. In an action against a school, university, college, or other educational institution, it is an affirmative defense that the school, university, college, or other institution was actively enforcing a policy against hazing at the time the cause of action arose.

Intimate Partner Violence

Intimate partner violence is any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, or domestic relationship, or other intimate encounters. Intimate partner violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientation and all racial, social, and economic backgrounds. Dating violence and domestic violence are both forms of intimate partner violence.

Bullying/Cyberbullying

Repeated and/or severe aggressive behavior likely to intimidate, threaten, or intentionally hurt, control, or diminish another person, physically or mentally is considered to be bullying whether done in person or through electronic means. Bullying that is considered to be gender-based or to have a sexual component may be considered a violation of the Anti-Sexual Harassment, Discrimination, and Sexual Misconduct Policy. Bullying that is not gender-based and does not have a sexual component is still prohibited.

Physical Harm and/or Intimidation

Physical harm and/or intimidation is a purposeful action meant to hurt another person. Examples include, but are not limited to, kicking, punching, hitting with or throwing an object, or biting; threatening physical harm; written or verbal abuse; other conduct that threatens or endangers the health or safety of any person; or implied threats or acts that cause a reasonable fear of harm in another. When these acts occur in the context of intimate partner violence, or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under this policy. Physical harm or intimidation that is not within the context of intimate partner violence or is not based on sex or gender is still prohibited.

CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student or supervisor and employee). Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party create real or perceived impropriety and may be unethical. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy, as consent within any sexual or intimate relationship may be withdrawn at any time. For these reasons, dating, romantic, or sexual relationships between students and faculty or students and coaches, including relationships that occur when the

College is not in session or students are on leave, are prohibited. Faculty and coaches who violate this prohibition are subject to appropriate College adjudication processes and disciplinary action.

For the personal protection of members of the community, relationships in which power differentials are inherent (department chair-faculty, faculty-staff, staff-staff, staff-student, Resident Assistant, and students over whom they have direct responsibility) are generally discouraged. However, if a relationship does exist, individuals with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor. It will likely be necessary to remove the employee from the supervisory or evaluative responsibilities or to shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. While only faculty-student and coach-student relationships are prohibited by this policy, failure to self-report all other such relationships to a supervisor as required can result in disciplinary action for an employee.

4. Related Concepts and Definitions

Consent

Individuals who choose to engage in sexual activity of any type with another person must first obtain clear consent from that person. Consent is clear, knowing, and voluntary permission. It can only be given by someone who is of legal age and has the capacity to consent.

Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. Consent is active, not passive. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

The following are essential elements of Consent:

- Informed and reciprocal: All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.
- Freely and actively given: consent cannot be obtained through the use of force, coercion, threats, intimidation, pressuring, or by taking advantage of the incapacitation of another individual. Coercion, force, or threat of either invalidates consent.

Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity. Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity in order for the activity to be considered consensual. A current or previous dating relationship is not sufficient to constitute consent.

Consent is not indefinite. Consent may be given initially, but it may be withdrawn by any party at any time. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity. An individual who seeks to withdraw consent must communicate, through clear words or actions, a decision to cease the sexual activity. Once consent is withdrawn or can no longer be given, the sexual activity must cease immediately and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. While consent can be given by words or actions, non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity should not be assumed to be consenting to sexual activity.

- When consent is requested verbally, absence of any explicit verbal response, or presence of a clear non-verbal response, constitutes lack of consent. A verbal "no" constitutes lack of consent, even if it sounds insincere or indecisive. Under this policy, "no" always means "no." "Yes" only means "yes" when it is clear, voluntary, and knowingly given by an individual who has the capacity to give consent.
- If at any time during the sexual activity, any confusion or ambiguity arises as to the willingness of the other individual(s) to proceed, all parties should stop and clarify, verbally, the other's willingness to continue before proceeding with such activity.

Coercion

The act of knowingly or willingly using unreasonable and persistent pressure to compel a person to initiate or continue sexual activity against their will is coercion. Coercion is generally non-physical and can include a wide range of behaviors, including threat of physical or emotional harm to the individual, the individual's friends or family, or significant threat to the individual's property, abuse of power relationships, intimidation, manipulation, threats, and blackmail. Coercion may be emotional, intellectual, psychological, or moral.

Force

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom to choose whether or not they will participate in sexual activity.

Incapacitation

A person that lacks the ability to make informed, rational judgements and cannot consent to sexual activity is incapacitated. Incapacity can occur for many reasons, including when an individual is asleep or unconscious. Where alcohol and drugs are involved, incapacitation is beyond a state of intoxication. If the person cannot understand the "who, what, when, where, why, or how" of sexual interaction, they are incapacitated. An individual who engages in sexual activity when the individual knows, or should have known, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the other party.

TITLE IX COORDINATOR AND DEPUTY TITLE IX COORDINATOR(S)

The Title IX Administrators will be informed of all non-confidential reports of prohibited conduct under this policy, and will oversee the College's centralized review, investigation, and resolution of those reports to ensure the College's compliance with Title IX and the effective implementation of this policy. All references to actions by the Title IX Coordinator may be performed by the Title IX Coordinator or Deputy Title IX Coordinator.

The Title IX administrators are:

- Knowledgeable and trained in College policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant or a respondent, about the courses of action, formal or informal, available at the College and in the community;

- Available to provide assistance to any College employee regarding how to respond appropriately to a report of prohibited conduct;
- Responsible for monitoring full compliance with all procedural requirements, record keeping, and timeframes outlined in this policy;
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture; and,
- Responsible for facilitating periodic review of this policy as needed to maintain compliance with state and federal law.

The Title IX Coordinator is the individual responsible for the coordination and administration of Wooster's non-discrimination and harassment policies. The Title IX Coordinator monitors overall compliance with Title IX, ensures appropriate action is taken to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to provide information regarding policies, process, procedure, and support resources.

The Deputy Coordinator ensures appropriate training and education for the campus community and oversees the College's investigation, response, and resolution of reports made under the College's policy. The Deputy Title IX Coordinator is available to provide information regarding policies, process, procedure, and support resources.

The Title IX administrators are:

- Lori Makin-Byrd, Title IX Coordinator; Director of Sexual Violence Prevention and Response; lmakin-byrd@wooster.edu; Longbrake Wellness; (330) 263-2017
- Jess Ettell Irvine, Director of Student Rights and Responsibilities; Deputy Title IX Coordinator; jettell@wooster.edu; Office of Campus Life, Lowry Center; (330) 263-2501

5. Resources and Reporting

College of Wooster officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and responsible reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and support without any obligation to inform an outside agency or individual unless a complainant has requested information be shared (legal limits on confidentiality, including, but not limited to, situations in which there is a report of child abuse or direct threat of harm to self or others, still apply).

At the time a report is made, a complainant does not have to decide whether or not to request any particular course of action, nor does a complainant need to know how to identify what happened. The College provides support that can assist a complainant in making these important decisions. To the extent possible, the College will respect a complainant's autonomy in deciding how/if they wish to proceed. When a threat of harm exists to the complainant or to other members of the campus community, the College may have to proceed with actions in spite of the complainant's request.

The College's policy, definitions, and burden of proof may differ from Ohio criminal law. A complainant may seek resolution through the College's resolution process, may pursue criminal action, may choose one but not the other, may pursue neither process, or may choose both options. Neither law enforcement's determination whether or not to prosecute a respondent nor the outcome of any criminal prosecution are determinative of whether

prohibited conduct has occurred under this policy. Proceedings under this policy may be carried out prior to, concurrent with, or (in rare cases) subsequent to, civil or criminal proceedings off campus.

Reporting to Local Law Enforcement

A Title IX administrator or representative of Security and Protective Services will assist a complainant, at the complainant's request, in contacting local law enforcement and will coordinate with law enforcement agencies if a complainant decides to pursue the criminal process. A complainant has the right to notify, or decline to notify, law enforcement, under VAWA. Felonies reported to the College, except to confidential resources, must be reported to law enforcement by the College, as required by Ohio law (Ohio Revised Code 2921.22). The complainant may decline to participate in a law enforcement investigation.

Campus Reporting Options

Title IX Administrators

To enable the College to respond to all reports in a prompt and equitable manner, the College encourages all students to report violations of this policy directly to the Title IX Coordinator or Deputy Title IX Coordinator. Employees are encouraged to report directly to the Title IX Coordinator. However, the College recognizes that a student or employee may choose to report to any trusted employee of the College. All College employees, except those who are designated as confidential resources, are considered "responsible employees" under Title IX and are required to share all known information related to a report, including the identities of the parties with the Title IX Coordinator.

Student employees/volunteers who have responsibility for the welfare of other students, including Resident Assistants, are required to report all known information. Other student employees who receive information within the context of their employment are required to report to the Title IX Coordinator.

Reports should be made to:

- Lori Makin-Byrd, Title IX Coordinator; Director of Sexual Violence Prevention and Response; lmakin-byrd@wooster.edu; Longbrake Wellness; (330) 263-2017
- Jess Ettell Irvine, Director of Student Rights and Responsibilities; Deputy Title IX Coordinator; jettell@wooster.edu; Office of Campus Life, Lowry Center; (330) 263-2501

Security and Protective Services

The Security and Protective Services Department provides law enforcement response, crime prevention education, and security services to the campus community. The department also works closely with the Wooster Police Department, Wooster Fire Department, and other College offices to provide such services and resources to the Wooster community.

Reports can also be made directly to Security and Protective Services, 24 hours a day, 7 days a week:

- Security and Protective Services; Culbertson/Slater complex, 602 East Wayne Avenue; (330) 263-2590

Confidential Reporting On-Campus

If a reporting party would like the details of an experience to be kept anonymous (no personally identifiable information to be shared), the reporting party may speak with a “confidential employee.” A “confidential employee” is a licensed medical, clinical, or mental health professional, or ordained clergy member fulfilling their role under that licensure or ordination. A “confidential employee” will not disclose a report to the College unless there is written consent to do so from the patient/client, there is the risk of imminent threat of harm to self or others, or there is reasonable suspicion of abuse of a minor (someone under the age of 18, or under the age of 21 with a developmental disability or physical impairment).

All employees in the Longbrake Student Wellness Center (with the exception of the Title IX Coordinator) as well as the College’s chaplain are “confidential employees.”

Off-Campus

A person may also speak with off-campus resources such as: off-campus local rape crisis counselors; intimate partner violence resources; local or state assistance agencies; or on- or off-campus members of the clergy.

Consistent with the Clery Act, any data collected from “confidential employees” about the disclosures of prohibited conduct will be done in an aggregate manner and in a way that does not reveal personally identifying information about the reporting party to include in annual crime statistics, address any systemic concerns, and/or inform training and educational programs.

Online Reporting Form

Any individual may also report using the College’s online reporting form (available at <http://wooster.edu/offices/titleix/>). A report can be made without disclosing one’s own name, identifying the responding party, or requesting any action. Depending on the level of information provided about the experience or the individuals involved, anonymous reporting may limit the College’s ability to respond or take further action. As with all other reports, anonymous reports will be shared with the Title IX Coordinator. Where there is sufficient information, the College will ensure that anonymous reports are reviewed and included for compliance with the Clery Act.

Employees who have a duty to report information to the Title IX Coordinator may not make such reports anonymously.

INTERIM MEASURES AND SUPPORT

The College of Wooster will implement initial remedial and responsive and/or protective actions upon notice of reported harassment, retaliation, and/or discrimination whether or not charges are initiated through the College’s conduct system and/or the state criminal system. Persons who make a complaint (complainants) and those against whom a complaint is filed (respondents) have the same remedial actions available to them when appropriate.

The specific interim measures implemented and the process for implementing those measures will vary depending on the facts of each case. The College will consider a number of factors in determining what interim measures to take, including, for example, the specific need expressed by the complainant; the age of the individuals involved; the severity or pervasiveness of the allegations; any continuing effects on the complainant; whether the complainant and alleged respondent share the same residence hall, class, transportation, office space, or job location; and whether other conduct measures have been taken to protect the complainant (e.g., civil protection orders). In general, when taking interim measures, the College will minimize the burden on the complainant.

Such actions could include but are not limited to: no contact orders, counseling and/or medical services, academic support, living arrangement adjustments, a campus escort, academic or work schedule and assignment accommodations, safety planning, and/or referral to campus and community support resources. The College of Wooster will take additional, prompt, remedial, and/or disciplinary action with respect to any member of the community, guest, or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

During an investigation and until resolution of the matter, the Vice President for Student Affairs/Dean of Students, or designee, may impose an interim suspension in consultation with the Title IX Coordinator. This interim suspension may be from all or any portion of College premises, College related activities, and/or student organization activities. This will occur when the Vice President for Student Affairs/Dean of Students, or designee, has reasonable cause to believe that an individual, group of students, or a student organization, and their presence on College property or at College-related events poses a risk of harm or disruption to the safety and/or security of others, to property, and/or the orderly functions of the College. This temporary suspension will be confirmed by a written statement and shall remain in effect until the conclusion of an investigation and conduct process.

Students that are removed from campus may, within three business days of the suspension, petition the Vice President for Student Affairs/Dean of Students for reinstatement. The petition must be in writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, a risk of harm and/or disruption to others, or to property. A decision on such petition will be made by the Vice President for Student Affairs/Dean of Students or designee.

Similarly, the College may impose leave for any employee at the discretion of the Associate Vice President of Human Resources (staff) and/or the Provost (faculty) in consultation with the Title IX Coordinator. Such leave will be structured at the College's discretion. The College will collaborate with the appropriate department or division head in structuring the leave.

PRELIMINARY INFORMATION

Timing of Complaints

All complainants are strongly encouraged to report sexual misconduct in a timely manner in order to maximize resources and support and to begin the investigation process efficiently to provide a thorough, impartial, and reliable investigation. If the respondent is a current College of Wooster student or employee, there is no time limit for filing a complaint to initiate the process. If a respondent is approaching graduation, the College reserves the right to withhold that student's College of Wooster degree pending the conclusion of the resolution process.

Filing a Criminal Complaint

The College of Wooster strongly recommends that all complainants who have experienced a criminal offense report to local law enforcement agencies. The College will not require an individual to speak with law enforcement officials. The filing and process for addressing sexual misconduct outside of the College's resolution process is a separate entity from the College. The College will not wait for a conclusion from local law enforcement for any criminal investigation or impending court proceedings. Law enforcement's determination of whether or not to initiate prosecution will hold no weight on the College's decision to charge a respondent through the College conduct process if it is believed that a violation of the College's sexual misconduct policy may have occurred.

Should either party wish to cooperate with local law enforcement in a criminal investigation pertaining to a matter of sexual misconduct, they may do so under the guidance of the appropriate legal authority(ies) without fear of penalty by The College of Wooster for violating a no contact order issued by the College.

Effect of a Complaint on the Respondent

If a respondent is a current student, no notation will be placed on the respondent's personnel record of a complaint of pending disciplinary action prior to the conclusion of the resolution process. If a respondent chooses to withdraw from the College prior to the completion of the resolution process, a notation will be made in the student's personnel record that a withdrawal occurred with pending investigation and/or with a pending disciplinary action.

Amnesty for Minor Policy Violations

The College community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, the College pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident. The use of alcohol or other drugs does not justify sexual misconduct, and a person who was incapacitated due to the use of alcohol or other drugs cannot consent to sexual activity.

Students: Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might be hesitant to help take a sexual misconduct victim to Security and Protective Services). The College pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need. The full policy is posted online: <http://wooster.edu/students/get-help/medical-assistance/>.

Employees: Sometimes, employees are also hesitant to report harassment or discrimination they have experienced for fear that they may get themselves in trouble. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might be hesitant to report the incident to College officials. The institution may, at its discretion, offer employee reporting parties amnesty from some policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to witnesses on a case-by-case basis.

Advisors/Support Persons

A complainant or a respondent has the right to an advisor/support person of their choice. A complainant or respondent may select one advisor/support person of their choice (College provided or personal selection) to accompany them to meetings addressing the complaint. In order to protect the privacy of all parties involved, multiple advisors/support persons are not permitted.

Attorneys are permitted to act as advisors if the party chooses, at the party's own expense. The College does not provide or pay for attorneys as advisors. All advisors are subject to the same campus rules, whether they are attorneys or not. When an advisor is chosen, they will be provided a copy of the rules to review and sign. The advisor's role in any meeting or hearing is limited to privately conferring with or writing notes to the complainant or respondent, as long as they do not disrupt the process. For longer or more involved discussions, the parties

and their advisors should ask for breaks or step out of meetings to allow for private conversation. The advisor may not submit material or speak on behalf of the party and may not address any other participant or the hearing panel. A witness may not serve as an advisor/support person.

Advisors are expected to refrain from interferences with the investigation and resolution. Any advisor who steps out of their role will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting or hearing, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated or may be replaced by a different advisor.

The College does not guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

As a component of investigations and hearing cases, access to documentation may be necessary. The College provides a consent form that authorizes such access. The parties and all individuals protected by FERPA whose personally identifiable information is contained in the documents must complete this form before the College is able to share records with an advisor. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

The College expects an advisor to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an advisor's inability to attend. The College will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video, and/or virtual meeting as may be convenient and available.

PARTICIPATION BY REPORTING PARTY, RESPONDING PARTY, AND/OR WITNESSES

Any party involved in a sexual misconduct complaint has the right to decline participation in the investigation or complaint process. It is important to note that the College may continue with an investigation without the complainant's and/or respondent's participation. Lack of participation may result in an outcome that precludes a complainant or respondent from appealing the outcomes of the process. As appropriate, the Vice President/Dean of Students (or designee), the Associate Vice President for Human Resources (or designee), or the Provost (or designee) will make this determination.

RETALIATION

Retaliation is words or actions taken in response to reporting of a policy violation or participation in the College's complaint process or the follow up to a complaint. Retaliation will be a violation of this policy when it is sufficiently serious (e.g., severe and/or pervasive) to discourage a reasonable person from accessing their rights under this policy. The protection against retaliation applies to both parties and to all witnesses. All persons who believe they have been subjected to retaliation under this policy are encouraged and entitled to seek support, utilize available resources, and come forward with their concern or complaint.

Behavior that may be considered retaliatory includes but is not limited to:

- Discouraging an individual from reporting an incident;
- Discouraging witness participation;
- Threatening or intimidating a participant in a complaint, investigation, and/or hearing;
- Intentionally causing negative consequences for a participant in a complaint, investigation, and/or hearing

REQUEST FOR ANONYMITY WHEN REPORTING SEXUAL MISCONDUCT

A complainant may desire to report sexual misconduct to the College, but wish to maintain anonymity. In these cases, the Title IX administrators will evaluate and review this request. The Title IX administrators will review the allegations, keeping in mind the necessary balance of the complainant's request while also recognizing the College's obligation to provide a safe environment for the Wooster community. Circumstances that will be considered include, but are not limited to: seriousness of the conduct, the roles of the complainant and respondent at the College, the presence of violence and/or weapons, and if other complaints or reports have been made against the respondent.

The College will take all reasonable steps to investigate and respond to allegations of sexual misconduct, but may be limited if a complainant requests anonymity, and it is granted. In cases where anonymity cannot be granted, the complainant will be notified in writing of the chosen course of action, and they will be given the option to opt out of participating in the process.

CONFIDENTIALITY AND PRIVACY REGARDING REPORTS OF SEXUAL MISCONDUCT

Privacy generally means that information related to a report of sexual misconduct will only be shared with those College employees and external investigators, if applicable, who "need to know" in order to assist in the active review, investigation, or resolution of the report, including the issuance of interim measures. The College will determine which employees have a legitimate need to know about individual complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual or as otherwise permitted or required by law. These designated professionals have the right to maintain privileged conversations under state law. Confidential resources include licensed medical professionals, mental health professionals, and ordained clergy.

There are limits to confidentiality and they include:

Mandatory Reporting of Child Abuse

All Wooster employees, including confidential resources, are required to immediately report any knowledge or reasonable suspicion that a minor (someone under 18 years old or under the age of 21 with a developmental disability or physical impairment) is experiencing abuse or neglect based on information shared by the minor, any other individual, or one's own observations or knowledge. Any Wooster employee suspecting abuse or neglect is required to bring all suspicions to the immediate attention of the Director of Security and Protective Services and the Title IX Coordinator. Wooster community members who are not employees are strongly encouraged to report any knowledge or reasonable suspicion of child abuse to the Director of Security and Protective Services or to law enforcement. In addition to notifying the Title IX Coordinator and the Director of Security and Protective Services, College employees must make a direct report to the Wayne County Children's Services Child Abuse Hotline at Report Abuse: 330-345-5340 / 1-855-642-4453 (855-O-H-CHILD).

Ohio Felony Reporting Requirement

Under Ohio law, most individuals must report felonies, including sexual violence. This legal requirement means that the Title IX Coordinator or Security and Protective Services must report knowledge of any felony to the Wooster Police Department. Where the College makes a report to law enforcement under this section, the College will communicate with the complainant what information and when the information was reported to law enforcement. To the extent reasonably possible, the College will communicate with the complainant in advance of any report to law enforcement. The complainant may choose whether and how to participate in any subsequent criminal investigation if one results.

Ohio Medical Professional Reporting Requirements

In Ohio, medical professionals have distinct legally mandated reporting responsibilities. Where a medical professional knows or has reasonable cause to believe that serious physical harm resulted from an offense of violence, the medical professional is required to make a report to law enforcement. Medical professionals must deem a patient medically stable before reporting and must communicate to the patient that the patient does not have to report and/or speak to the police. If the patient chooses not to speak to police at the time of the medical examination, the medical professional does not need to report the patient's name - only the date, general time, and general location of the experience.

Risk of Harm to Self or Others

Mental health professionals are required to disclose information where there is an imminent threat of the client harming themselves or others.

DISCLOSURE MANDATES

Clery Act Reporting

All higher education institutions that receive federal funding, including the College, are obligated to issue publicly an Annual Security Report (“ASR”) which identifies the number of federally specified crimes on campus, on College property, or adjacent to campus. The ASR does not include identifying information about the persons involved in such incidents. The report provides anonymous statistical information for certain offenses that have been reported at campus locations.

Timely Warnings

A “timely warning” is a campus-wide notification to alert the campus community of a serious or continuing threat on campus. A timely warning issued in response to a report of sexual misconduct does not include identifying information about the complainant. However, it may include identifying information about a respondent if appropriate.

FILING A COMPLAINT

Individual

Any person who believes they have been subjected to conduct that is in violation of the sexual misconduct policy by a member of the College community has the right to file a complaint against that person.

A person who has not been harmed, but has information about an allegation of sexual misconduct may also file a report. A person who makes such a report will be referred to as “the reporter”.

Relevance of Information

A complainant’s or respondent’s prior or subsequent sexual activity is typically not relevant to the complaint. There may be limited exception made in regard to the sexual history between

the parties. Additionally, previous good faith allegations and/or findings will be considered as potential evidence of pattern and/or predatory conduct.

“Character statements” will not be accepted for either party during a resolution or adjudication process. Only information that is relevant to the complaint being investigated will be considered.

PRIVACY AND ACCESS TO RECORDS

All parties involved in a hearing are required to keep private all information learned in preparation for the hearing and at the hearing. Consistent with the Family Educational Rights and Privacy Act (FERPA) regulations, the parties, panel members, advisers, and external decision-makers may not share any copies of documents. All copies of documents provided must be returned to the College at the conclusion of the hearing and any appeals, and parties must certify that they have not kept a hard copy or electronic copy. Any violation of this obligation is subject to disciplinary action by the College. (The complainant and the respondent may retain a copy of the investigator’s report.)

This section does not prohibit the complainant or the respondent from disclosing or discussing the complaint and/or the outcome of the resolution process.

RECORD RETENTION

The College will retain all records relating to a report of prohibited conduct for a period of seven years (7) after the date the report was received. The College will retain all such records indefinitely in cases in which the respondent was found to have violated the Policy and was expelled. All recorded reports of sexual misconduct will be stored by the Title IX Coordinator in a locked, secure location and/or in a secure digital database. Records related to student conduct, hearings and/or sanctions will be stored in the Office of Student Rights and Responsibilities in a locked, secure location and/or in a secure digital database.

D. PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION

1. Timeline of the Sexual Misconduct Process

It is a goal to resolve complaints under the policy within 60 business days from notice of report. The timeframe will exclude the days that classes are not in session. The timeframe will vary depending on complexity of the case, availability of witnesses, and certain times of the academic year. The College may extend an investigation process for reasonable circumstances and will provide this information to the complainant and respondent in writing. The 60-day window will not include appeals that may be filed.

2. Investigations

Investigations may take at least 21 business days to complete. During the investigation, both parties have the opportunity to present witnesses and other evidence. Witnesses should not be presented if they are only “character” witnesses. A witness must have relevant information pertaining to the allegations.

The investigation process does not allow for a party to have a full list of witnesses that are being interviewed as part of the investigation. Both parties and witnesses should provide all information to the investigator and Title IX administrators during their meetings. A witness may be brought forward at any time by either party or requested by the investigator through information disclosed in interviews.

During an investigation and until resolution has been determined, actions may be issued as deemed appropriate for the safety and well-being of the parties involved and the campus community. These may include a no contact order, parameters to set access to campus facilities for both parties, and/or removal from or reassignment of residential or employment space. In cases where allegations are severe or egregious, the Vice President for Student Affairs/Dean of Students, or their designee, or Associate Vice President for Human Resources, or their designee, or the Provost, or their designee, may impose an interim suspension.

Intake Meeting

A Title IX administrator will conduct an intake meeting with the complainant and respondent separately. As is appropriate, the intake meeting may also include other employees, specifically the Deputy Title IX Coordinator, a representative from the Provost's office, and/or a representative from Human Resources. The complainant and respondent may request to meet solely with the Title IX Administrator.

The intake meeting with the complainant will:

- Discuss immediate concerns for physical safety and emotional well-being.
- Notify complainant of their option (and right to decline) to file a report with local law enforcement agencies, seek medical treatment off-campus, and the importance of preserving evidence, as is applicable to the reported incident. The Title IX administrator will provide resources if a complainant wants assistance contacting any of these agencies.
- Provide information for confidential and private reporting options on-campus and off-campus.
- Provide written information about resources, interim measures, and remedies both on-campus and off-campus including, but not limited to, counseling services, health and mental health services, victim advocacy, legal assistance, housing accommodations, academic support, no contact orders and protective measures, campus safety escorts, work situations, transportation, visa and immigration assistance, and student financial aid, regardless of whether a formal report is made to the College or local law enforcement.
- Provide an overview of the procedure, process, and options for resolution.
- Explain the right to an advisor of choice/support person. A list of trained College advisors will also be reviewed.
- Discuss if there is pattern evidence or other similar conduct by the respondent (if known at the time of intake).
- If anonymity is requested by the complainant, the conditions and limits of anonymity are discussed, as well as whether anonymity is appropriate for the reported incident.
- Explain the applicability of the College's amnesty policy.
- Explain retaliation and the prohibition of it.
- Discuss the Clery Act and Ohio Revised Code obligations. Complainant's personally identifiable information will never be shared with the campus community and/or with local law enforcement unless requested.

This information will also be provided in writing.

The Title IX administrator will ask questions to gain a basic understanding of the reported sexual misconduct. The questions will address the key facts to appropriately assess and determine next steps moving forward. If a complainant wants to move forward with a formal complaint, the Title IX administrator will determine if the complaint meets the following:

- Does the information provided constitute a violation of the College's sexual misconduct policy?
- Should the College proceed with formal resolution or informal resolution?

The determination for next steps will be made within three (3) business days of the intake meeting, and the complainant will be notified in writing of next steps.

The intake meeting with the respondent will:

- Discuss immediate concerns for physical safety and emotional well-being.
- Notify respondent that the complainant has the option (and right to decline) to file a report with local law enforcement agencies and seek medical treatment off-campus.
- Notify the respondent of the allegations of the complaint.
- Provide information about resources, interim measures, and remedies both on-campus and off-campus including, but not limited to, counseling services, housing accommodations, academic support, no contact orders, campus safety escorts, work situations, and transportation, regardless of whether a formal report is made with the College or local law enforcement.
- Provide an overview of the procedures, process, and options for resolution.
- Explain the right to an advisor of choice/support person. A list of trained College advisors will also be reviewed.
- Discuss if there is a pattern evidence or other similar conduct by the respondent.
- Explain the applicability of the College's medical assistance amnesty policy.
- Explain retaliation and the prohibition of it.
- Discuss the Clery Act and Ohio Revised Code obligations.

This information will also be provided in writing.

If the Title IX administrator determines that there is need for a formal resolution, then the College will proceed with initiating a formal investigation.

Formal Investigation

Both parties will typically receive notice in writing that a formal investigation is commencing within three (3) business days of the intake meeting. The notice will include:

- Complainant's name
- Respondent's name
- Reported policy violation(s)
- Date(s) and time(s) of reported policy violation(s)
- Location(s) of reported policy violation(s)
- Information about the investigator
- Opportunity to provide a list of witnesses who have relevant information to the allegations.

If the Respondent has failed to respond to meeting requests, the notification will also include:

- Information about resources, interim measures, and remedies both on-campus and off-campus including, but not limited to, counseling services, housing accommodations, academic support, no contact orders, campus safety escorts, work situations, and transportation, regardless of whether a formal report is made with the College or local law enforcement.
- Any interim measures that have been enacted.

- Notification that the complainant has the option (and right to decline) to file a report with local law enforcement agencies and seek medical treatment off-campus.
- Overview of the procedures, process, and options for resolution.
- The right to an advisor of choice/support person. A list of trained College advisors will also be provided.
- Explanation of the applicability of the College's medical assistance amnesty policy.
- Explanation of retaliation and the prohibition of it.
- The Clery Act and Ohio Revised Code obligations.

The investigation process varies depending on the role of the individuals involved. When the complaint that is made is a cross-constituent complaint, the process followed is the process associated with the role of the respondent.

Student Respondent: The investigation will generally involve meeting with the complainant, respondent, and witnesses separately to conduct interviews, collect information, and clarify information as shared with the investigator from all persons involved. The complainant and respondent receive a copy of their respective statement to review and may make corrections or amendments. Complainants and respondents may provide lists of relevant witnesses. The investigator, in consultation with the Title IX Coordinator, will make the final determination regarding relevance of witnesses. After their statements have been confirmed, the College will provide a complete copy of the investigator's report to the complainant and respondent. Each party will have the opportunity to respond to the other's statement and/or dispute or correct information in the report. Once that is complete, the Title IX Coordinator will forward the report to the Dean of Students Office for adjudication through the College's conduct system. The Director of Student Rights and Responsibility and the Director of Security and Protective Services (or designees), in consultation with the Title IX Coordinator, will conduct a policy analysis prior to issuing a Charge Letter. The policy analysis will determine if the complainant's report, as detailed by the complainant, meets the criteria for a violation of policy. The policy analysis will not include the weighing of evidence, assessment of credibility, determinations of finding, or a discussion of any possible sanctions.

At-Will Employee Respondent: The investigation will generally involve meeting with the complainant, respondent, and witnesses separately to conduct interviews, collect information, and clarify information as shared with the investigator from all persons involved. The Title IX Coordinator will forward the report to Human Resources for resolution.

Tenured or Tenure-Track Faculty Respondent: The investigation will generally involve meeting with the complainant, respondent, and witnesses separately to conduct interviews, collect information, and clarify information as shared with the investigator from all persons involved. The Title IX Coordinator will forward the report to Human Resources and the Provost for resolution.

3. Resolutions

Informal Resolution

There are times when informal resolution to a complaint is appropriate. When appropriate, informal resolution is available regardless of the role (i.e. student, at-will employee, or tenured/tenure-track faculty) of the individuals involved. The informal resolution process is designed to eliminate a hostile environment without taking formal disciplinary action against a respondent. Where the initial assessment concludes that informal resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to

maximize the complainant's access to the educational, extracurricular, and employment activities at the College and to eliminate a hostile environment.

Participation in informal resolution is voluntary, and a complainant or respondent can request to end informal resolution at any time. Pursuing informal resolution does not preclude later use of formal resolution if the informal resolution fails to achieve a resolution acceptable to the parties and to the College and/or one party violates the terms of the informal resolution. The Title IX Coordinator may refer a report for formal resolution at any time and retains the discretion to determine the type of informal resolution that may be appropriate in a specific case.

As part of informal resolution, the Title IX Coordinator may:

- Resolve the report through the implementation of remedies when there is sufficient information about the nature and scope of the conduct to support such a response.
- Act promptly to meet with the parties involved to inform them of the corrective actions.

Remedies may include any option outlined in the Interim Measures and Support section of this policy. Other potential remedies include targeted or broad-based educational programming or training, supported direct confrontation of the respondent, mediation when appropriate (not used in cases of sexual violence), and/or indirect action by the Title IX Coordinator or the College.

Depending on the form of resolution, it may be possible for a complainant to maintain anonymity.

Formal Resolution

The formal resolution process varies depending on the role of the individuals involved. When the complaint that is made is a cross-constituent complaint, the process followed is the process associated with the role of the respondent.

Student Respondent: Formal resolution of a complaint involves adjudication of the complaint through a Conduct Hearing Panel. A Conduct Hearing Panel is comprised of no less than three voting members. The voting members are either faculty or staff and have received student conduct adjudication training as well as education about trauma-informed response to sexual misconduct.

A complainant and/or respondent may challenge the participation of a Conduct Hearing Panel member because of perceived conflict of interest, bias, or prejudice. Such challenges, including rationale, must be made to the Director of Student Rights and Responsibilities at least 48 hours prior to the commencement of the hearing. It should be noted that in these cases, the hearing may be delayed to determine an appropriate replacement for any removed panel member. At its discretion, the Director of Student Rights and Responsibilities will determine whether a panelist should be replaced or not. A panelist will be replaced when they recuse themselves or when it is determined that their bias precludes an impartial hearing of the allegation.

A respondent, complainant, advisor of choice, and/or witness may not bring electronic devices that capture or facilitate communication (e.g., computer, cell

phone, audio/video recorder, etc.) into a hearing room. The panel will make an audio recording of the hearing to be kept on file in a secure location in the and/or in a secure database management system for at least seven years. Files related to cases of sexual misconduct may be kept indefinitely. Reasonable care will be taken to create a quality audio recording and minimize technical problems; however, technical problems that result in no recording or an inaudible one will not be a valid argument for appeal.

The Panel will determine what witnesses to call, if any. Either the complainant or respondent may request the calling of specific witnesses to the Panel. It is the expectation of the College that all relevant witnesses will have participated in the prior investigation. The request for witness participation in the Conduct Hearing Panel will be submitted in writing and should address the information that will be presented by the witness that is above and beyond what was gathered by the investigation as well as rationale for why a witness was unable to participate in the prior investigation (if applicable).

All questions must be related to policy elements of the violations being charged or related to content/clarification of the case materials. Questions related to personal character are not relevant and are not permitted.

A complainant and respondent will not be in the room together at any time. The parties may not question each other or other witnesses directly, but may raise questions to be asked of that party through the Conduct Hearing Panel which will determine whether to proceed with the question. The Conduct Hearing Panel determines the relevancy of the questions and may deny the request for the question. If a request is denied, reasoning will be provided to the requesting party.

Following the resolution of the Conduct Hearing Panel, the respondent will receive a written notification of the outcome within 5 business days. In cases involving intimate partner violence, stalking, or sexual assault, both the complainant and the respondent will receive simultaneous written notification of the outcome within 5 business days. Either the respondent or the complainant may appeal the decision within five (5) business days of the notification of the outcome. An appeal can be made for one of three reasons: 1) New evidence that was not available at the time of investigation or hearing that could substantially impact the original finding or sanction, 2) Procedural error that significantly impacted the outcome of the hearing, or 3) Sanctions imposed are substantially outside the parameters or guidelines set by the College for this policy violation or the cumulative conduct record of the responding student. Appeals must be made in writing to the Dean of Students and Vice President for Student Life. Appeals will be reviewed by the Dean of Students or their designee. If the appellate officer deems that the appeal does not have standing, there will be no change to the original finding or sanction. If the appeal officer deems that the appeal does have standing, they may decide on the appeal directly, may remand the question back to the original hearing body, or may convene a new hearing body to make a final determination. Any decision made from this process is final. Both the complainant and respondent will receive simultaneous written notification if there is any change to the original outcome and will also receive notification when the decision is made final.

Either the respondent or the complainant may appeal the decision within five (5) business days of the notification of the outcome. An appeal can be made for one

of three reasons: 1) New evidence that was not available at the time of investigation or hearing that could substantially impact the original finding or sanction, 2) Procedural error that significantly impacted the outcome of the hearing, or 3) Sanctions imposed are substantially outside the parameters or guidelines set by the College for this policy violation or the cumulative conduct record of the responding student. Appeals must be made in writing to the Dean of Students and Vice President for Student Life. Appeals will be reviewed by the Dean of Students or their designee. If the appellate officer deems that the appeal does not have standing, there will be no change to the original finding or sanction. If the appeal officer deems that the appeal does have standing, they may decide on the appeal directly, may remand the question back to the original hearing body, or may convene a new hearing body to make a final determination. Any decision made from this process is final.

At-Will Employee Respondent: A completed investigation will be referred to Human Resources for resolution.

Tenure/Tenure-Track Faculty Respondent: A completed investigation will be referred to the Office of the Provost for resolution.

4. Standard of Proof

In resolving complaints of discrimination, harassment, and sexual misconduct, the College will use a “preponderance of evidence” standard, which is “more likely than not” that a violation occurred. This is a lower evidentiary standard than that imposed through the local court system which is “beyond a reasonable doubt.”

5. Range of Sanctions

- Hostile Environment: Sanctions range from warning through expulsion/termination.
- Non-Consensual Sexual Contact: Sanctions range from warning through expulsion/termination.
- Non-Consensual Sexual Intercourse: Sanctions typically result in suspension or expulsion/termination.
- Sexual Exploitation: Sanctions range from warning through expulsion/termination.
- Intimate Partner Violence: Sanctions range from warning through expulsion/termination.
- Retaliation: Sanctions range from warning through expulsion/termination.

PROHIBITION ON RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, showing support for a complainant, or for assisting in providing information relevant to a claim of harassment is a serious violation of College of Wooster policies and will be treated as another possible instance of harassment or discrimination.

The College of Wooster is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. Acts of alleged retaliation based on sex or gender should be reported immediately to the Title IX Coordinator or a Deputy Title IX Coordinator; all other complaints of retaliation should be reported to the Secretary of the College. All allegations of retaliation will be investigated promptly.

CRIME STATISTICS

A. UNIFORM CRIME REPORTING (UCR) DEFINITIONS

Appendix A to Subpart D of Part 668—Crime Definitions in Accordance With the Federal Bureau of Investigation's Uniform Crime Reporting Program

The following definitions are to be used for reporting the crimes listed in §668.46, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program. The definitions for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations are from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program. The definitions of fondling, incest, and statutory rape are excerpted from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program. The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program.

Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program

- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Criminal Homicide—Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Criminal Homicide—Murder and Nonnegligent Manslaughter:** The willful (nonnegligent) killing of one human being by another.
- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravate Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)
- **Weapons: Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- **Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

- **Liquor Law Violations:** The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Crime Definitions from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- B. **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- C. **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.

Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program

- **Larceny-Theft (Except Motor Vehicle Theft):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

B. CLERY ACT/VAWA CRIME INCIDENT DEFINITIONS

The Handbook for Campus Safety and Security Reporting – 2016 Edition

- **Murder and None-negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter** – The killing of another person through gross negligence.
- **Sex Offenses, Forcible** – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. This includes Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, and Forcible Fondling, which are defined below.
- **Forcible Rape** – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of

giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- Sexual Assault With An Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- Sex Offenses, Non-forcible – Unlawful, non-forcible sexual intercourse. This includes Incest and Statutory Rape which are defined below.
- Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that the injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.
- Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (including joyriding).
- Liquor Law Violations – The violation of laws or ordinances prohibiting; the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- Drug Abuse Violations – Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbituates, Benzedrine).
- Weapon Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child

in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA; or any other person against an adult or youth who is protected from that person's act under the domestic or family violence laws of the jurisdiction.

- Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of the relationship; and the frequency of interaction between the persons involved in the relationship.
- Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- Hate Crimes – Crimes that manifest evidence the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act and Campus Security Act.
- **CLERY (CAMPUS SECURITY) ACT § 668.46 (a) Additional definitions that apply to Institutional security policies and crime statistics**

Link to Electronic Code of Federal Regulations:

<https://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34:3.1.3.1.34.4.39.6>

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• **CRIME STATISTICS FOR THE COLLEGE OF WOOSTER FOR 2014-2016**

THIS FORMAT WAS CREATED BY THE COUNCIL ON LAW IN HIGHER EDUCATION
and THE NATIONAL CENTER FOR HIGHER EDUCATION RISK MANAGEMENT.

Category	VENUE	2014	2015	2016
CRIMINAL HOMICIDE: Murder and Non- Negligent Manslaughter				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Negligent Manslaughter				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
SEX OFFENSES: Forcible (includes rape)				
	On Campus	6	10	5
	In dormitories or other residential facilities	6	10	5
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
SEX OFFENSES: Fondling				
	On Campus	0	0	2
	In dormitories or other residential facilities	0	0	2
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Non-forcible (includes incest and statutory rape)				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
ROBBERY				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	1

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Category	VENUE	2014	2015	2016
AGGRAVATED ASSAULT				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	1	1	0
BURGLARY				
	On Campus	1	1	1
	In dormitories or other residential facilities	1	1	1
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
ARSON				
	On Campus	0	2	1
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	1
	On public property	0	0	0
MOTOR VEHICLE THEFT				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
ARREST FOR: Liquor Law violations				
	On Campus	10	3	1
	In dormitories or other residential facilities	7	2	1
	In or on non-campus building or property	3	0	0
	On public property	7	4	2
Drug related				
	On Campus	37	39	27
	In dormitories or other residential facilities	29	35	18
	In or on non-campus building or property	8	0	9
	On public property	6	2	4

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Category	VENUE	2014	2015	2016
Weapons				
Possession	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
DISCIPLINARY REFERRALS:				
Liquor Law	On Campus	88	182	131
Violations	In dormitories or other residential facilities	50	137	103
	In or on non-campus building or property	38	0	28
	On public property	4	8	0
Drug related violations				
	On Campus	23	20	37
	In dormitories or other residential facilities	11	17	35
	In or on non-campus building or property	12	0	2
	On public property	6	1	0
Weapons				
Possession	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Domestic Violence				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Dating Violence				
	On Campus	0	0	3
	In dormitories or other residential facilities	0	0	3
	In or on non-campus building or property	0	0	0
	On public property	0	0	0

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Category	VENUE	2014	2015	2016
Stalking				
	On Campus	1	2	1
	In dormitories or other residential facilities	1	1	0
	In or on non-campus building or property	0	0	1
	On public property	0	0	0

HATE CRIME				
CATEGORY	VENUE	2014	2015	2016
Vandalism				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building property	0	0	0
	On public property	0	0	0
Assault				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building property	0	0	0
	On public property	0	0	0
Intimidation				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building property	0	0	0
	On public property	0	0	0
Disorderly Conduct				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building property	0	0	0
	On public property	0	0	0
Sex Offense (forcible)				
	On Campus	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building property	0	0	0
	On public property	0	0	0

KEY TO HATE CRIMES NOTATIONS -- Type of Bias or Prejudice

Race = **ra** Gender = **g** Religion = **re** Sexual Orientation = **s** Ethnicity = **e** Disability = **d**

- **UNFOUNDED CRIME REPORTS**

When a criminal report has been fully investigated by sworn or commissioned law enforcement personnel and, based on the investigation and evidence, a formal determination that the crime report is false or baseless is made, the reported crime becomes “unfounded.” Only sworn or commissioned law enforcement may “unfound” a crime report.

The College has had no criminal reports “unfounded” for the reporting period of this report for the calendar years 2014, 2015, and 2016.

COLLEGE RECORDS and CONFIDENTIALITY

The files and records maintained by all offices of The College of Wooster, whether on paper or stored electronically, contain information that is the property of the College. Because this material is not only crucial to the effectiveness of the offices, but is also sensitive or confidential as well, all those who work with it are expected to observe the highest standard of discretion and confidentiality, protecting both the College’s interest in its records and the privacy of those to whom the information relates.

The following guidelines are intended to illustrate the expected level of care and confidentiality. They should be interpreted not as a detailed code of conduct, but as a minimum statement of expectations for dealing with these materials. Rules and regulations are no substitute for attentiveness, common sense, and high -ethical standards.

Departments are encouraged to create specific guidelines for their information that is regulated by law or College policy and distribute the protocols to the staff members working in the department.

GUIDELINES

The following guidelines apply to all faculty, staff, and student employees with working access to records and files of the College:

Each set of College files and records will be the responsibility of the department head or head of the office principally maintaining the records.

Access to the College’s files and records for inspection or daily work is restricted to current staff members of the College who have a demonstrated “need to know” and who have the permission of the head of the department whose records are to be used.

Excerpted information from the College’s records, other than that already identified to appear in the public domain, is to be disclosed only to current staff members of the College, or to volunteers, and only in cases where the individual’s duties as an employee or volunteer require disclosure of the information. In all cases, disclosure must be approved by the department head. Questions regarding public information should be referred to the Associate Vice President for -College Relations and Marketing.

No disclosure of security details related to the computer systems, including but not limited to username/password combinations, application programs, and data files is to be made to anyone other than an employee of the College. Such knowledge is to be used by those staff members only for the performance of their duties. Alteration of existing computer records or creation of new ones is to be done only after the verification of the accuracy and appropriateness of the changes. Information in records should never knowingly be falsified. The -College’s “Acceptable Use Policy” for computing resources is available online at www.wooster.edu/technology/help/policies/.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), affords students certain rights with respect to their education records. Education records are records that are maintained by the College, and which contain information directly related to the student, with the exception of the following: records that are in the sole possession of an individual, such as a faculty member; law

enforcement records; student employment records; health records; or alumni records. Student rights under FERPA include:

- A. The right to inspect and review the student's education records. Students requesting access to records should submit to the Registrar, Dean of Students, or other appropriate College official a written request that identifies the records they wish to inspect. Within 45 days of the receipt of such written request, the College will make arrangements for access to the requested records and notify the student of the time and the place where the records may be inspected. A fee may be charged for copies.
- B. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be submitted in writing to the College official responsible for the record, clearly identifying the part of the record for which the change is requested, and specifying why the record should be changed. If the College official responsible for the record decides not to amend the record as requested by the student, the official will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- C. The right to provide written consent before the College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to: ex parte orders requiring the release of information to the Attorney General of the United States or his designee in connection with the investigation or prosecution of terrorism crimes; other lawfully issued court orders or subpoenas; disclosure in connection with health or safety emergencies in situations that present imminent danger to a student, other students, or other member of the campus community; the release of directory information as described below; disclosures to the U. S. Citizenship and Immigration Services as required by law; disclosures of the final results of disciplinary proceedings involving violations of College policies concerning crimes of violence and nonforcible sex offenses; disclosures concerning registered sex offenders; upon request, disclosures to officials of another school in which a student seeks or intends to enroll; and disclosures to school officials with legitimate educational interests. In the context of these regulations, a school official with legitimate educational interests is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracts (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
- D. Students have a right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Southwest, Washington, D.C. 20202-4605.
- E. Education records maintained by The College of Wooster include, but not are necessarily limited to, student personnel files, as defined below; transcripts; grade reports; credentials on file in the Career Services Offices; financial aid and treasurer's records; health records; and disciplinary records. Pertinent information relevant to each of these categories is outlined as follows:

- 1. Social Security Numbers

- The College treats social security numbers as confidential information to be used only for its internal purposes. Student social security numbers are only released to external agencies when required by law or with a student's written permission.

2. Student Directory Information

The College designates the following categories of student information as public or directory information. Such information may be disclosed at the College's discretion for appropriate purposes:

- Campus telephone • Leadership positions
- Campus box number • -Participation in officially recognized
- Campus email address activities or sports
- Place of birth • Photographs
- Birthday (but not the year of birth) • Weight and height of members
- Dates of attendance at Wooster of athletic teams
- Major field of study/I.S. title • Most recent previous educational
- Degree awarded agency or institution attended
- Awards received

Any student who desires that any or all such information not be designated as directory information must notify the Dean of Students within five working days of the start of each academic year. The Dean of Students will inform the appropriate administrative offices.

3. Student Personnel Files

Education records maintained by the College include student personnel files. Student personnel files are maintained in the Office of the Dean of Students as a record of a student's progress toward acquiring an academic degree and as a record of personal growth and development while at The College of Wooster. Personnel files assist the College in advising students and, upon the student's request, in the writing of references and recommendations. They also assist the College in its attempt to know its students and to respond appropriately to their needs. Student personnel files are governed by the following guidelines:

The student's right of privacy will be fundamental to the practices employed in acquisition and dissemination of information contained in the student's personnel file:

- a. Records will not be made or retained unless there is demonstrated need for them.
- b. Evaluation of students will be made only by persons who are qualified through professional training and experience. Personal evaluations contained in a student's file will state when the evaluation was made and the name and position of the person who made the evaluation.
- c. Personnel files include transcripts, copies of academic actions, and correspondence; also references or other recommendations written after January 1, 1975. Personnel files do not include financial records of parents, medical records, professional counseling records, or any notes or materials kept in the possession of the writer and not accessible to others.

4. Records Other Than Personnel Files

a. Registrar

- Transcript – A student may see his/her own transcript in the Registrar's Office at any time. The Registrar will not release a copy of a transcript to anyone other than the student without a specific written request from that student except for those College officials who have valid need for access such as Deans, faculty advisers, and the Committee on Academic Standards, or as otherwise required by law.
- Grade Reports – Grade reports are released online at the end of each term to students and to academic advisers. The Family Educational Rights and Privacy Act (FERPA) provides for student control over release of confidential

academic information, including grades. Requests for grade information from sources other than the student must comply with FERPA guidelines for disclosure and release of academic record information. In the event that a parent requests academic information, it must first be established that the student is a dependent as defined by IRS standards.

- Student waiver of FERPA rights and parental verification of dependency is documented by completing the FERPA Release Form posted on the Web page of the Office of the Dean of Students. Prior to processing requests for grades by outside sources, including parents, the Registrar will verify authorized consent to receive confidential information and student consent to waive FERPA rights of protection.

b. Career Services

Credentials on file in the Career Services Office are established at the student's own request and are released for use either within or outside the College only by specific written request of the student or as otherwise required by law. Files are kept active for five years beyond graduation.

c. Financial Aid and Treasurer's Records

A student may request a meeting with the Director of Financial Aid and/or the Accounts Receivable Manager to discuss his/her own records in these areas at any time.

d. Health Records

Health records are maintained in the Longbrake Student Wellness Center for all students enrolled at the College. Such records include the individual's medical history and record of visits to the Center. Materials contained in these files are strictly confidential and governed by the ethics of doctor-patient relationship. The same principles apply to any records kept by the professional counselors. By law, however, such records may be personally reviewed by a physician or other appropriate professional person of the student's choice.

e. Disciplinary Records

Disciplinary records from the Hearing Officer, Campus Judicial Board, or Dean's Hearing Board are maintained in a central file in the Dean of Students Office. Those records are confidential and are released only under the following circumstances:

- A student has the right of access to the records (except as to information relating to other students) of any case in which he/she has been involved as a defendant. This review may be arranged by contacting a member of the Dean of Students' staff or the Chairperson of the Judicial Board.
- The Chairperson of the College Judicial Board or Dean's Hearing Board has the right of access for the purpose of determining if the student has been involved in previous offenses. In the case of multiple offenses by the same student, his/her name, the previous offense, and the penalty may be shared with the members of the hearing body by the Chairperson. This information is presented if a guilty verdict has been rendered in the case and prior to determining the penalty.
- Faculty members, staff members, and administrators who have legitimate educational interests in the behavior of a student have the right of access. The members of the Deans' staff and duly-constituted faculty committees who have an educational need to know also may access the information. In the case of faculty committees, all student names will be deleted from the material by a

member of the Deans' staff or the Chairperson of the Judicial Board prior to providing the information to the committee.

- The final results of a campus disciplinary proceeding against a student who is an alleged perpetrator of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a nonforcible sex offense, may be released if it is determined, as a result of the disciplinary proceeding, that the student committed a violation of the College's rules or policies with respect to such crime or offense. The information released will be limited to: (a) the perpetrator's name, (b) the violation committed, and (c) any sanction imposed by the College. The names of any other students, such as a victim or witness, will not be released without the written consent of that other student.
- Information regarding disciplinary violations of any College rules or policies governing the use or possession of alcohol or controlled substance may be disclosed to a student's parent or legal guardian if the student is under the age of 21.
- Information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other member of the College community may be disclosed to teachers and school officials, including teachers and school officials in other schools who have legitimate educational interests in the behavior of the student.

f. Retention of Records

- Student personnel files are retained by the Office of the Dean of Students for a minimum of three years after the student's graduation or five years after a withdrawal for any reason prior to graduation.
- Transcripts are retained in the Office of the Registrar for the life of the institution.
- Reference files are retained in the Career Services Office for five years beyond graduation if a file has been established by the student.
- Financial aid records are retained in the Office of Financial Aid at least three years after the last transaction. Financial records are retained in the Business Office for one year following graduation or withdrawal for any reason prior to graduation provided that all financial obligations to the College have been met.
- Health records are retained in the Longbrake Student Wellness Center for seven years following graduation or withdrawal for any reason prior to graduation.
- Disciplinary files are retained in the Office of the Dean of Students for seven years following graduation or withdrawal for any reason prior to graduation.

PERSONNEL FILES

Salaried & Hourly Staff and Student Employees

Other than dates of employment and position titles, except as may be required by law, no information will be disclosed to parties outside the College without the written authorization of the individual in question. Internally, all personnel records will be available for review only to authorized users for authorized purposes. Other employment records, such as medical files and claims information for compensation or disability, are designated as confidential and maintained as separate files.

Staff members and student employees may review their own personnel files within the appropriate office of the College in the presence of their supervisor. Questions regarding the confidential nature of employment records may be directed to the Secretary of the College or the Director of Human Resources.

COLLEGE DIRECTORY

The College of Wooster Directory, which contains personal information, is published each year. The Directory is intended for the use of Wooster students, faculty, staff, and administrators. Its use for commercial, promotional, or partisan political purposes is forbidden by the College. This publication is not given to external agencies or individuals. However, the information regarding faculty or staff members that is listed in the College Directory may be given upon inquiry, as would the information listed in any telephone directory. Those who wish to withhold their personal information from the public should have that information deleted from the Directory. For more complete instructions, contact the Associate Vice President for College Relations and Marketing.

THIRD-PARTY DISCLOSURE

The College of Wooster generally does not disclose information to third parties. Exceptions to this policy include, but are not limited to, the following:

- Basic directory information as defined in this policy;
- Records within the scope of a lawful subpoena, warrant, court order, or as required by a government agency;
- Information required by consultants or outside counsel employed by the College who would require or be assisted by information contained in the records, subject to applicable laws and restrictions on the use of such information;
- Information necessary to protect the health, safety, or property of any person; and
- Information necessary to protect the College's legal interests when it believes the actions of an employee violate conditions of employment or threaten injury to the interests of the institution.

Records disclosed under any of these circumstances will not be redisclosed to other parties.

Unless an alumnus/alumna of the College authorizes in writing the release of additional data, the only information that will be disclosed to third parties is the following:

- Confirmation that the individual attended Wooster; and
- The degree awarded.

Equal Opportunity, Harassment and Non-Discrimination

The College of Wooster affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. This commitment extends to all rights, privileges, programs and activities, including housing, employment, admissions, financial assistance, and educational and athletic programs at the College. The policies herein are applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators and/or staff. The College of Wooster will act on incidents occurring on- campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of The College of Wooster.

The College has a full-time Title IX Coordinator who also serves as Director of Sexual Violence Prevention and Response; the Secretary of the College serves as the ADA/504 Coordinator and oversees implementation of the College's disability compliance and the College's policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment, and/or retaliation that are gender-based should be made promptly to the Title IX Coordinator or a Deputy Title IX Coordinator, but there is no time limitation on the filing of complaints, as long as the accused individual remains subject to the College's jurisdiction. Reporting is addressed more specifically on pages 12-13. All non-gendered

complaints of harassment or discrimination should be reported to the Secretary of the College.

This policy applies to incidents involving one or more members of The College of Wooster community that take place on the campus or at college-sponsored events and may also apply to off-campus behaviors and to actions online when the College determines that the off-campus conduct affects a substantial College of Wooster interest. A substantial College of Wooster interest is defined to include:

- a. Any action that constitutes a criminal offense as defined by federal or Ohio law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- c. Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- d. Any online postings or other electronic communication by students, faculty, or staff, including cyber-bullying, cyber-stalking, cyber-harassment, etc. whether or not outside of The College of Wooster's control (e.g. not on a college network, website or between College of Wooster email accounts) when those online behaviors can be shown to cause a substantial on-campus disruption;
- e. Any other situation that is detrimental to the educational interests of The College of Wooster; and/or
- f. Off-campus discriminatory or harassing speech by employees when such speech is made in an employee's official or work-related capacity or under any of the circumstances listed above.

The College of Wooster reserves the right to impose any level of sanction for violation of any of these policies herein, ranging from reprimand up to and including suspension or expulsion for students and termination for employees.

Inquiries about this policy may be made internally to:

Angela Johnston
Chief of Staff and Secretary of the College Office
of the President
223 Galpin Hall
330-263-2141
ajohnston@wooster.edu

Inquiries may be made externally to:

Ohio Civil Rights Commission 161
S. High St., #205
Akron, OH 44308
Telephone: (330) 643-3100 Web:
<http://www.crc.ohio.gov/>

Equal Employment Opportunity Commission (EEOC) Contact:
<http://www.eeoc.gov/contact/>

Office for Civil Rights (OCR)
U.S. Department of Education 400
Maryland Avenue, SW Washington,
DC 20202-1100
Customer Service Hotline: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

THE COLLEGE OF WOOSTER POLICY ON NON-DISCRIMINATION

The College of Wooster adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. The College of Wooster will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex/gender, gender identity, gender expression, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability of a qualified individual, age, marital status, family responsibilities, sexual orientation, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

The College of Wooster will not request or require the disclosure of genetic information except as may be permitted under the Genetic Information Nondisclosure Act. This non-discrimination policy applies to all personnel actions, including, but not limited to, recruitment, selection, placement, training, advancement, transfers, demotions, or layoffs, and all matters involving compensation. The College prohibits discrimination which denies full and equal employment of, and opportunity to participate in and benefit from, the goods, services, facilities, privileges, advantages, and accommodations offered by the College, including, but not limited to, educational opportunities and access to facilities and other services by otherwise qualified individuals. The College will provide reasonable accommodations to qualified individuals with disabilities.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of The College of Wooster's policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately remedied by the College.

THE COLLEGE OF WOOSTER POLICY ON ACCOMMODATION OF DISABILITIES

The College of Wooster is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

The Secretary of the College has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any

complaint alleging noncompliance.

Students with Disabilities

The College of Wooster is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and all activities and services of The College of Wooster.

All accommodations are made on a case-by-case basis. Students requesting academic accommodations should contact the Director of the Learning Center; all other requests for accommodations should be directed to the Longbrake Student Wellness Center. Requests, and supporting documentation provided by the student, will be reviewed and, in consultation with the student, appropriate accommodations to the student's particular needs and academic programs will be determined.

Applicants with Disabilities

Applicants are not required to indicate on the application for admission whether they have a disability. Applicants who wish to have their disability considered as a factor in the admissions process, however, must disclose the disability at the time of application and provide an explanation of why it is a factor in evaluating the applicant's qualifications for admission. If the applicant wishes the disability to be considered as a factor, it may be necessary for the applicant to provide appropriate documentation of the disability.

Employees with Disabilities

Pursuant to the ADA, The College of Wooster will provide reasonable accommodation(s) to all qualified applicants, and to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An applicant or employee with a disability is responsible for requesting an accommodation in writing to the Associate Vice President of Human Resources (AVP for HR) and providing appropriate documentation. The AVP for HR or his/her designee will work with the applicant to identify reasonable accommodations to facilitate the application process, and with an employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

THE COLLEGE OF WOOSTER POLICY ON DISCRIMINATORY HARASSMENT

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. The College of Wooster's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are

also prohibited under The College of Wooster's policy.

Discriminatory and Bias-Related Harassment

Harassment constitutes a form of discrimination that is prohibited by law. The College of Wooster will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, The College of Wooster may also impose sanctions on the harasser. The College of Wooster's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent, pervasive, or objectively offensive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities.²

Offensive conduct and/or harassment that does not rise to the level of discrimination or that is of a generic nature not on the basis of a protected status may not result in the imposition of discipline under College policy, but will be addressed through civil confrontation,

² This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: Department Of Education Office For Civil Rights, Racial Incidents And Harassment Against Students At Educational Institutions Investigative Guidance. The document is available at <http://www.ed.gov/about/offices/list/ocr/docs/race394.html>.

remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the AVP of HR, and students should contact the Dean of Students.

The College of Wooster condemns and will not tolerate discriminatory harassment against any employee, student, visitor, or guest on the basis of any status protected by College policy or law.

Anti-Sexual Harassment, Discrimination, and Sexual Misconduct

The College of Wooster has developed a comprehensive anti-sexual harassment, discrimination, and sexual misconduct policy (the "policy") in compliance with federal laws applicable to all members of the campus community including students, faculty, administrators, staff, and visitors.

The policy prohibits all forms of illegal sex- and gender-based discrimination, sex/gender-based harassment, sexual/gender violence, sexual exploitation, domestic violence, dating violence, and stalking which are collectively referred to herein as sexual misconduct. Sexual misconduct encompasses any unwelcome behavior of a sexual or gender-based nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different genders. Sexual

misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

For more information about the scope of the policy, related concepts and definitions, resources and reporting options, interim measures and support, and the complaint and resolution processes, or to print a copy of the policy in its entirety, go to the College's Title IX webpage at <https://www.wooster.edu/offices/titleix/>.

OTHER CIVIL RIGHTS OFFENSES, WHEN THE ACT IS BASED UPON THE STATUS OF A PROTECTED CLASS

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Hazing is not only prohibited by The College of Wooster, but is illegal under Ohio law.
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class
- Violence between those in an intimate relationship to each other on the basis of actual or perceived membership in a protected class (this includes romantic relationships, dating, domestic⁷, and/or relationship violence⁸)
- Stalking⁹, defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear¹⁰
- Any other College of Wooster rules, when a violation is motivated by the actual or perceived membership of the victim on the basis of sex or gender or in a protected class, may be pursued using this policy and process

Sanctions for the above-listed "Other Civil Rights Offenses" range from reprimand up through and including expulsion (students) or termination of employment.

CONFIDENTIALITY AND REPORTING OF OFFENSES UNDER THIS POLICY

College of Wooster officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and

advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations, and these resources will take action when you report victimization to them.

The following describes the three reporting options at The College of Wooster:

Anonymous Reporting

If a reporting party would like the details of an incident to be kept anonymous (no personally identifiable information to be shared), the reporting party may speak with licensed counselors in the Longbrake Student Wellness Center; off-campus local rape crisis counselors, domestic violence resources, local or state assistance agencies; or on- or off-campus members of the clergy/chaplains who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors and/or the Employee Assistance Program are available to help free of charge and can be seen on an emergency basis. College of Wooster employees to whom anonymous reports can be made will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to the victim.

Confidential Reporting

Complainants are encouraged to speak to College of Wooster officials, such as the Title IX Coordinator or a Deputy Title IX Coordinator, Secretary of the College, Dean of Students Staff, Campus Security, or the AVP of HR to make formal reports of incidents of misconduct or harassment. Complainants are in control of how much information they share and when and with whom they share it. Confidentiality will be maintained to the fullest extent possible to preserve a complainant's identity and privacy.

Mandatory Reporting

All College employees, including RAs, are mandatory reporters. If they are aware of an allegation of discrimination, harassment, retaliation, and/or sexual misconduct, they must report it to one of the officials named above. Details of the allegation will not be shared unless there is a pattern of abuse or harassment or cause for fear for the safety of the complainant or the safety of others or the misconduct is a felony that is required by law to be reported. If personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect privacy to the greatest possible extent.

Formal Reporting Options

Complainants have the right, and can expect, to have complaints taken seriously by The College of Wooster when formally reported, and to have those incidents investigated and properly resolved. Victims of campus crime should be aware that charges may be pursued through the College's judicial system, though the state judicial system, or both.

The judicial system at The College of Wooster is designed to address infractions of the Codes of Social Responsibility and Academic Integrity and policies of the College. The College's judicial system does not establish whether a crime has been committed. For more information concerning the College's judicial system, please refer to Section XV of the Code of Social Responsibility, which is found in The Scot's Key.

Victims of crime may also seek redress through the state judicial system. Charges may be filed with the local police department or other appropriate authorities. The Office of Security and Protective Services is prepared to assist any member of the campus community in reporting crime to appropriate law enforcement officials.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant's rights and privacy.

REMEDIAL ACTION

The College of Wooster will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation, and/or discrimination whether or not charges are pending through the College's judicial system and/or the state judicial system; persons who make a complaint (complainants) and those against whom a complaint is filed (respondents) are entitled to the same remedial actions. Such actions could include but are not limited to: no contact orders, providing counseling and/or medical services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, and/or referral to campus and community support resources.

The College of Wooster will take additional, prompt, remedial and/or disciplinary action with respect to any member of the community, guest, or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, showing support for a complainant, or for assisting in providing information relevant to a claim of harassment is a serious violation of The College of Wooster policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator, a Deputy Title IX Coordinator, or the Secretary of the College and will be promptly investigated. The College of Wooster is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

FEDERAL TIMELY WARNING OBLIGATIONS

Victims of misconduct should be aware that The College of Wooster administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

FUNDRAISING

Since the College's founding, the citizens of the City of Wooster and Wayne County have been consistently generous in supporting College programs and activities. Accordingly, the College wishes to maintain the goodwill that currently exists with the local community. The College also has had, from its founding, an emphasis on the cultivation of the qualities of leadership and service through engagement with the broader community. The College's fundraising policy is governed by these two guiding principles.

I. Sales

- A. Students may sell advertisements for College publications (Voice and Index) in the local community. With the permission of the Dean of Students, members of the Voice and Index staffs may offer subscriptions to those publications to parents, alumni, and friends of the College.
- B. With prior approval (see "Approval Process" below), chartered student organizations and other College-authorized student organizations may conduct sales on campus for funds to benefit their organization.
- C. The sale of food products is limited by public health laws and College policy as outlined in the document entitled, "Sales and Consumption of Food and Non-Alcoholic Beverages on The College of Wooster Campus," available from the Director of Campus Dining Services or the Secretary of the College.

II. Other Solicitation

A. On Campus

- a. There shall be no door-to-door solicitation of any kind in any College facility.
- b. There shall be no on-campus activity for the purpose of soliciting credit card applications.
- c. With prior approval (see "Approval Process" below), College individuals, groups, or organizations may solicit for funds on campus under the auspices of non-College service groups or charitable organizations (e.g., United Way, American Cancer Society). The sponsor of the activity is responsible for paying all related costs of the solicitation activity.

B. Off Campus

- a. College individuals, groups, or organizations may solicit for funds in the City of Wooster and Wayne County if the solicitation is under the auspices of non-College service groups or charitable organizations (e.g., United Way, American Cancer Society).
- b. With prior approval (see "Approval Process" below), chartered student organizations and other College-authorized student organizations may engage in off-campus fundraising activities to benefit their organization.

- c. Chartered student organizations, departments, and offices of the College may solicit goods in-kind from local vendors for a campus event. The value of the goods received may not exceed \$75 per vendor per event; no cash donations may be accepted.
- d. Except for the specific circumstances outlined above, solicitation of funds and sale of goods and services to parents, alumni, trustees, and friends of the College by college individuals, groups, or organizations, whether for personal advantage or to benefit the College or any aspect of its program, is a violation of College policy and is subject to disciplinary action.

C. General

- a. There shall be no College-sponsored lotteries or games of chance on campus.
- b. In accordance with the College's policy on partisan political activity, no political fundraising may take place on campus, including the solicitation of campaign contributions and the sale of campaign materials.
- c. While campus individuals and organizations are free to collaborate on event funding or to request funds from bodies constituted for the purpose of providing funding for campus events (Student Government Association, Cultural Events Committee), individuals and organizations are not permitted to issue blanket and/or anonymous appeals on campus for contributions to events.
- d. Non-College-related individuals, groups, or organizations may not solicit for funds or sell goods or services in residence halls. Sale on other portions of the campus may not take place without prior approval of the Dean of Students (or his designee) or the Director of Lowry Center.

III. Approval Process

- A. Approval of a requested fundraising activity requires:
 - a. a written request to the appropriate individual at least one week in advance of the proposed activity; and
 - b. written verification of the benefiting organization's 501(c)(3) tax-exempt status, if the beneficiary is not the College.
- B. Requests for approval should be directed as follows:
 - Students: Dean of Students or his designee (for Lowry Center, the Director)
 - Staff: Appropriate Vice President
 - Faculty: Provost or her designee
- C. Exceptions to the College's fundraising policy must have the prior approval of the President of the College.

HAZING

Hazing is a crime in the State of Ohio. As defined by the law, hazing is "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes

or creates a substantial risk of causing mental or physical harm to any person.” Under Ohio law, legal action may be taken against any participant in hazing or against anyone at the College who knew or who reasonably should have known of the hazing and did not make an attempt to prevent it. Every member of the campus community is required to report any incidents of hazing or suspicions of hazing that come to their attention. Reports should be given to Security and Protective Services, the Dean of Students Office, or the Director of Student Activities and Lowry Center.

Hazing is also a violation of the College’s Code of Social Responsibility, and the College will consider hazing to be any portion of a new member process, whether on campus or off, which could cause discomfort, pain, fright, disgrace, or injury, or which is personally degrading regardless of the intent or end result.

PARTISAN POLITICAL ACTIVITY WITHIN THE COLLEGE OF WOOSTER FACILITIES

I. Preamble

Each member of The College of Wooster community has an individual right to freely express his or her views on any subject, including advocating for or against candidates for public office. This right is protected by the First Amendment to the U.S. Constitution and by Article 1, Section 11 of the Ohio Constitution.

As an institution, however, the College must comply with provisions governing its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Federal law stipulates that non-profit, tax-exempt institutions of higher education are prohibited from participating or intervening in any partisan political campaign on behalf of any candidate for public office. The College may not endorse or oppose a candidate, contribute to a political campaign, or take a position on any issue in a campaign for the purpose of assisting or opposing a candidate. The College may take public positions only on matters directly related to its mission.

In order to meet its legal obligations, the College has established the following policies. Questions concerning the interpretation and application of these policies should be directed to the Office of the Secretary.

II. Activities of Faculty, Administrators, and other Employees of the College

Members of the College community are entitled to participate off-hours, as they see fit, in the electoral process, provided that they do not speak or act in the name of the College, or allow the appearance that they are speaking or acting on behalf of the College.

As outlined in Section 6 below, the use of College resources in support of a candidate, political party, PAC, or the like, is strictly prohibited.

When expressing their views about public issues in writing or speaking, members of the campus community may identify their affiliation with the College but must make it clear that they are not writing or speaking on behalf of the College. College employees are prohibited from contributing to a political campaign in their official capacity or on behalf of the College.

III. Curricular Activities

The College’s general policy on curricular activities is stated in The Statute of Instruction, Article II, Section 9: “Academic Freedom,” particularly Subsection A, which states, in part: “The faculty member is

entitled to freedom in the classroom in discussing his or her subject, but he or she should be careful not to introduce into his or her teaching controversial matter which has no relation to the subject.”

IV. Speakers

The College of Wooster, or any department thereof, may invite candidates to campus to speak individually, provided equal access and opportunity is available to all legally qualified candidates for the same office; or sponsor a public forum to which all legally qualified candidates for a public office are invited and given equal access and opportunity to speak.

Individual students, chartered student organizations, or individual faculty members may invite political personalities who are not declared candidates for public office to speak in a College facility, subject to the restrictions in Section 5, below. The sponsoring group or individual will be responsible for advertising the event on campus and hosting the invited guest.

V. Use of College Facilities

Individuals or groups from The College of Wooster may schedule use of space in a College facility for purposes such as political meetings, presentations, or distribution of materials promoting candidates for public office. Students or student groups desiring to organize such activities should discuss their plans in advance with the Dean of Students or the Secretary of the College.

Individuals or groups unaffiliated with the College may not schedule the use of campus facilities for political purposes.

To schedule space in a campus facility or use of a table in Lowry Center, contact the Office of Facilities Scheduling at 330-263-2570. In the event of a scheduling conflict, the Provost will make the final determination on use of the space. The Office of Facilities Scheduling will inform the Associate Vice President for College Relations & Marketing of all such political events on campus when they are scheduled.

The sponsoring individual(s) or group(s) shall post a sign at the event identifying themselves as the sponsors of the activity and containing the following disclaimer:

“Use of The College of Wooster’s facilities for partisan political events, whether sponsored by chartered campus groups or individuals, does not constitute endorsement by the College itself of the views expressed at such events. The College of Wooster neither endorses nor opposes any political candidate, campaign, or agenda.”

Solicitation of campaign contributions and sale of campaign materials in any campus facility is prohibited.

The College reserves the right to cancel any appearance by a political candidate if it is determined that such appearance conflicts with the College’s established policies and guidelines.

Door to door political activity in the residence halls is prohibited.

VI. Use of College Resources

College resources and services may not be used to advocate a partisan political position, to support a political party, PAC, or candidate for public office, or for the purpose of political fundraising. This restriction applies to the use of College office space, letterhead, mail services, mailing lists and labels,

duplicating and printing equipment, facsimile machines, phone services, computers, campus e-mail accounts, office supplies, and use of the College's sales tax exemption for the purchase of goods or services.

VII. Student Media

Access by candidates to air time on WCWS, the College-owned, student-operated radio station, is permitted provided that said access is available to all legally qualified candidates for the same public office on an equal basis, and is consistent with the limits imposed by Federal Communication Commission standards.

Political advertising in The Voice, the College's student newspaper, shall be made available for purchase on an equal basis to all legally qualified candidates for a public office.

VIII. Non-Partisan Activities

Non-partisan political activities are permitted within the guidelines set forth in this policy. Permitted activities include, but are not limited to:

Voter registration activities, provided they are not intended to target voters of a particular party or to help a particular candidate.

Training programs designed to increase public understanding of the electoral process or to encourage citizens to become involved in the process, provided that such training is non-partisan in nature and open to all those interested in such activities regardless of party affiliation or candidate preference.

PROFESSIONAL CONDUCT

Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with others there is always an element of power. It is incumbent upon those with authority not to abuse, nor to seem to abuse, the power with which they are entrusted. Therefore, amorous relationships that might be appropriate in other circumstances are contrary to professional conduct when they occur between any faculty member, officer, or staff member of the College and any student for whom he or she has a professional responsibility. Such relationships have the effect of undermining the atmosphere of trust on which the educational process and work environment depend.

Officers, faculty members, and other members of the College staff should be aware that any romantic involvement with their students makes them subject to formal action through the established procedures of the College if a complaint is initiated. If a complaint is initiated, even when both parties have consented to the development of such a relationship, it is the officer, faculty member, or staff member who, by virtue of his or her special responsibility, will be held accountable for unprofessional behavior.

SEARCHES OF COLLEGE-OWNED PROPERTY

In accordance with the U.S. Constitution and the case law interpreting it, the College has the right to conduct searches of College-owned or College-controlled property (e.g., residence hall rooms, offices, desks, lockers, toolboxes, vehicles, computers, e-mail files, etc.).

TOBACCO

A. PURPOSE

The College of Wooster acknowledges and supports the findings of the Surgeon General that tobacco use in any form poses a significant health hazard to tobacco users and to those exposed to secondhand smoke. This policy is intended to address these concerns as they relate to the College community and to Ohio law in accordance with Chapter 3794 of the Ohio Revised Code.

B. POLICY

College policy and Ohio law prohibit the use of all tobacco products, including smokeless tobacco:

- in all College buildings, including residence hall and program house facilities in their entirety;
- within a 25-foot radius of any College building;
- in all College-owned or College-leased vehicles; and
- at all College-sponsored events and activities, including, but not limited to, athletic contests and practices, regardless of venue, and inclusive of all spectators' grandstands and bleachers.

This prohibition applies to everyone, including, but not limited to:

- all College students;
- all College personnel;
- all campus visitors, vendors, and contract employees; and
- all game personnel (players, coaches, trainers, managers, and game officials), in accordance with NCAA regulations.

C. EDUCATIONAL SUPPORT

The College will provide preventative education, counseling, and other services that address emotional and physical dependency, and will foster an environment that supports students in their efforts to live in a tobacco-free environment. Floor communities and program house residents alike, through the Community Standards program, will conduct regular group discussions within their communities, including issues related to smoking and secondhand smoke. Employee assistance referrals are available through the Office of Human Resources.

D. SANCTIONS FOR POLICY VIOLATIONS

Students - Incidents reported to the Office of Security and Protective Services or the Office of Residence Life may result in corrective actions by Residence Life staff, which may include: (i) attendance at educational intervention, including meeting with the Alcohol, Tobacco, and Other Drug Prevention Specialist; (ii) assessment regarding tobacco use including any cost associated with the assessment, and participation in any intervention recommended by the assessment; or (iii) adjudication and appropriate action within the College's judicial system.

College Personnel – College personnel who violate the policy are subject to -disciplinary action and sanction.

WEAPONS

In accordance with Ohio's Concealed Carry Law, effective April 8, 2004, College policy prohibits handguns on College property, in College-owned or leased vehicles, and while conducting College business. Individuals who have been issued a permit by the State of Ohio to carry a concealed weapon are not exempt from the provisions of this policy. The storage of weapons in College-owned facilities is likewise prohibited. Ohio law allows for concealed weapons in locked non-College vehicles or while a license holder is in the process of placing a handgun in a locked vehicle on a college campus.

Under no circumstances are the following items permitted on College property, including outdoor areas (except by employees as needed to perform bona fide duties of their work): all types of firearms; switchblade knives and knives with a blade longer than four inches; dangerous chemicals, explosives including blasting caps; pellet guns, paintball guns, BB guns, brass knuckles, slingshots, martial arts weapons, chains, and other objects carried for the purpose of injuring or intimidating.

This policy applies to all employees (faculty and staff), students, contract and temporary workers, vendors, consultants, and anyone visiting or conducting business on College property. Violations of this policy will result in disciplinary action that may include separation from the College.

WORKPLACE VIOLENCE

The College of Wooster is committed to ensuring the safety and security of its workplace. Threatening behavior or acts of violence against any individual by anyone on College property will not be tolerated.

For the purposes of this policy, "violent behavior" is defined as any threatening statement or action, or any physical or violent act, which causes harm to any person or property, or which causes another to believe that the offender will cause physical harm to any person or property. It may include, but is not limited to, the following:

- Loud, angry, or disruptive behavior that is not appropriate in the work environment;
- Verbal intimidation: Verbal threats towards persons or property, the use of vulgar or profane language toward others, disparaging or derogatory comments or slurs, intimidating sexual propositions (also may be sexual harassment), verbal intimidation, exaggerated criticism, and name-calling;
- Careless or intentional disregard for the physical safety or well-being of others;
- Physical intimidation: Any physical assault such as hitting, pushing, pinching, kicking, holding, impeding, or blocking the movement of another person;
- Assault;
- Stalking;
- Intentional destruction of property;
- Possession of a weapon, or use of or threatened use of any object as a weapon, as described in the Weapons policy.

No existing College policy, practice, or procedure should be interpreted to prohibit decisions that are made to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All members of the College community are responsible for notifying their department head, their supervisor, or Security and Protective Services of any threats they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, individuals should report any behavior they have witnessed that they regard as threatening or violent when that behavior is job related, may be carried out on College property, or is related to College employment. Each person is responsible for making this report regardless of the relationship between the individual(s) who initiated the threat or threatening behavior and the person(s) receiving the threat or targeted by the threatening behavior.

Workplace violence reports will be immediately investigated by Security and Protective Services. To the extent possible, such initial investigations will be conducted on a confidential basis. All members of the campus community are expected to cooperate fully in investigations. Documentation will be completed on any report.

No staff, faculty, or student employee will be retaliated against for filing a “good faith” warning, complaint, or grievance alleging workplace violence or for participating in an investigation. The College may take disciplinary action against any individual who initiates retaliatory behavior.

Any person exhibiting violent behavior shall be removed from the premises as quickly as safety permits and shall remain off The College of Wooster premises pending the outcome of the investigation. Security and Protective Services will ask the assistance of The City of Wooster Police Department when circumstances are appropriate. The College of Wooster will initiate an appropriate response. This response may include, but is not limited to, the following:

- Reassignment of job duties
- Suspension of employment
- Termination of employment
- A “no trespass” order restricting an individual from the campus
- Criminal and/or civil prosecution

All individuals who apply for or obtain a protective or restraining order which lists any locations at The College of Wooster as being protected areas must provide Security and Protective Services with a copy of any documents used to seek the order, and a copy of any such order.

ANNUAL FIRE SAFETY REPORT

A. THE COLLEGE OF WOOSTER’S ANNUAL FIRE SAFETY REPORT

1. Purpose of the Fire Safety Report

This report provides information and data pertaining to institutional fire safety policies and fire statistics for The College of Wooster. The data and information contained in this document are reported annually in compliance with the legal requirement set forth by the

Code of Federal Regulations, Title 34, Subtitle B, Chapter VI, Part 668, Subpart D, Section 668.49 – Institutional fire safety policies and fire statistics.

2. Responsibility for Preparation of the Report

The College of Wooster Department of Security and Protective Services (SPS) provides security services, emergency planning and many other safety services designed to enhance the safety and security of the campus and the surrounding community. SPS compiles fire statistics and prepares and distributes the College's annual fire safety report (AFSR) by October 1 of each calendar year.

3. Whom to Contact with Questions about the Report

Department of Security and Protective Services
Culbertson/Slater Complex
602 East Wayne Ave.
The College of Wooster
Wooster, OH 44691
Phone: 330-263-2590
Anonymous Tip Line: 330-263-2337
Fax: 330-263-2538
Emergency: 330-287-3333

B. FIRE SAFETY ON THE COLLEGE'S CAMPUS

1. Fire Safety Education and Training Programs for Students and Employees

Each year Resident Assistants (RAs) are required to attend training facilitated by the City of Wooster Fire Department that includes information about their role and responsibilities during fire alarms and fire drills. RAs review fire safety information with student residents housed in their assigned buildings. All students and employees are provided with a copy of the College's Emergency Response Guide which contains information about to do in the event of a fire. The guide is referenced in new student orientation as well as new employee orientation. Fire drills are conducted twice per year in on-campus student housing facilities.

2. Tampering with Firefighting Equipment and/or Alarms

Misuse or abuse of firefighting equipment and/or alarms is prohibited and maximum penalties may be imposed for violations. Nobody may tamper with firefighting equipment and/or alarms. Tampering includes but is not limited to: covering smoke detectors, ejecting fire extinguishers, removing fire extinguishers from their placements without the purpose of putting out a fire, removing batteries from smoke detectors, etc. Battery operated smoke detectors in residential units will be inspected each month. Tampering with firefighting equipment is subject to fines up to one thousand dollars (\$1,000) per violation. Tampering includes, but is not limited to:

- Covering or removing smoke detectors that prevents activation.
- Pulling a fire alarm in a false and malicious manner or falsely reporting an incident.
- Dividing the room with anything that could impede the travel of smoke thus causing a delay in the activation of the smoke detector.
- Playing with or discharging a fire extinguisher in a non-emergency situation.

3. Open Fires

Open fires (bonfires, campfires, etc.) are prohibited by Wooster City ordinance. Grilling and other outdoor cooking are limited to designated picnic areas. Exceptions for open fires may be made only by the Wooster Fire Department, Student Activities, and Security and Protective Services. In order to hold an event with open fire, students must complete an “Outdoor Request” form and submit it to Student Activities. Student Activities will collaborate with Security and Protective Services and other campus constituents to coordinate exceptions with the Wooster Fire Department. “Outdoor Request” forms must be submitted at least twenty-one (21) days prior to the event. No fire will be permitted to exceed two (2) foot by three (3) foot in size. Failure to comply with the city ordinance may result in a substantial civil penalty and/or fine as well as action through the College’s conduct process.

4. Plans for Future Improvements in Fire Safety at the College

Any major renovation to or new construction of a residence hall will include an updated fire alarming system as well as a fire suppression system as was done with Brush Hall in 2016. Stevenson Hall is under renovation in 2017 and will open in the fall of 2018 with a sprinkling system. Fire panels were updated in Douglass and Luce Hall in 2017, and Compton Hall had a complete system update including sounder/smoke bases and strobes and all new pull stations.

C. FIRE SAFETY IN ON-CAMPUS STUDENT HOUSING FACILITIES

1. Description of Student Housing Facility Fire Safety Systems

The College of Wooster has a total of 50 on-campus student housing facilities. Each facility is equipped with addressable fire detection systems such as smoke detectors, heat detectors and pull box stations. All fire life-safety systems report to the Security and Protective Services department dispatcher.

Every residence facility is equipped with fire extinguishers and smoke detectors. Tampering with any fire safety equipment (including but not limited to fire extinguishers, covering smoke detectors or fire sprinklers) or obstructing other fire safety devices is considered a serious offense that may lead to disciplinary action or fines.

- Seventeen (17) percent of sleeping quarters have sprinklers.
- Eighty-two (82) percent of sleeping quarters have supervised fire alarm system.
- Ninety-nine (99) percent of sleeping quarters have supervised fire systems.
- One hundred (100) percent of all sleeping quarters have smoke detectors and pull stations.

Fire and personal safety procedures are posted on the back door of each student’s room in all on-campus student housing facilities, and a map outlining the fire evacuation route for each on-campus student housing facility is posted on each floor of the facility.

2. Fire Drills

Fire drills are conducted in on-campus student housing facilities twice each calendar year in the spring and fall. These drills educate our students, staff and visitors with the familiarization required to evacuate in the event of an actual fire on campus. These drills highlight exit locations, stairwell access and the designated area to go to from the impacted building. Each year Resident Assistants (RAs) are required to attend training facilitated by

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the City of Wooster Fire Department that includes information about their role and responsibilities during fire alarms and fire drills.

3. Charts of Fire Alarm and Suppression Systems for On-Campus Student Housing Facilities

a. Residence Halls

Abbreviation	Building Name	Physical Street Address	Usage	Smoke Detectors	Pull Stations	Sprinkled
AND	Andrews Hall	1307 N. Bever St.	Residence Hall	Yes	Yes	No
ARM	Armington Hall	345 E. Wayne Ave	Residence Hall	Yes	Yes	No
BAB	Babcock Hall	1315 Beall Ave	Residence Hall	Yes	Yes	Yes
BIS	Bisman Hall	1330 Beall Ave	Residence Hall	Yes	Yes	No
BOR	Bornhuetter Hall	1406 Beall Ave	Residence Hall	Yes	Yes	Yes
BRU	Brush Hall	1101 Beall Ave.	Residence Hall	Yes	Yes	Yes
COM	Compton Hall	1327 Beall Ave.	Residence Hall	Yes	Yes	No
DOU	Douglass Hall	475 E. Wayne Ave.	Residence Hall	Yes	Yes	No
GAM	Gault Manor	534 E. Wayne Ave	Residence Hall	Yes	Yes	Yes
HOL	Holden Hall	1101 Beall Ave.	Residence Hall	Yes	Yes	No
KEN	Kenarden Lodge	1209 N. Bever St.	Residence Hall	Yes	Yes	30%
LUC	Luce Hall	977 Beall Ave.	Residence Hall	Yes	Yes	40%
STE	Stevenson Hall	415 E. Wayne Ave.	Residence Hall	Yes	Yes	No
WAG	Wagner Hall	565 E. Wayne Ave.	Residence Hall	Yes	Yes	No

Report continues on following page.

b. Other Student Housing Facilities (Small Houses)

Abbreviation	Building Name	Physical Street Address	Usage	Smoke Detectors	Pull Stations	Sprinkled	Fire Monitoring	Student Bedrooms
AUL	Aultz House	575 E University	Residential	Yes	Yes	No	Yes	3
AVE	Avery House	558 Stibbs Ave	Residential	Yes	Yes	No	Yes	3
BRY	Bryan House	1439 Beall Ave	Residential	Yes	Yes	No	Yes	6
CAL	Calcei House	823 College Ave.	Residential	Yes	Yes	No	Yes	6
COL	Colonial House	819 Beall Ave.	Residential	Yes	Yes	No	Yes	8
CON	Corner House	819 Beall Ave.	Residential	Yes	Yes	No	Yes	9
CRA	Crandall Apartments	326 & 326 1/2 Pearl Ave.	Residential	Yes	Yes	No	Yes	3
FRY	Frye House	966 Spink St.	Residential	Local	No	No	No	5
GAB	Gable House	836 College Ave.	Residential	Yes	Yes	No	Yes	5
GRO	Grosjean House	657 E. University	Residential	Yes	Yes	No	Yes	4
HAD	Hider Apartments	561 & 561 1/2 E. University	Residential	Yes	Yes	No	Yes	5
HID	Hider House	567 E. University	Residential	Yes	Yes	No	Yes	5
HOW	Howell House	958 Spink St.	Residential	Yes	Yes	No	Yes	3
ICE	Iceman House	1455 Beall Ave.	Residential	Yes	Yes	No	Yes	6
JOH	Johnson House	1419 Beall Ave	Residential	Yes	Yes	No	Yes	4
KAT	Kate House	1440 Beall Ave.	Residential	Yes	Yes	No	Yes	7
KEA	Kennedy Apartments	1433 Beall Ave.	Residential	Yes	Yes	No	Yes	8
KIE	Kieffer House	829 College Ave.	Residential	Yes	Yes	No	Yes	3
LEW	Lewis House	828 College Ave.	Residential	Yes	Yes	No	Yes	5
MCD	McDavitt House	924 Spink St.	Residential	Yes	Yes	No	Yes	3
MIL	Miller Manor	909 Beall Ave.	Residential	Yes	Yes	No	Yes	11
MOR	Morris House	930 Spink St.	Residential	Yes	Yes	No	Yes	4
REE	Reed House	1447 Beall Ave.	Residential	Yes	Yes	No	Yes	4
RIK	Rickett House	942 Spink St.	Residential	Yes	Yes	No	Yes	5
SCL	Schlabach House	936 Spink St.	Residential	Yes	Yes	No	Yes	3
SCO	Scot Cottage	902 Beall Ave.	Residential	Yes	Yes	No	Yes	7
SHE	Shearer House	835 College Ave.	Residential	Yes	Yes	No	Yes	5
STD	Stadium House	629 & 629 1/2 E University	Residential	Yes	Yes	No	Yes	6
TRO	Troyer House	822 Beall Ave.	Residential	Yes	Yes	No	Yes	5
WEB	Weber House	574 Stibbs Ave.	Residential	Yes	Yes	No	Yes	7
WES	Westminster Cottage	904 Stibbs Ave.	Residential	Yes	Yes	No	Yes	15
YOS	Yost House	817 College Ave.	Residential	Yes	Yes	No	Yes	5

4. Prohibited Items in On-Campus Student Housing Facilities

Use of fire within College facilities (particularly within residential units) endangers life and property and is viewed as a serious offense. Maximum penalties may be imposed for such violations. Because of the possible danger involved, the College has provided a list of Prohibited Items. Failure to observe this regulation will be considered a serious violation and if a fire occurs, the student(s) involved bears full liability and may be subject to dismissal

from the College. Failure to comply with this policy and City ordinances and will result in referral for conduct action and/or action by Civil authorities.

Prohibited Items

- Open flames of any kind are prohibited including lighters, candles, and/or incense (lit or unlit).
- Room heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners.
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof.
- Hover boards.
- Pressurized tanks (e.g., helium tanks).
- Flammable and/or combustible liquids and/or chemicals including gasoline and charcoal.
- Fireworks, smoke bombs, sparklers, etc.
- Halogen lamps.
- Electrical appliances with an exposed heating source (e.g., toaster ovens, toasters, hot plates).
- Overloaded electrical receptacles.
- Multi-plug devices.
- Extension cords.
- Non-UL approved surge protectors.
- Surge protectors linked together.
- Air conditioners (except for approved housing accommodations that are provided and installed by the College).
- Smoking inside any residential space; this includes the use of electronic cigarettes.
- Draping, curtains or placing objects, including fabric, over lighting fixtures, smoke detectors, or fire sprinkler systems and windows.
- Hanging cardboard, plastic, or fabric (e.g., tapestries, banners, and flags) on walls, ceilings, light fixtures, or fire sprinkler apparatus.
- Posters on walls can't exceed 25% of the total wall surface.
- Hanging stringed lights on the exterior of buildings without the advanced, expressed, written consent. Inside residence halls, students may use up to three strands of stringed light per room.
- All stringed lights must be UL-approved. Lights may be lit only while students are present in their rooms. Contact with drapes, bedding, or other combustibles must be avoided.
- Live trees or wreaths are not permitted within residence halls, houses, or in places of assembly at any time. Only certified fire-retardant artificial trees and wreaths are allowed.
- Storage of bicycles in stairwells, halls, or rooms.
- Storage of personal items such as sports bags/equipment, furniture, or suitcases in stairwells or halls unless they are in designated and approved storage areas. Storage areas will be approved in collaboration with Student Activities and Residence Life.

5. Windows and Door Propping

In order to ensure the safety and security of all residents, propping of any locked exterior doors or windows is prohibited and may result in referral to the conduct system if found to be tampered with. Screens must stay in windows at all times.

D. IF A FIRE OCCURS

1. Procedures that Students and Employees Should Follow in the Case of a Fire

If you discover a fire:

1. Immediately activate the building's fire alarm system.
2. Evacuate the building, closing doors and windows behind you.
3. DO NOT USE THE ELEVATORS.
4. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
5. Report to your department's or housing facility's designated gathering point to be accounted for.
6. Call 9-1-1.

If you hear a fire alarm:

1. Walk quickly to the nearest exit. Do not use the elevators.
2. If you are able, help those who need special assistance.
3. Notify fire personnel if you believe someone may still be in the building.
4. Gather away from the building and emergency responders at the pre-designated location.

DO NOT re-enter the building until the fire department has cleared the scene.

If caught in smoke:

1. Drop to your knees and crawl to the closest safe exit. (The air is clearer near the floor.)
2. Breathe through your nose, and use a shirt or towel to breathe through, if possible.

If trapped in a building:

1. Close all doors and windows.
2. Wet and place cloth materials around and under the door to prevent smoke from entering.
3. Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

2. Where and/or to Whom to Report that a Fire Occurred

Department of Security and Protective Services
Culbertson/Slater Complex
602 East Wayne Ave.

The College of Wooster
Wooster, OH 44691
Phone: 330-263-2590
Anonymous Tip Line: 330-263-2337
Fax: 330-263-2538
Emergency: 330-287-3333

3. Fire Log

The College of Wooster maintains a fire log that records the nature, date, time and general location of fires that occur in on-campus student housing facilities. The log is updated within two days of receipt of information. The fire log for the most recent 60-day period is open to public inspection during normal business hours at the Department of Security and Protective Services (SPS), Culbertson/Slater Complex, 602 East Wayne Avenue, Wooster, OH 44691. Requests for public inspection of fire logs older than the most recent 60-day period are available within two business days of the request. The fire log for the full calendar year is included in the annual fire safety report (AFSR) which is published online by October 1 of each calendar year at <http://www.wooster.edu/media/files/students/security/annual-security-report.pdf>. The AFSR is also available for public inspection at SPS; copies may be requested from SPS via the contact information provided above.

E. FIRE STATISTICS

1. Definitions that apply to this section

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person -

- is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- dies within one year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

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2. Fire Statistics for on-campus student housing facilities by calendar year

a. Calendar Year 2016

Fire Statistics for on-campus student housing facilities for calendar year 2016						
Building	Address	# of fires	Cause of fire	# of deaths	# of injuries	Value of property damage
Andrews Hall	1307 N. Bever St	0		0	0	0
Armington Hall	345 E. Wayne Ave.	0		0	0	0
Babcock Hall	1315 Beall Ave	0		0	0	0
Bissman Hall	1330 Beall Ave.	0		0	0	0
Bornhuetter Hall	1406 Beall Ave.	0		0	0	0
Brush Hall	534 E. University St.	0		0	0	0
Compton Hall	1327 Beall Ave.	1	Extension	0	0	\$100.00
Douglass Hall	475 E. Wayne Ave.	0		0	0	0
Gault Manor	534 E. Wayne Ave	0		0	0	0
Holden Hall	1101 Beall Ave	0		0	0	0
Holden Annex	1101 ½ Beall Ave.	0		0	0	0
Kenarden Lodge	1209 Bever St.	0		0	0	0
Luce Hall	977 Beall Ave.	0		0	0	0
Stevenson Hall	415 E. Wayne Ave.	0		0	0	0
Wagner Hall	565 E. Wayne Ave.	0		0	0	0
Aultz House	575 E. University St.	0		0	0	0
Avery House	558 Stibbs Ave.	0		0	0	0
Bryan House	1439 Beall Ave.	0		0	0	0
Calcei House	823 College Ave.	0		0	0	0
Colonial House	809 Beall Ave	0		0	0	0
Corner House	819 Beall Ave.	0		0	0	0
Crandall Apt.	326 Pearl Ave.	0		0	0	0
Gable House	836 Beall Ave.	0		0	0	0
Grosjean House	657 E. University St.	0		0	0	0
Hider Apt.	561 E. University St.	0		0	0	0
Hider House	567 E. University St.	0		0	0	0
Iceman House	1455 Beall Ave.	0		0	0	0
Johnson House	1419 Beall Ave.	0		0	0	0
Kate House	1440 Beall Ave.	0		0	0	0
Kennedy Apt.	1433 Beall Ave.	0		0	0	0
Kieffer House	829 College Ave.	0		0	0	0
Lewis House	828 College Ave.	0		0	0	0
McDavitt House	924 Spink St.	0		0	0	0
Miller Manor	909 Beall Ave.	0		0	0	0
Morris House	930 Spink St.	0		0	0	0
Reed House	1447 Beall Ave.	0		0	0	0
Rickett House	942 Spink St.	0		0	0	0
Schlabach House	936 Spink St.	0		0	0	0
Scot Cottage	902 Beall Ave.	0		0	0	0
Shearer House	835 College Ave.	0		0	0	0
Stadium House	629 E. University St.	0		0	0	0
Troyer House	822 Beall Ave.	0		0	0	0
Weber House	574 Stibbs St.	0		0	0	0

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Building	Address	# of fires	Cause of fire	# of deaths	# of injuries	Value of property damage
Westminster House	904 Beall Ave.	0		0	0	0
Yost House	817 College Ave.	0		0	0	0
East End Apts.	723 and 725 E.	0		0	0	0
Fairlawn Apts.	1015 E. Wayne Ave.	0		0	0	0
Henderson Apts.	1462 Beall ave.	0		0	0	0
Howell Apt.	958 Spink St.	0		0	0	0
Helms Duplex	330 Pearl St.	0		0	0	0
Gault Schoolhouse	706 Beall Ave.	0		0	0	0
Total:		1		0	0	\$100.00

b. Calendar Year 2015

Fire Statistics for on-campus student housing facilities for calendar year 2015						
Building	Address	# of fires	Cause of fire	# of deaths	# of injuries	Value of property damage
Andrews Hall	1307 N. Bever St	0		0	0	0
Armington Hall	345 E. Wayne Ave.	0		0	0	0
Babcock Hall	1315 Beall Ave	0		0	0	0
Bissman Hall	1330 Beall Ave.	0		0	0	0
Bornhuetter Hall	1406 Beall Ave.	0		0	0	0
Compton Hall	1327 Beall Ave.	0		0	0	0
Douglass Hall	475 E. Wayne Ave.	0		0	0	0
Gault Manor	534 E. Wayne Ave	0		0	0	0
Holden Hall	1101 Beall Ave	0		0	0	0
Holden Annex	1101 ½ Beall Ave.	0		0	0	0
Kenarden Lodge	1209 Bever St.	0		0	0	0
Luce Hall	977 Beall Ave.	0		0	0	0
Stevenson Hall	415 E. Wayne Ave.	0		0	0	0
Wagner Hall	565 E. Wayne Ave.	0		0	0	0
Aultz House	575 E. University St.	0		0	0	0
Avery House	558 Stibbs Ave.	0		0	0	0
Bryan House	1439 Beall Ave.	0		0	0	0
Calcei House	823 College Ave.	0		0	0	0
Colonial House	809 Beall Ave	0		0	0	0
Corner House	819 Beall Ave.	0		0	0	0
Crandall Apt.	326 Pearl Ave.	0		0	0	0
Gable House	836 Beall Ave.	0		0	0	0
Grosjean House	657 E. University St.	0		0	0	0
Hider Apt.	561 E. University St.	0		0	0	0
Hider House	567 E. University St.	1	cooking	0	0	\$100 - \$999
Iceman House	1455 Beall Ave.	0		0	0	0
Johnson House	1419 Beall Ave.	0		0	0	0
Kate House	1440 Beall Ave.	0		0	0	0
Kennedy Apt.	1433 Beall Ave.	0		0	0	0
Kieffer House	829 College Ave.	0		0	0	0

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Building	Address	# of fires	Cause of fire	# of deaths	# of injuries	Value of property damage
Lewis House	828 College Ave.	0		0	0	0
McDavitt House	924 Spink St.	1	cooking	0	0	\$100 - \$999
Miller Manor	909 Beall Ave.	0		0	0	0
Morris House	930 Spink St.	0		0	0	0
Reed House	1447 Beall Ave.	0		0	0	0
Rickett House	942 Spink St.	0		0	0	0
Schlabach House	936 Spink St.	0		0	0	0
Scot Cottage	902 Beall Ave.	1	cooking	0	0	\$0 - \$99
Shearer House	835 College Ave.	0		0	0	0
Stadium House	629 E. University St.	0		0	0	0
Troyer House	822 Beall Ave.	0		0	0	0
Weber House	574 Stibbs St.	0		0	0	0
Westminster House	904 Beall Ave.	0		0	0	0
Yost House	817 College Ave.	0		0	0	0
East End Apts.	723 and 725 E.	0		0	0	0
Fairlawn Apts.	1015 E. Wayne Ave.	0		0	0	0
Henderson Apts.	1462 Beall ave.	0		0	0	0
Howell Apt.	958 Spink St.	0		0	0	0
Helms Duplex	330 Pearl St.	0		0	0	0
Gault Schoolhouse	706 Beall Ave.	0		0	0	0
Total:		3		0	0	\$200 - \$2,097

c. Calendar Year 2014

Fire Statistics for on-campus student housing facilities for calendar year 2014						
Building	Address	# of fires	Cause of fire	# of deaths	# of injuries	Value of property damage
Andrews Hall	1307 N. Bever St	0		0	0	0
Armington Hall	345 E. Wayne Ave.	0		0	0	0
Babcock Hall	1315 Beall Ave	0		0	0	0
Bissman Hall	1330 Beall Ave.	0		0	0	0
Bornhuetter Hall	1406 Beall Ave.	0		0	0	0
Compton Hall	1327 Beall Ave.	0		0	0	0
Douglass Hall	475 E. Wayne Ave.	0		0	0	0
Gault Manor	534 E. Wayne Ave	0		0	0	0
Holden Hall	1101 Beall Ave	0		0	0	0
Holden Annex	1101 ½ Beall Ave.	0		0	0	0
Kenarden Lodge	1209 Bever St.	0		0	0	0
Luce Hall	977 Beall Ave.	0		0	0	0
Stevenson Hall	415 E. Wayne Ave.	0		0	0	0
Wagner Hall	565 E. Wayne Ave.	0		0	0	0
Aultz House	575 E. University St.	0		0	0	0
Avery House	558 Stibbs Ave.	0		0	0	0
Bryan House	1439 Beall Ave.	0		0	0	0
Calcei House	823 College Ave.	0		0	0	0

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Building	Address	# of fires	Cause of fire	# of deaths	# of injuries	Value of property damage
Colonial House	809 Beall Ave	0		0	0	0
Corner House	819 Beall Ave.	0		0	0	0
Crandall Apt.	326 Pearl Ave.	0		0	0	0
Gable House	836 Beall Ave.	0		0	0	0
Grosjean House	657 E. University St.	0		0	0	0
Hider Apt.	561 E. University St.	0		0	0	0
Hider House	567 E. University St.	0		0	0	0
Iceman House	1455 Beall Ave.	0		0	0	0
Johnson House	1419 Beall Ave.	0		0	0	0
Kate House	1440 Beall Ave.	0		0	0	0
Kennedy Apt.	1433 Beall Ave.	0		0	0	0
Kieffer House	829 College Ave.	0		0	0	0
Lewis House	828 College Ave.	0		0	0	0
McDavitt House	924 Spink St.	0		0	0	0
Miller Manor	909 Beall Ave.	0		0	0	0
Morris House	930 Spink St.	0		0	0	0
Reed House	1447 Beall Ave.	0		0	0	0
Rickett House	942 Spink St.	0		0	0	0
Schlabach House	936 Spink St.	0		0	0	0
Scot Cottage	902 Beall Ave.	0		0	0	0
Shearer House	835 College Ave.	0		0	0	0
Stadium House	629 E. University St.	0		0	0	0
Troyer House	822 Beall Ave.	0		0	0	0
Weber House	574 Stibbs St.	0		0	0	0
Westminster House	904 Beall Ave.	0		0	0	0
Yost House	817 College Ave.	0		0	0	0
East End Apts.	723 and 725 E.	1	Oven fire	0	0	\$1,000 - \$9,999
Fairlawn Apts.	1015 E. Wayne Ave.	0		0	0	0
Henderson Apts.	1462 Beall ave.	0		0	0	0
Howell Apt.	958 Spink St.	0		0	0	0
Helms Duplex	330 Pearl St.	0		0	0	0
Gault Schoolhouse	706 Beall Ave.	0		0	0	0
Total:		1		0	0	\$1000 - \$9,999