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### ANNUAL FIRE SAFETY REPORT

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Introduction

The “Jeanne CLERY Disclosure of Campus Safety Policy and Campus Statistic Act of 1998”, commonly referred to as the “CLERY Act”, requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

The Higher Education Opportunity Act (HEOA) of 2008 made several changes to the CLERY Act and hereby incorporated as part of Urbana University policy.

This policy was prepared as part of Urbana University’s commitment to safety and security on campus, and to meet the requirements of the Student Right To know and Campus Security Act of 1990 (amended November 1998 and renamed the CLERY Act and further amended by the Higher Education Opportunity Act of 2008). This act requires colleges and universities to prepare, publish, and distribute to all prospective students, current students, and employees information pertaining to the University’s security policies, procedures, and programs. The Urbana University’s Campus Safety and Security Services compiles and prepares this Annual Security Report.

Urbana University comprises of 128 acre campus located in the city of Urbana, Champaign County, Ohio. Urbana University has five residence halls, seven athletic fields and facilities, eight classroom buildings, and five administration buildings.

Urbana University has one non-campus location where classes take place:

Beaver Creek Location, 3800 Pentagon Blvd., Suite 130, Beavercreek, Ohio 45431

UNIVERSITY SAFETY CONTACTS

<table>
<thead>
<tr>
<th>Security Manager</th>
<th>(937) 772-9213 (office)</th>
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<tbody>
<tr>
<td>Sycamore Hall</td>
<td>(937) 505-7361 (cell)</td>
</tr>
<tr>
<td>Executive Director of Student Affairs/Title IX Coordinator</td>
<td>(937) 772-9284</td>
</tr>
<tr>
<td>Blackmer Hall 5</td>
<td></td>
</tr>
<tr>
<td>Director of Student Life</td>
<td>(937) 772-9281</td>
</tr>
<tr>
<td>Blackmer Hall 5</td>
<td></td>
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<tr>
<td>24-Hour Campus Safety Emergency Line</td>
<td>(937) 484-1111</td>
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<tr>
<td>Sycamore Hall</td>
<td></td>
</tr>
<tr>
<td>Beavercreek Location</td>
<td>(937) 705-6914</td>
</tr>
<tr>
<td>(Franklin/Urbana University)</td>
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CLERY REPORTABLE GEOGRAPHICAL LOCATIONS
These maps represent Urbana University main and the Beavercreek non-campus locations.

[Map of Urbana University campus and Beavercreek location]
**CLERY REPORTABLE OFFENSES**

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<tr>
<td>Weapon Law Violations/Arrests</td>
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**DEFINITIONS**

**Hate Crime:** Criminal offense against a person or property which is motivated in whole or in part by the offender’s bias.

**Bias:** A pre-formed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

**Consent:** is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
CRIMINAL OFFENSES

Murder/Non-Negligent Manslaughter: the willful killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

Robbery: the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or 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 injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential 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 a 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 joy riding)

Arson: Any willful or malicious burning or attempt to burn, with or without attempt to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offense, regulatory in nature, such as: manufacture, sale, possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

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, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violations of state or local laws/ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
NOTE: The above listed crime definitions are from the Uniform Crime Reporting Handbook

**Dating Violence:** The term “dating violence” means violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim share a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of jurisdiction.

**See Ohio Revised Code 2919.25.** Domestic violence in Ohio is the offender must knowingly cause or attempt to cause physical harm to a family or household member. Recklessly cause serious or physical harm to a family or household member or knowingly cause a family member or household member to believe that the abuser will cause imminent physical harm to the family member or household member.

**Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

**See Ohio Revised Code 2903.211** Stalking is by engaging in a pattern of conduct that the stalker knows will cause another person mental distress or cause that person to believe the stalker will cause physical harm to him or her.

**See Ohio Revised Code 2903.211 Menacing by Stalking (2008)**

(A) (1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or cause mental distress to the other person.

(2) No person, through the use of any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, or computer system, shall post a message with purpose to urge or incite another to commit a violation of division (A)(1) of this section.

(3) No person, with a sexual motivation, shall violate division (A) (1) or (2) of this section.
**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.

**Rape:** (FBI, UCR) 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.

**Sodomy:** Oral or anal sexual intercourse with another person, 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 temporary or permanent mental or physical incapacity.

**Sexual Assault With An Object:** To use an object or an instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.

**Fondling:** Is 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 or physical incapacity.

**SEX OFFENSES – NON-FORCIBLE**

Unlawful, non-forcible sexual intercourse

**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.

**Note:** The above listed Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

**HATE CRIMES**

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**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.
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.

CAMPUS POLICIES

DAILY CRIME LOGS
The daily crime log records all criminal incidents and alleged criminal incidents that are reported or identified by the Campus Safety and Security Services. The daily crime log is available at the Campus Safety and Security Services office in Sycamore Hall during normal business hours and contains the nature of the crime, the general location, the date/time it occurred and the status of the case/incident if applicable. If data is needed past the last posted 60 day period, please contact the Campus Safety and Security Services at (937) 772-9213. You may contact the Security Manager at (937) 772-9213 (office) or (937) 505-7361 (cell) if you have any questions regarding the logs.

POLICIES FOR REPORTING CRIMES
Urbana University always seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or serious crimes against property have been reported. Information regarding any crime may be reported to Urbana University’s Campus Safety and Security Services by calling the Urbana University’s Anonymous tip Line at (937) 772-9338, by using the Tip Hot Line at tips@urbana.edu, or creating an anonymous report at urbana.edu/notify. These services provide anonymity for the campus community to report crimes to the Campus Safety and Security Services.

Any person involved in or witnessing a life threatening emergency should dial 911 before attempting to notify Urbana University’s Campus Safety and Security Services. All persons are strongly encouraged to report crimes to the Campus Security Officer on-duty or to the law enforcement agency with jurisdiction (Urbana Police Department or Champaign County Sheriff’s Office). The Campus Safety and Security Service office is located in Sycamore Hall, and can be reached 24/7/365 at (937) 484-1111 or during regular business hours (937) 772-9213 by any person desiring to report a crime or suspicious activity occurring on property owned or controlled by Urbana University.

Campus Security Officers are available to answer your call 24 hours a day, 365 days a year. In response to a call, a Campus Security Officer will respond with the appropriate university staff and notify the law enforcement agency having jurisdiction if appropriate. A Campus Security Officer will complete an incident report of all criminal investigations conducted by us or local law enforcement agencies. The results of the criminal investigations will be forwarded to the Executive Director of Safety and Security, Executive Director of Student Affairs and the Director of Student Life for possible initiation of the Student Code of Conduct proceedings.
Ohio Revised Code section 2921.22, makes it a crime for a person to know that a felony has been or is being committed and fail to report such information to law enforcement authorities. In addition, many Urbana University faculty and staff, to include Resident Assistants and Hall Directors are considered Campus Security Authorities, and are deemed mandatory reporters to campus authorities of Clery Act crime information they receive.

Crimes should be reported to the Campus Safety and Security Services to aid in providing timely warning notices to the community when appropriate and ensure inclusion in the annual crime statistics. Clery reportable offenses known to the University are sometimes remanded to the local law enforcement agency with jurisdiction for possible criminal prosecution. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted through the court system having legal jurisdiction over the incident. In addition, you may report a crime to the following areas:

<table>
<thead>
<tr>
<th>Office of Student Life</th>
<th>937-772-9229</th>
</tr>
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<tbody>
<tr>
<td>Blackmer 5</td>
<td></td>
</tr>
<tr>
<td>Executive Director of Student Affairs</td>
<td>937-772-9284</td>
</tr>
<tr>
<td>Blackmer 5</td>
<td></td>
</tr>
<tr>
<td>Director of Student Life</td>
<td>937-772-9281</td>
</tr>
<tr>
<td>Blackmer 5</td>
<td></td>
</tr>
<tr>
<td>Urbana Police Department</td>
<td>937-652-4350</td>
</tr>
<tr>
<td>City of Urbana 205 South Main Street</td>
<td></td>
</tr>
<tr>
<td>Urbana, Ohio 43078</td>
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</tbody>
</table>

**VICTIM RESOURCES AVAILABLE**

- **Project Woman**- 525 East Home Road, Springfield, Ohio 45503, 24 Hour Crisis Hotline: (937) 325-3707, 1-(800) 634-9893, Email: projectwoman@projectwomanohio.org
  - Campus Advocacy hours at Blackmer 5:
    - Monday 12p-3p
    - Wednesday 10a-1p
    - Thursday 8a-9:30a
- **Consolidated Care**- 1522 East State route 36, Urbana, Ohio 43078, phone (937) 653-4787, 24 Hour Hotline 1-(800) 224-0422.
- **Champaign County Prosecutor's Office Victim/Witness Advocates** phone: (937) 484-1900
SECURITY AND ACCESS POLICY

Urbana University is a private, non-profit educational institution. During business hours the grounds and buildings are open to the members of the University Community, including commuter students, residential students, faculty, staff, visitors and the general public with a legitimate business or educational purpose. During non-business hours access to University buildings is open to students, faculty, staff, and registered guests. Guests must be registered at the Campus Safety and Security Services office located in Sycamore Hall.

Urbana University is committed to providing a safe and secure environment for faculty, students, residents and staff while balancing the need to protect the assets of the University and provide broad access to public areas for the University community. Campus Security Officers regularly patrol grounds and building 24 hours a day and 7 days a week via foot, gas and electric vehicles, and bicycles. In addition, over seventy (70) cameras are strategically positioned throughout the University’s buildings and property to monitor activity. For information regarding access to a particular building, contact Campus Safety and Security Services at (937) 772-9213 or (937) 484-1111.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Safety and Security Officers report any unsafe conditions related to landscaping to Facilities Management via radio or by utilizing an on-line work requests ticketing system. All unsafe conditions that poses an immediate threat to life safety is immediately communicated to a Facilities Supervisor for repair.

EMERGENCY (IMMEDIATE) NOTIFICATION POLICY

In the event of a serious incident that poses an immediate threat to members of the Urbana University community, Urbana University has various systems in place for communicating information quickly. These systems may be activated upon confirmation from the on-duty Campus Security Officer or Local Law Enforcement Officer if a significant emergency or dangerous situation involving an immediate threat to the health or safety of visitors, students, faculty or staff is occurring on campus. The systems of communication include voice mail, email, and text messages through One Call Now, Urbana University’s email Knight Net system, face to face communication, Urbana University’s Weather Hotline (937-772-9263), and Champaign County’s Code Red Alert System for severe weather. Updates are posted on the Urbana University website http://www.urbana.edu and One Call Now voice mail, email, and text messaging system. Students, faculty, and staff will be instructed to shelter in place or evacuate to a safe location until an “all clear” message is received.

The Executive Director of Student Affairs, the Campus Security Manager, and/or Director of Student Life will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to mitigate the emergency. The Executive Director of Student Affairs, Campus Security Manager, and the Director of Student
Life are responsible for the activation of Urbana University’s One Call Now and Urbana University’s Knight Net messaging system.

Incidents that occur that are not an immediate threat to students, faculty, or staff will be evaluated by the Campus Safety and Security Services in concert with the Executive Director of Students Affairs, Director of Student Life, and Chief of Staff. Any member of the Campus Safety and Security Services may initiate an alert by contacting the Director of Student Life unless in their professional judgment, consulting with said person will unduly delay the emergency notification process.

**Emergency Notification Enrollment**

Students, Faculty, and staff are automatically registered to receive emergency notifications via their Urbana University email account. The registration process is conducted during orientations, at the Campus Life section of urbana.edu and move in days for each school year. The alert notification enrollment can be found in the Campus Safety section of the Urbana University website.

To register go to: [http://www.urbana.edu/documents-forms/emergency-communication-information-form-webform](http://www.urbana.edu/documents-forms/emergency-communication-information-form-webform)

These alerts will notify registered users when there is a major emergency, crisis situation, or disaster or other emergency closing or delay information for Urbana University locations. The message is sent to a large numbers of telephone and email service providers. The service provider controls how quickly messages are delivered to phones and email mailboxes. Delayed message delivery is almost always due to the telephone/text messaging provider and how the message has been processed through their network.

Users have the opportunity to choose to “opt-out” of the system and not receive future notifications. The “opt-out” process is communicated to the user at the conclusion of the alert message. Registration information will not be shared with outside sources and will only be used to send emergency messages.

The Campus Safety and Security Services, the Executive Director of Students Affairs or the Director of Student Life may prepare a One Call Now Alert whenever a report is received of a violent incident against a person or a particularly threatening incident against property on campus that represents an ongoing danger to the safety of students, faculty, and staff.

Additionally, Campus Safety and Security Services may issue alerts in the following significant emergencies or dangerous situations:

- Weather Closing
- Gas Leak
- Biological threat
- Hostile Intruder
- Bomb Threat
- Police Emergency
- Bomb Found
- Shooting
- Emergency Situations
- All Clear
Emergency information and weather delays or cancellations are also posted on the Urbana University Web site [http://www.urbana.edu](http://www.urbana.edu) and the Weather Hotline (937) 772-9263.

Champaign County uses the Code Red Weather alert System for severe weather. In order to receive the alerts students must sign up for Code Red Alerts at [https://public.coderedweb.com/CNE/78411EC18D85](https://public.coderedweb.com/CNE/78411EC18D85) or visit [www.champaignema.org](http://www.champaignema.org) and click on the CodeRed link at the bottom of the page.

**TIMELY WARNING POLICY**

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Safety and Security Services, the Executive Director of Student Affairs, or the Director of Student Life constitutes a serious or continuing threat to the safety of students, faculty, or staff, a campus wide “timely warning“ will be issued. Information for this type of warning may also be provided by other law enforcement agencies or offices. Every attempt will be made to distribute a warning in a timely manner; however, the release is subject to the availability of accurate facts concerning the incident. Warnings can be distributed to students, faculty and staff through emergency notification messages, emails, telephone, fliers, web page posted messages, and face to face communication. Some or all of these methods of communication may be activated and used for issuing a timely warning. Anyone with information warranting a Timely Warning should report the circumstances to Campus Safety and Security Services by phone at (937) 484-1111.

The Campus Safety and Security Services and/or Director of Student Life will initiate a timely warning whenever a report is received for any CLERY Act crime or a particularly threatening incident against persons or property on or near campus that represents an ongoing danger to the safety of students, faculty and staff. Timely information will be widely distributed throughout campus, provided to campus media representatives, posted on the Urbana website or to the extent possible, emailed as quickly as possible to select university offices as deemed appropriate by Campus Safety and Security Services and the Director of Student Life. The Director of Student Life may utilize blast emails to disseminate the timely warning if the incident facts warrant such action.

Urbana University will assist in the distribution of information to the campus community whenever a law enforcement agency issues a news release about an off-campus crime that represents an ongoing threat to the safety of students, faculty and staff.

**CONFIDENTIAL REPORTING PROCEDURES**

If a reporting person does not desire action by the University and would like the details of the incident kept confidential, they may seek support from the following resources who are not required to tell anyone concerning private, personal identifiable information unless there is cause for fear of the victim’s safety or the safety of other members of the community.

- Leslie Criswell, Campus Advocacy Liaison, Project Woman, (800) 634-9893, email: lcriswell@projectwomanohio.org
- Urbana University Employee EAP Hotline: (800)-869-0276
- Urbana University anonymous reporting option: [https://www.urbana.edu/notify](https://www.urbana.edu/notify)
The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep a record of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS


This report is prepared in cooperation with the local law enforcement agencies serving our campus community.

PREPARING ANNUAL SECURITY REPORT (ASR)

Urbana University’s Annual Security Report is a result of the efforts of many people on Campus. The below some of the many who provide information for inclusion in the report.

- Campus Security Manager
- Executive Director of Student Affairs/Title IX Coordinator
- Director of Student Life
- Campus Safety and Security Officers
- Counseling Services
- Resident Hall Directors
- Resident Hall Assistants
- Athletic Team Coaches
- University Club Advisors
- Beavercreek, Ohio Police Department
- Urbana, Ohio Police Department

They are responsible for the preparation of the University’s Annual Security Report (ASR). Every effort is taken to ensure all persons required to report do so. Crimes occurring adjacent to or on University property will be included in the annual crime statistics report which is published as part of the University’s ASR.
URBANA UNIVERSITY CRIME STATISTICS

In accordance with the “Student Right to Know and Campus Security Act of 1990” each institution within the state is required annually to prepare security reports on campus crime statistics for the preceding year. The following is a report for the Urbana University main campus and Beavercreek campus location for the calendar years of 2014-2016. Statistics reflect the calendar year of January 1 through December 31.
## Criminal Offenses

<table>
<thead>
<tr>
<th>Criminal Offense - Crimes Reported by Hierarchy</th>
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<th>On Campus Housing</th>
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### Criminal Offenses

#### Criminal Offense - Crimes Not Reported by Hierarchy

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<th>Year</th>
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### Hate Crimes – On Campus

#### Category of Bias for Crimes Reported in 2016

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<th>Criminal Offense</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual Orientation</th>
<th>Gender</th>
<th>Disability</th>
<th>Ethnicity/National Origin</th>
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### HATE CRIMES – On Campus

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LAW ENFORCEMENT POLICIES

POLICY STATEMENT ADDRESSING THE AUTHORITY OF NON-SWORN CAMPUS SAFETY PERSONNEL
The Campus Safety and Security Services employs non-sworn personnel responsible for providing the safety and security of the personnel and assets of Urbana University. As such, they are classified as university officials with a legitimate educational interest. Urbana University non-sworn safety and security officers have the authority to request identification from individuals on campus to determine whether individuals have lawful business at the University. Urbana University’s security officers do not possess arrest powers outside of those granted to ordinary citizens.

Criminal incidents are referred to local law enforcement having jurisdiction on campus. The Campus Safety Department at Urbana University maintains a professional working relationship with the Urbana City Police Department and the Champaign County Sheriff Office. All crime victims and witnesses are strongly encouraged to immediately report any crime to the Campus Safety and Security Services in order to assure timely warning notices on campus and timely disclosure of crime statistics.

WORKING RELATIONSHIP WITH CAMPUS SAFETY PERSONNEL
The Campus Safety and Security Services maintains a close relationship with local law enforcement having jurisdiction on campus, the Urbana City Police Department and Champaign County Sheriff Office. Campus Safety and Security Services occasionally works with other county, state and federal law enforcement agencies to augment the safety and security of the campus. Meetings are held between the leaders of local law enforcement agencies on both a formal and informal basis. Campus Safety and Security officers communicate regularly with the Urbana Police Department at the scene of incidents and special events occurring on and around the campus. Urbana Police Officers and Champaign County Deputies are hired by the University for special-duty assignments during special events such as football and basketball games, and commencement.

There is currently no written memorandum of understanding between Urbana University Campus Safety and Security Services and local law enforcement agencies having jurisdiction over the campus location.

Campus Safety and Security Officers are scheduled and available 24 hours a day/7 days a week/365 days a year.
SECURITY AWARENESS & CRIME PREVENTION PROGRAMS

CAMPUS PROGRAMS
During the first week of classes, the Campus Safety and Security Affairs, Student Services, and local law enforcement agencies provide crime prevention awareness materials on topics to include theft from vehicles, vandalism, and personal safety.

Prior to residents arriving on campus, the Director of Student Life conducts extensive week long training for the Resident Assistant Staff and Hall Directors. This training includes first aid, de-escalation techniques, fire evacuation training and substance abuse recognition.

Annually at the beginning of fall term, faculty and staff receive handouts discussing safety issues, severe weather information and emergency management information. In addition Emergency Management Guides are located throughout the campus. A training session on the contents and procedures included in the Emergency management guides is also provided at the beginning of each fall term. Faculty and staff are encouraged to review the handouts, the Emergency Management Guides, and contact the Campus Safety Department with any questions or requests for additional information and/or training. Urbana University encourages students, faculty and staff to be aware of their responsibility for their own security and the security of others.

Should you become involved in a threatening situation on campus, call Campus Safety and Security Services at (937) 484-1111. In a life threatening situation dial 911.

If you are physically or sexually assaulted or otherwise injured, call 911 and Campus Safety immediately. Campus Safety will ensure access to a support person and immediate medical care. The Student Affairs office will support and assist any student who has been assaulted. Assistance to include: counseling, follow-up information and resources will be available.

Victims of, or witnesses to, criminal activity are strongly encouraged to report such activity to Campus Safety or local law enforcement. If there is no immediate danger, you may report the incident by contacting Campus Safety either in person or by phone. A report will be filed and a University official will investigate the complaint and pursue the appropriate course of action.

DRUG AND ALCOHOL ABUSE PROGRAMS
Urbana University requires every incoming student to participate in an on line program for Drug and Alcohol abuse. The program is “Campus Clarity”, and includes sections on alcohol abuse, drug abuse and sexual offenses. Campus Clarity helps Urbana University comply with the student education requirements relating to sexual misconduct under Title IX of the Education Amendments Act of 1974 and Section 308(a)(8) of the Violence Against Women Reauthorization Act of 2013 (known as the “Campus SaVE Act”). In addition, the Think About It program includes an extensive discussion about sexual assault, sexual harassment, and additional information aimed at encouraging students to report incidents of sexual violence to the appropriate university officials and law enforcement authorities. Think About It provides a copy of the University’s sexual misconduct policies. Urbana University requires all students to review and acknowledge those policies before successfully completing the course.
Urbana University also uses Campus Clarity and Think About it to fulfill its “primary prevention and awareness programs for incoming students” as required by The Campus SaVE Act for universities that participate in federal student aid programs. These programs “promote the awareness of rape, acquaintance rape, and domestic violence, dating violence, sexual assault and stalking.”

There are support services available for those students who have “self-referred” or been referred by others. Students may contact a member of the Residence Life staff, the University Nurse or another member of the Student Affairs staff for assistance and appropriate referrals. Written material about the effects of alcohol use is available from Student Life staff and the Nurse. In addition, the University has an established working relationship with WellSpring and Consolidated Care, local community mental health agencies, and with Community Mercy REACH, the local alcohol and drug treatment agency. These agency’s address and contact information are as follows:

- **Mercy Memorial Hospital**, 304 Scioto Street, Urbana, Ohio 43078, (937)-653-3001.
- **WellSpring**, Urbana-(937)325-5564/Springfield-(937) 325-5564, [http://wellspringfield.org](http://wellspringfield.org)
- **Consolidated Care**- 1522 East State route 36, Urbana, Ohio 43078, phone (937) 653-4787, 24 Hour Hotline 1-(800) 224-0422.

Urbana University considers the use of alcohol and other drugs to be a serious issue among college students and will continue to address this issue as part of our efforts to maintain a healthy climate for living and learning.

**TIP LINE**

In an effort to create a safer campus, the office of Student Affairs has created the Urbana University Tip Line.

Students, faculty, and staff can e-mail: tips@urbana.edu or use the anonymous reporting option at: [https://www.urbana.edu/notify](https://www.urbana.edu/notify) to report any suspicious behaviors, activities, or other relative information. Tips maybe left on the Campus Safety and Security office line at (937) 772-9213 and at (937) 772-9284. The caller may remain anonymous when leaving their message at Urbana University’s Anonymous Tip Line at (937) 772-9338. Once a message is received, the Executive Director of Student Affairs will determine what further or appropriate action needs to be taken.

**UNIVERSITY/STUDENT POLICIES**

**RESPONSIBILITY TO REPORT**

A student who violates local, state, or federal laws needs to be aware of the following:

1. If a student is arrested by the civil authorities, the student is responsible for notifying the Director of Student Life within 24 hours of the arrest.
2. The University will not provide bail money, employ counsel, or request special consideration for individuals because of their status as students.
3. A student may be subject to campus disciplinary action as a result of any suspected violation of local, state, or federal regulations regardless of the outcome of any civil or criminal action. Likewise, if the University has reason to believe that a crime has been committed; the appropriate authorities will be notified to ensure the safety of the community.

4. The University also reserves the right to have students arrested for local, state, or federal violations that occur on campus.

5. Prosecution by a local, state, or federal entity does not invoke double jeopardy nor in any way preclude subsequent disciplinary action against the student by the University.

PARENT CONTACT

Students of Urbana University are recognized as young adults and as such, are responsible for their own conduct. Therefore, the Executive Director of Student Affairs reserves the right to contact parents or guardians as a general rule for reasons including, but not limited to:

1. An emergency regarding a student’s mental or physical health.
2. If tenure of the student at the University and/or in the residence hall or suites is in jeopardy due to disciplinary action.
3. Under FERPA guidelines, the University may inform parents about any illegal use of alcohol or other drugs.

ALCOHOL POLICY

The unlawful use of alcohol by students, faculty, and staff adversely affects Urbana University’s educational environment. Therefore, all members of the campus community must adhere to established University policy, as well as to local, state, and federal laws.

The following regulations apply to alcohol use at Urbana University:

The possession or use of any alcoholic beverage, as defined by Ohio Revised Code, is prohibited on University property or at any University sponsored activity or event by any person under the legal age as established by the State of Ohio.

These general guidelines shall apply to the Urbana University Alcohol Policy:

- No person under the age of 21 may be present in a suite or room where alcohol is being consumed.
- Likewise, no person of legal age may consume alcoholic beverages when a person under the age of 21 is present.
- Any student who is present when University policies are being violated will be subject to the same disciplinary action as if he or she had committed the violation.
- Room doors must be kept closed when consuming alcohol.
- Kegs, beer balls, and other large size containers (larger than 40 oz.) are prohibited, along with large quantities (in excess of one-half gallon) of assorted or mixed alcoholic beverages, such as punch.
- Alcohol may not be served when more than six people are present in a room or suite.
• No open containers of alcohol are permitted on campus except in designated rooms or suites. Open containers may not be transported to other suites or be present in stairwells. An open container is defined as any container that has the original seal broken or any container into which alcohol has been poured.
• Alcohol is prohibited in any lounge or public space, on exterior campus grounds, including parking lots and roadways.
• Alcohol paraphernalia is prohibited; including materials designed or modified to be used for drinking games and use of alcohol bottles, cans, or other items as decoration.
• Alcohol is prohibited in or on any off-campus premises at which a University sponsored event is being held, except with permission of the Executive Director of Student Affairs.

DRUG FREE CAMPUS/CONTROLLED SUBSTANCES POLICY

Urbana University is committed to providing a drug and substance free environment for all students. The University cannot and will not protect students who use or sell drugs from prosecution under federal, state, or local laws. Violation of the following policies may result in Student Conduct sanctions:

• Any and all using, possession (including trace), possession for sale, selling, abusing, distributing, manufacturing, or being under the influence of a controlled substance or chemical of abuse on any University property (including vehicles parked on University grounds), or at any University sponsored event. This section excludes lawful use of medications prescribed by a licensed physician and/or permitted by federal, state, and local ordinances. Chemical abuse includes but is not limited to the abuse of chemicals, glue, paint, petroleum products, and nitrous oxide.
• Any and all using, possessing, possessing for sale, and selling any drug paraphernalia. This includes any instrument, tool, or object designed or converted to allow ingestion by any means drugs of abuse, controlled substances, or chemicals.
• Individuals present during violations of the drug policy will be subject to disciplinary action.

Students in violation of the Drug Free Campus policy may face drug testing at their own expense and sanctions ranging from a letter of warning up to dismissal from the university.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Urbana University has developed an all hazards approach to the mitigation of crisis’ or emergencies on campus. This plan, referred to as the Crisis Management Plan (CMP), delineates the University’s response to any human or natural emergency incident. The plan incorporates an “all hazards approach” to crisis management and provides a standard format for incident planning and details the response activities implemented during a crisis situation.
The CMP is a basic guide for providing a response system to a major crisis or emergency occurring at Urbana University. It is operationalized whenever an emergency affecting the campus cannot be controlled through routine or normal procedures. The response to any major crisis or disturbance will be conducted within the framework of this plan.

The Crisis Management Plan has a twofold purpose:

- To develop and maintain awareness of the crisis or emergency situation for University leaders
- To coordinate support and assistance for crisis and emergency responders

Urbana University is committed to the use of the Incident Command System (ICS) methodology and principles in its response to any crisis or emergency situation. The Incident Command System was devised to be a systematic tool for the command, control, and coordination of an emergency response. It provides common disaster management language which allows an organization to communicate its priorities and assign designated personnel to carry out specific responsibilities.

The CMP can be accessed on the Urbana University Website, in the Student Handbook, and in the Emergency Management Guide provided to each employee at the beginning of the school year. These guides contain procedures for responding to emergencies from weather to active shooter, the roles and responsibilities of campus faculty and staff, and a list of emergency phone numbers. The Emergency Management Guides have been placed throughout campus buildings and are readily available to students, faculty, and staff. All Hall Directors and Resident Assistants have been trained on the use of the guides and their content.

**ANNUAL TESTING**

The University will test their response to emergency incidents by conducting at least one table-top, functional, or full scale exercise per calendar year that is related to a crisis or emergency event on campus. This will allow the Crisis Management Team (CMT) the opportunity to test current University crisis management plans in this simulation exercise.

In addition, Urbana University Campus Safety and Security Services will conduct and document fire drills for all buildings to assess the evacuation process currently in place at least four times annually for residential halls and at least one time annually for all other buildings on campus. These drills will also allow University leaders the opportunity to evaluate safe locations as to their size and suitability. The purpose of evacuation drills is to prepare building and resident hall occupants for an organized evacuation in case of an emergency. Evacuation drills are used as a way to educate and train occupants on issues specific to their building and resident hall. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building and resident hall about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of the fire alarm components.
Evacuation drills are monitored by the Campus Safety and Security Services, and may in some instances by local public safety agencies, to evaluate building egress and behavioral patterns of building and resident hall occupants. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. Urbana University will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

MISSING STUDENT NOTIFICATION POLICY

This policy establishes a framework for cooperation among members of the University community designed to assist and locate students who live in on-campus student housing and are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. Any person may report a missing student by contacting the Director of Student Life at (937) 772-9281, the Campus Counselor at (937) 772-9230, or Campus Safety and Security Services at (937) 484-1111. All reports of missing students shall be directed to Campus Safety and Security Services which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. The student may designate this contact in addition to a general emergency contact on a Housing Emergency Contact Card provided at student orientation. Urbana University keeps this information confidential and only authorized campus officials and law enforcement officers in furtherance of a missing person investigation to access this information. If a missing student is under the age of 18 years of age, Campus Safety and security Services is required to notify the parent or guardian of the missing student no later than 24 hours after determining the student is missing. In addition, Campus Safety and Security Services will notify the Urbana City Police Department no later than 24 hours after it determines the student is missing.

PROCEDURE FOR REPORTING MISSING STUDENTS

1. Any report of a missing student, from whatever source, should immediately be directed to Campus Safety and Security Services at (937) 484-1111 or (937) 772-9213.
2. When a student is reported missing Campus Safety shall:
   a. Initiate an investigation with assistance of Student Life to determine the validity of the missing person report.
   b. Contact the Executive Director of Student Affairs.
   c. Make a determination as to the status of the missing student.
   d. Notify the individual identified by the missing student on their Housing Emergency Contact Card as the emergency contact within 24 hours of making a determination that the student is missing.
e. If the missing student is under the age of 18, notify the student’s custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
f. Notify the Urbana City Police within 24 hours after determining that the student is missing.
3. The Executive Director of Student Affairs or designee notifies the Chief of Staff for Academic & Student Affairs
4. The Executive Director of Student Affairs or designee shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

**VIOLENCE AGAINST WOMEN ACT (VAWA)**

The Violence Against Women Act (VAWA) and the Campus SaVE Act/Section 304 provides updated regulations that require all new students and new employees to be provided with a prevention and awareness program in order to promote awareness of rape and sexual violence, sexual misconduct, domestic violence, dating violence, and stalking. This training program must also provide the following: A statement that the institution prohibits those offenses,

- Definitions of those offenses in the applicable jurisdiction,
- Definitions of consent, with reference to sexual offenses, in the applicable jurisdiction,
- Bystander intervention training,
- Recognition of signs of abusive behavior and how to avoid potential attacks,
- Ongoing prevention and awareness campaigns for students and faculty.

**UNIVERSITY VAWA TRAINING**

As an institution, Urbana University is committed to being an inclusive community, free from all forms of harassment, discrimination and sexual misconduct. In response to these requirements, Urbana University utilizes a program that focuses on Title IX, VAWA, and the Campus SaVE Act to effectively reach students, faculty, and staff. This program includes two (2) different training courses, one (1) for students and one (1) for faculty and staff.

The student training is provided by an external company, Campus Clarity, a service of LawRoom. This training uses a course titled “Think About It,” an online substance and sexual abuse training program that prepares students to confront and prevent serious campus problems while promoting a safer campus environment for everyone. This training takes about two hours to complete and is self-paced. All questions within the program are completely anonymous and the students’ responses are not viewable by any staff at Urbana University.

Training for faculty and staff is provided by an external company called LawRoom. This training uses a course titled 300: Intersections: Supervisor Anti-Harassment (EDU-US) and 101: Intersections: Preventing Discrimination and Harassment (EDU-US). This is an online, self-paced, combined training
covering essential material relating to harassment, discrimination, retaliation, and abusive conduct in a focused interactive course engaging employees, and giving them the skills for responding to and preventing harassment and abusive conduct in the workplace. It further trains faculty and staff on how to recognize, report, and prevent sexual misconduct against students, covering awareness and prevention training requirements required by Title IX guidance, the Campus SaVE Act, and VAWA regulations. All questions within the program are completely anonymous and the faculty/staff responses are not viewable by any staff at Urbana University.

These trainings were sent to every student, faculty, and staff member in early September 2015. All new employees and students will receive this training. If an individual does not complete the training, they will receive bi-weekly reminders until they complete the training.

SEXUAL VIOLENCE AND HARASSMENT

Students at Urbana University deserve to work toward their academic and social goals in a safe and secure setting, free from harassment or the fear of being a victim of crime. The responsibility for creating a safe and secure environment lies with each member of the community, who should expect to be treated with dignity and respect. However, we must be prepared for individual acts of crime and/or aggression toward our community or our citizens. Sexual misconduct is a serious violation of the standards of conduct of Urbana University and will not be tolerated. The University encourages all members of the University community to be aware of both the consequences of sexual misconduct and the options available to the victim. The University urges victims to seek assistance using the appropriate resources. A person charged with sexual harassment or sexual misconduct can be disciplined by the University and may be prosecuted under Ohio criminal statutes. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action, which could result in dismissal from the University.

SEXUAL HARASSMENT

Sexual harassment is defined as behavior of a sexual nature which is offensive, exploitative of another person, or in violation of the law, including persistent, unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct, written communication, or printed materials of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or educational experience.
- b. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, and participation in extra-curricular activities, or creating an intimidating, hostile, or offensive University environment.
In determining whether the alleged conduct constitutes sexual harassment, consideration will be given to the record of the incident as a whole and the totality of the circumstances, including the context in which the incidents occurred.

**SEXUAL ASSAULT**
Sexual assault is defined as sexual conduct and/or conduct without another person’s consent by force, intimidation, or through the use of the victim’s mental capacity, a state of intoxication, physical inability, physical helplessness (e.g. due to alcohol, drugs, unconsciousness) or the victim is under age thirteen, which the offender reasonably should have known and negligently or recklessly disregards.

Sexual assault includes:

a. Rape—sexual penetration of anybody orifice without consent whether by an acquaintance or a stranger, or sexual contact/conduct with a person under the age thirteen.

b. Attempted rape.

c. Forcible sodomy—oral sex or anal intercourse without consent.

d. Intentional touching, directly or through clothing, of an unwilling person’s intimate parts (defined as genitals, groin, breast or buttocks) or forcing and unwilling person to touch another’s intimate parts.

Intoxication of the assailant shall not diminish the assailant’s responsibility for sexual assault.

**PROCEDURES FOR REPORTING/RESOLVING SEXUAL HARASSMENT & SEXUAL ASSAULT**
Complaints of any kind of harassment or abuse are handled with regard for the confidentiality and protection of all persons involved in the case. The complaint process is activated at the request of the complainant.

Students who wish to report violations of the Sexual Harassment policy should make a report at the Campus Safety and Security Services office in Sycamore Hall, or the Title IX Coordinator, located in Blackmer Hall. A professional staff member (Campus Safety and Security Officer, Nurse, Director of Student Life, Project Woman representative or Executive Director of Student Affairs) will assist the student in determining which course of action he/she wishes to pursue. Actions available to students range from appropriate individual action to University student conduct proceedings. If the violation warrants the involvement of law enforcement authorities, the individual may ask for assistance from the Student Affairs office or may contact law enforcement authorities directly.

A student who believes they have been sexually assaulted or raped should notify the Campus Safety and Security Services (937) 484-1111 or the Urbana Police Department by calling 911 or (937) 652-4350. University personnel will arrange transportation to the emergency room for medical care and evidence collection.

A victim of sexual assault should not shower or change clothes before receiving medical treatment.
A Counselor or Advocate with expertise in working with victims of sexual assault will be available at the emergency room. The Counselor/Advocate can discuss options and alternatives and will help identify the most appropriate support services.

Any student who is the victim of sexual assault or harassment may utilize the services of Project Woman’s 24-Hour Crisis Line at 1-800-634-9893, and/or contact the Campus Safety and Security Services office at (937)484-1111 or Residence Life Staff. Students may also utilize off campus resources such as:

- Consolidated Care: (800) 224-0422 (24 hour service)
- Wellspring: (937) 653-5990
- Delta Psychology: (937) 652-1474
- Transition Counseling: (937) 652-1881

Urbana University will make every reasonable effort to protect the privacy of the individuals involved in all consultations, informal complaints, and hearings, insofar as it is feasible, considering the University’s duty to investigate the complaint and take appropriate action.

A significant benefit to timely reporting is the documentation and preservation of evidence should the victim determine at any point to report the matter for adjudication, either criminally, civilly, or through the University Student Code of Conduct process. Any student alleging sexual misconduct by faculty, staff, or another student should notify the Student Affairs office at (937) 772-9229 or the Campus Safety and Security Services office at (937) 484-111 or (937) 772-9213

POLICIES AND PROCEDURES TO ADDRESS DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

I. General Information

Urbana University is an intentional learning community emphasizing mutual respect for all members and guests while valuing the dignity and worth that each brings to the community. Each community participant has a right to be free from discrimination, harassment, and sexual misconduct in the learning environment and work setting. Therefore, conduct that diminishes dignity and worth of members and guests to the University community, regardless of race, color, religion, age, disability, gender, sexual orientation, or veteran status, is prohibited. Such conduct by students, staff, faculty, administrators, trustees, volunteers, visitors, contractors, and vendors is disruptive to the educational environment and work setting. Any complaint by a member or guest of the University community will be investigated and addressed.

Urbana University prohibits discrimination on the basis of age, race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or veteran status in student admission, financial aid, educational or athletic programs, or employment as required by Title VII of the Civil Rights Act
of 1964, as amended: Title IX of the Education Amendments of 1972; and Section 504 of the
Rehabilitation Act of 1973, as amended. The following person has been designated to handle
inquiries regarding the Title IX, Community of Respect (CoRe) policies and procedures Nick Christian,
Executive Director of Student Affairs/Title IX Coordinator, Blackmer Hall 5, (937) 772-9284,
nick.christian@urbana.edu.

This policy, as available at www.urbana.edu/title-ix, supersedes all current University policies
pertaining to discrimination, harassment, and sexual misconduct. Substantive changes to this policy
will be highlighted for three months following the update.

KEY TERMS AND PARTICIPANTS
General Definitions

**Title IX Coordinator:** the individual charged with coordinating the University response to reports
and complaints of all misconduct covered under this policy; they do not serve as an advocate for
either the reporting party or responding party.

**Protected Class:** any protected category under applicable local, state, and federal law, ordinance,
or regulation

**Reporting Party:** the person or entity bringing the allegations that this policy has been violated

**Responding Party:** the person or entity alleged to have violated this policy

**Campus Security Authority:** is a Clery-specific term that encompasses four groups of individuals
and organizations associated with an institution. Urbana University has deemed all staff and faculty
as Campus Safety Authorities.

A. Scope & Jurisdiction

Regardless of the status of the parties involved, this policy applies to students, staff, faculty,
administrators, trustees, volunteers, visitors, contractors, and vendors. This policy also extends to the
University the right to act on incidents occurring on-campus, at University-sponsored events and
programs, off-campus, and online conduct when the University determines that such conduct affects
the University’s educational or employment environment.

Students and employees continue to be subject to city, state, and federal laws while at the
University, and violations of those laws may also constitute violations of University policies. In such
instances, the University may proceed with an investigation under these policies independently of
any criminal proceeding involving the same conduct and may impose sanctions for violation of these
policies even if such criminal proceeding is not yet resolved or is resolved in the Responding party’s
favor.

The University reserves the right to proceed with a hearing process even if the responding party
withdraws from the University, is no longer enrolled in classes or employed, or subsequently fails to
meet the definition of a student or employee while a disciplinary matter is pending.

If the Responding Party is unknown or is not a member of the University community, the Title IX
Coordinator, hereafter referred to as the CoRe Administrator (or designee), will assist individuals
in identifying appropriate campus resources or local authorities if the individual would like to file a
report. In addition, Urbana University may take other actions to protect the individual and the campus community. The University will assist students, faculty and staff who report sexual violence, sexual harassment, stalking, dating violence and/or domestic violence in obtaining medical support and information regarding available legal and Student/Employee Conduct resources, as well as counseling and support services. The University will also assist students, faculty and staff in notifying local police if the assistance of law enforcement is requested.

B. General Definitions

**CoRe Administrator**: individual charged with coordinating the University response to reports and complaints of misconduct under this policy; they do not serve as an advocate for either the reporting party or responding party.

**Protected Class**: any protected category under applicable local, state, and federal law, ordinance, or regulation

**Reporting Party**: the person or entity bringing the allegations that this policy has been violated; may include a 3rd party reporter

**Responding Party**: the person or entity alleged to have violated this policy

**Student**: Once an individual registers for classes at Urbana University, they will be considered a student until they complete their program of study or have not attended for twelve consecutive months, whichever comes first.

C. Inquiries

The following individual has been designated as the institution’s CoRe Administrator (Title IX Coordinator). Students and/or employees may contact him in order to:

- seek information or training about rights and courses of action available to resolve reports or complaints that involve potential discrimination, harassment, or sexual misconduct;
- file a complaint or make a report of discrimination, harassment, or sexual misconduct;
- notify the University of an incident or policy or procedure that may raise potential concerns related to this document;
- obtain information about available resources (including confidential resources) and support services relating to discrimination, harassment, or sexual misconduct; and
- ask questions about the University’s policies and procedures related to discrimination, harassment, or sexual misconduct.

The CoRe Administrator (Title IX Coordinator) listed below monitors and advises compliance, including:

- Training, consultation, and technical assistance on Title IX for students and employees;
- Conducting adequate, reliable, and impartial investigations of reports and complaints; and
- Implementing steps to ensure the reporting party’s equal access to the University’s programs and activities and protect the reporting party as necessary.
CoRe Administrator (Title IX coordinator)

Nick Christian
Executive Director of Student Affairs/Title IX Coordinator
Urbana University, Blackmer Hall
579 College Way
Urbana, OH 43078
937-772-9284
nick.christian@urbana.edu

Anonymous tips may be made to (937) 772-9338 or emailed to tips@urbana.edu and/or urbana.edu/notify

Inquiries or complaints that involve potential violations of Title IX or Section 504 may also be referred externally to the US Department of Education’s Office of Civil Rights:

Office of Civil Rights, Cleveland Office
US Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115-1812
Phone: 216-522-4970
TDD: 800-877-8339
Email: ocr.cleveland@ed.gov

Inquiries or complaints involving Title VII or Equal Employment Opportunity may also be made externally to:

Equal Employment Opportunity Commission
550 Main Street, 10th Floor
Cincinnati, OH 45202
Phone: 800-669-4000
TTY: 800-669-6820
II. University Policies

A. Discrimination, Harassment, & Sexual Misconduct

Discrimination is defined as unequal, adverse treatment of an individual because of his/her protected legal status, such as race, age, or gender that unreasonably interferes with denies, or limits someone’s employment access, benefits or opportunities, and/or the ability to participate in or benefit from the university’s educational program and/or activities.

Discrimination can take many forms, including the following prohibited conduct*:

1. **Harassment** is:
   - any unwelcome verbal, written, or physical conduct that is
   - sufficiently severe, pervasive or persistent that it
   - creates an intimidating, hostile, degrading, humiliating, or offensive environment and
   - Interferes with, denies, or limits one’s access to or benefits of the employment and/or educational environment.

   Examples of harassment include: bullying; hazing; verbal, written (including via electronic communication), or physical intimidation; persistent unjustified criticism; public humiliation; insults, jokes, and inappropriate comments; threats; displays of objectively offensive materials; and exclusion.

2. **Non-Consensual Sexual Contact** is:
   - any intentional sexual touching
   - however slight
   - with any object
   - by a person upon another person
   - without consent and/or by force.

   Sexual contact includes: contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

3. **Non-Consensual Sexual Intercourse** is:
   - any sexual intercourse
   - however slight
   - by a person upon another person
   - with any object
   - without consent and/or by force.
**Intercourse includes**: vaginal or anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact) no matter how slight the penetration.

4. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. **Examples of sexual exploitation include**: invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting someone hide in a closet to watch consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV; exposing one’s genitals in non-consensual circumstances or inducing another to expose their genitals; sexually based stalking and/or bullying may also be forms of sexual exploitation.

5. **Relationship Violence** is violence between those in a current or former intimate relationship (this includes romantic, dating, or domestic relationships). **Examples include, but are not limited to**:
   - physical violence between two people in a current or prior intimate relationship who do not live together (Dating Violence)
   - physical violence between two people in an intimate relationship who live together, have previously lived together, or have children together (Domestic Violence)

6. **Stalking** refers to a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Urbana University also prohibits cyber stalking which occurs when a person, through a pattern of conduct which includes the use of electronic communication, causes another person physical or mental distress.

7. **Romantic/Sexual Consensual Relationships between People with Unequal Power**

   There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (e.g., faculty and student, supervisor and employee). The unequal power inherent in such relationships, even if consensual, heightens the vulnerability of the person with less power and heightens the potential for coercion and abuse. In addition, 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, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. Such relationships can also create a hostile learning and work environment for others.
Examples of the kinds of relationships prohibited by this policy include:

- Faculty and students. The decision to become a faculty member at the university presumes an educational and mentoring relationship with any student and precludes engaging in such a romantic relationship with any student.
- Staff or volunteers who have mentoring or supervisory relationships with students. The decision to become a staff member or a volunteer in a position that is defined by mentoring or supervision precludes engaging in such a romantic relationship with any student.
- Supervisors and subordinates. Romantic relationships are not allowed between employees of Urbana University when a supervisory relationship is involved. This applies to all employees, including student employees, and their supervisors. The power differential makes such relationships open to abuse and to charges of sexual harassment or unprofessional conduct. Such relationships can also create a hostile work environment for others. Should romantic relationships develop, the supervisor should inform his/her supervisor so that appropriate actions can be made to remove the involved supervisor from direct supervision of the employee.

8. **Retaliation** is any action, statement, or behavior that is designed to punish an individual for filing a report, cooperating with an investigation, seeking guidance regarding a concern or to deter someone from taking such action. Retaliation in any form will not be tolerated by any participant or third-party to a discrimination, harassment or sexual misconduct policy violation or suspected violation. Acts of retaliation will be investigated and addressed according to this policy.

Violation of any other University rule, when it is motivated by perceived membership of the victim in a protected class, including sex or gender, may be pursued using this policy and process.

*Note that campus definitions of harassment, stalking, domestic violence and types of sexual misconduct to address University policy violations differ from state and federal law definitions which are applicable to criminal prosecutions.*

**B. Accommodation of Disabilities**

Urbana University provides accommodations and support services to students with disabilities to ensure that students are not denied the benefits of or excluded from participation in any program or activity offered by the University. To receive services, students with disabilities disclose they have a disability and identify what accommodations they are entitled to by providing diagnostic documentation from a licensed psychologist or medical doctor to Student Life staff. The entire process and documentation is strictly confidential.

Urbana University will not discriminate against any qualified employee or applicant for employment on the basis of a physical or mental disability. The University will provide reasonable
accommodations to assist individuals with disabilities to perform essential job functions, as long as the accommodation does not cause the University undue hardship.

C. Mandatory Reporters
Three federal laws establish responsibilities for employees to report certain types of crimes and incidents, especially sexual misconduct—the Clery Act, Title VII and Title IX. Each of these laws has a different purpose, but generally the laws are intended to protect members of the campus community, visitors and guests from criminal and discriminatory behavior. The responsibilities established by these laws give rise to the term “mandatory reporter.” Reporting of concerning and disruptive behaviors is not legally mandated, but is a policy mandate to assist the University in early identification and detection of at-risk situations. Additionally, state law imposes mandates with respect to the reporting of child and elder abuse and sexual abuse.

Urbana University defines all employees and volunteers who have mentoring or supervisory relationships with students as mandatory reporters, except those listed under “Confidential Reporting” in section III.C. If you learn about discrimination, harassment, or sexual misconduct, you are expected to promptly contact a member of the CoRe Team listed in Section VI. Other serious crimes, including those covered by the Clery Act, must be reported to Campus Safety and Security Services. Additionally, reports of any type of misconduct can be made anonymously to (937) 772-9338 or urbana.edu/notify.

Where student employees have supervisory or mentoring roles (i.e., student manager, resident assistant, student coach), oversee a facility (i.e., Student Center or Library), or otherwise have authority that affects the work or educational environment of other students, they are considered mandatory reporters under this policy.

Federal statutes, including the Clery Act and Title IX, require the reporting of serious crimes, including sexual offenses, harassment, and discrimination. As an Urbana University employee, you are expected to report such crimes immediately.

Report to CoRe Team:
- Discrimination
- Harassment based on protected class
- Sexual Misconduct
- Incest
- Rape
- Stalking
- Relationship Violence (Domestic or Dating)
- Intimidation

Report to Campus Safety and/or Supervisor:
- Murder/Non-negligent manslaughter
- Negligent manslaughter
- Robbery
- Aggravated assault when not based on protected class
- Burglary/Theft
- Motor vehicle theft
- Arson
- Simple assault
- Destruction/damage/vandalism or property
- Liquor, drug or weapons law violations/arrests
When reporting crimes or misconduct, a university employee will provide names, descriptions, witness information as they are able. If a clear threat to health or safety is present, some identifying information would be required. Other campus officials may need additional information in order to fulfill the university's obligations under various laws. The CoRe Administrator or a member of the Threat Awareness & Behavioral Intervention Team will guide you with regards to how much detail is needed in your initial report. In the subsequent actions, the university will empower the reporting party and allow the reporting party to retain as much control over the process as possible. However, no university employee can or should promise confidentiality.

In some cases, Campus Safety may be required to release a timely warning to the University community about a threat to the community. In such cases, an initial investigation or determination of the nature of the threat may be conducted, after which a warning will be issued immediately.

D. Consent
Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts.

Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that he or she does not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

In order to give effective consent, one must be of legal age (in Ohio, age 16, or 18 if the offender is four or more years older than the reporting party).

If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand who, what, when, where, why or how of their sexual interaction.

This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug.

The use of alcohol or other drugs will never function to excuse behavior that violates this policy.
III. Notice of Offenses under This Policy

A. Reporting is Vital
Urbana University is committed to creating a culture of reporting by encouraging reporting.

Urbana University is obligated to follow up on all allegations and is able to respond formally to alleged incidents of discrimination, harassment, and sexual misconduct that occurred on campus, that were part of an official University program or activity (regardless of location), or where the Reporting party and Responding party are members of the Urbana University community.

B. Support for the Reporting Party
The following resources are available to provide short- and long-term support to individuals involved in CoRe investigations and the disciplinary process.

On Campus:


Lindsey Criswell, Campus Advocacy Liaison: (937) 328-5308, lcriswell@projectwomanohio.org

Chaplaincy Team, (937) 772-9281, uuchaplaincy@urbana.edu

Local off-campus resources include:

Police: 911

Consolidated Care: (937) 653-5583

New Directions: (937) 593-5777

Project Woman Hotline: (800) 634-9893 (provides access to trained advocates)

Wellspring: (937) 325-5564

Legal Aid of Western Ohio: (888) 534-1432 or http://www.lawolaw.org/

National Resources:

National Sexual Assault Hotline: (800) 656-HOPE

National Domestic Violence Hotline: (800) 799-SAFE
C. Confidentiality & Privacy
Confidentiality and privacy are valued for parties involved in an incident of discrimination, harassment, or sexual misconduct. In working with individuals, the University will be guided by the goals of empowering the reporting party and allowing the reporting party to retain as much control over the process as the case allows, but no university employee (other than those listed as Confidential Reporters below) can or may promise confidentiality over the course of the process. When the investigation and/or resolution process requires disclosure of certain information, the University will keep the reporting party informed, and protected to the extent permitted by the circumstance.

Urbana University cannot promise complete confidentiality, however we will work to ensure each situation is resolved as privately as possible in compliance with the Family Educational Rights and Privacy Act (FERPA), a federal law. Urbana University understands that reporting a crime may involve disclosing sensitive information. The University will use and disseminate such information consistent with the need to conduct an appropriate investigation, to provide assistance and resources to crime victims, and to perform other appropriate university functions. Note that the use and release of personally identifiable information from an education record of a student is governed by the Family Educational Rights and Privacy Act (FERPA), and the University will only disclose covered student information in compliance with that law and university policy. Ohio law mandates that any person learning about the commission of a felony must report it to law enforcement.

Confidential Reporting
If a reporting party does not desire action by the University and would like the details of the incident to be kept confidential, the reporting party may seek support from certain resources listed below who are not required to tell anyone else private, personally identifiable information unless there is cause for fear of victim safety, or the safety of other members of the community.

- **Lindsey Criswell**, Campus Advocacy Liaison: (937) 328-5308 or lcriswell@projectwomanohio.org
- University Employee EAP Hotline: (800) 869-0276

D. Amnesty for Reporting Party
The University will take into consideration the positive impact of reporting an incident of discrimination, harassment, or sexual misconduct when determining the appropriate response for policy violations by the reporter of an incident. An individual who reports misconduct, either as a reporting party or third party witness, will not be subject to disciplinary action by the University for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided the specific incident has not come to the university’s attention via normal reporting channels and/or any such violations did not and do not place the health or safety of any other person at risk. Education options may be explored, but no conduct proceedings or record will result.
E. Bystander Intervention
Urbana University requires every incoming student to participate in an online program for Drug and Alcohol abuse. The program is titled “Campus Clarity”, and includes sections on alcohol abuse, drug abuse, and sexual offenses. Campus Clarity helps Urbana University comply with the student education requirements relating to sexual misconduct under Title IX of the Education Amendments Act of 1974 and Section 308(a)(8) of the Violence Against Women Reauthorization Act of 2013 (known as the “Campus SaVE Act”). As required the Think About It programs includes an extensive discussion about sexual assault, sexual harassment, and information aimed at encouraging students to report incidents of sexual violence to the appropriate university officials and law enforcement authorities. In addition, Think About It provides a copy of the University’s sexual misconduct policies requiring all students to review and acknowledge those policies before successfully completing the course.

Urbana University also uses Campus Clarity and Think About it to fulfill its “primary prevention and awareness programs for incoming students” as required by The Campus SaVE Act for universities that participate in federal student aid programs. These programs “promote the awareness of rape, acquaintance rape, and domestic violence, dating violence, sexual assault and stalking.”

F. False Complaints
The University will investigate all reports of criminal activity and student misconduct, but recognizes false allegations can likely cause significant damage to the reputation of the individual falsely accused. Individuals found to have knowingly made false complaints will be subject to disciplinary action; however, complaints that are determined to be unfounded but made in good faith, will not subject the reporting person to disciplinary action.

IV. Investigating Notices of Offense
When the University receives a notice of offense or complaint, the CoRe Administrator or designee will complete an initial assessment and make an initial determination whether a policy violation may have occurred. If a complaint does not appear to allege a policy violation, then the complaint does not proceed. Even where a violation of this policy is not found to have occurred, the University may recommend that mediation, counseling, or other restorative steps be taken. If another campus policy is found to have been violated, the University may implement sanctions as appropriate.

The CoRe Administrator or designee will explain the University conduct procedures to the reporting party, including: the difference between the administrative procedures and criminal reporting; no contact orders and remedial action; and confidentiality and privacy. The University has an obligation to investigate allegations of sexual misconduct as provided for in this policy.

A. Rights of Those Involved
Urbana University is an intentional learning environment emphasizing mutual respect for all members and guests while valuing dignity and worth that each brings to the community. When incidents occur that are detrimental to upholding our values and disrupt Urbana University’s community, the University will seek to restore an atmosphere that is conducive to learning and
personal growth while upholding the rights of campus community. Urbana University’s Community of Respect (CoRe) Team has a responsibility to protect the rights of all parties involved in any allegation of improper behavior.

Reporting party has the right to:

- be treated with dignity and respect.
- have allegations treated seriously.
- notify or not notify law enforcement and to be assisted by campus authorities in notifying law enforcement.
- have their cases referred for administrative campus investigation and review.
- have campus personnel take reasonable and necessary actions to prevent further unwanted contact by alleged responding parties.
- amnesty for minor student misconduct (such as alcohol or drug violations) that is secondary to the alleged incident.

Reporting parties and Responding parties have the right to:

- be treated with dignity and respect by University officials.
- information for on- and off-campus support resources.
- have grievances reviewed through the procedures outlined in this policy.
- be accompanied by an advocate or advisor of their choice during the campus investigative and administrative process, though advocates may not address or participate in the process.
- be informed of the outcome of any campus disciplinary process related to this policy.
- be free from retaliatory actions by other members of the community.

Reporting party will be notified of, and have the right to receive, no contact administrative orders and adjustments to academic, housing, or work arrangements, whether or not there is a formal complaint.

B. Interim Actions & Remedies

The University may implement interim actions and remedies as appropriate upon notice of alleged discrimination, harassment, and/or sexual misconduct. Interim actions and remedies will be made for the safety of the individuals involved as well as the university community as a whole. Requests for assistance may be made to the CoRe Administrator who will confer with the Director of Student Life or Executive Director of Human Resources to implement any immediate interim actions necessary to stop any discrimination or harassment.

Interim actions may include, but are not limited to: providing counseling, access to medical services, providing academic support, interim suspensions, paid or unpaid leave, no contact orders, university housing adjustments, campus escort, academic or work schedule and assignment accommodations, safety planning, and/or referral to campus or community support resources.
C. Investigation

A full investigation will be pursued if there is evidence of a violation, a pattern of misconduct, a presence of violence, or a perceived threat of further harm to the community or any of its members. The University desires to complete all investigations within a 60 day time period, which can be extended as necessary for appropriate cause by the CoRe Administrator with notices to the parties.

Once a full investigation is deemed appropriate, the CoRe Administrator will appoint trained investigators to complete the investigation. The investigation will be conducted with no predisposition towards any particular finding or result. It will be a thorough, reliable and impartial inquiry into the allegations of the complaint, the responses and defenses raised by the responding party, and other relevant issues.

Trained investigators will interview the reporting and responding parties as well as identified witnesses. Investigators will prepare a summary report with findings to the CoRe Administrator who will make recommendations for sanctioning based on the report.

In making a determination of responsibility, the University considers the greater weight of the credible evidence as its standard. Often referred to as the “preponderance of the evidence,” this standard asks decision-makers to consider whether it is more likely than not that a violation occurred.

The standard of evidence in determining whether a Responding party is in violation is not as high as that of the criminal process. No individual will be found in violation of Urbana University’s policies without the preponderance of evidence that a policy violation occurred. Legal rules of evidence do not apply in campus conduct cases.

D. Results of Investigation

The President will review the results of the investigation and recommended sanctions to confirm that the investigation has been fair, objective, impartial, and thorough and that University policies have been followed. This review must be completed within five calendar days of the date of receipt of the investigative report from the CoRe Administrator. The investigator’s summary report must be sufficiently detailed and thorough to support the sanctioning process and to provide fairness to all participants.

1. For Students

Students found to have violated University policy will have appropriate disciplinary sanctions administered by the Executive Director of Student Affairs. The Executive Director of Student Affairs will notify the responding party and the reporting party in writing of the President’s decision. If the Executive Director of Student Affairs serves as a party or witness in the investigation, the CoRe Administrator’s recommendation will be sent to the Vice President for Enrollment & Student Affairs at the Franklin University campus for notification of disciplinary sanctions.
2. For Employees

Employees found to have violated University policy will have appropriate disciplinary sanctions administered by the Executive Director of Human Resources or Human Resource Generalist, depending upon who is assigned to the investigation. The Human Resources personnel will notify the reporting party and responding party in writing of the sanctions. If both Human Resource personnel serve as a party or witness in the investigation, the CoRe Administrator’s recommendation will be sent to the Senior Vice President/Chief of Staff at the Franklin University campus for notification of disciplinary sanctions.

E. Sanctions

Not all forms of discrimination, harassment and sexual misconduct are equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion/termination, depending on the severity of the offense. The University will consider the concerns and rights of both the reporting and responding party.

- Any person found responsible for violating the policy on Non-consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion (student) or termination (employee), depending on the severity of the incident, and taking into account any previous violations.
- Any person found responsible for violating the policy on Non-consensual Sexual Intercourse will likely receive a sanction of suspension to expulsion (student) or termination (employee).
- Any person found responsible for violating the policy on Sexual Exploitation or Sexual Harassment (and related violations) will likely receive a sanction ranging from warning to expulsion (student) or termination (employee), depending on the severity of the incident and taking into account any previous violations.
- Any person found responsible for violating policies on Dating Violence, Domestic Violence, or stalking will likely receive a sanction of Probation with Restrictions to expulsion (student) or termination (employee).
V. Appeals

The Reporting party and Responding party each have the right to appeal any outcome decision. This appeal is not intended to re-hear the same case and is limited to the specific grounds outlined below. Any resolution or sanction will remain in force while an appeal is considered and a final decision is determined. Each party is limited to one appeal and the decision of the appeal is final. Submission of any appeal must be made in writing to the CoRe Administrator within 5 calendar days of receipt of the decision letter.

The outcomes of an investigation can be appealed once. Those appeals should be based on one of the following reasons:

- The established processes were not followed in a significant way that resulted in material harm or prejudice. Deviations from designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results have occurred.
- Discovery of substantial new evidence that was unavailable at the time of the hearing or investigation that reasonably could have affected the decision. This new information must be included with the Request for Appeal.
- The sanction imposed was disproportionate to the nature of the violation or circumstances. In cases in which a Responding party has accepted responsibility, such appeals are limited to having the severity of the sanction reviewed.
- Dissatisfaction with a decision is not grounds for an appeal. Non-participation in the investigation is not considered new evidence and grounds for an appeal and all appellate decisions are final.

Upon receipt of a request for appeal, the CoRe Administrator will provide 5 calendar days for the other party to respond to the request. Requests for appeal will be reviewed by the Chief of Staff/Senior Vice President for Administration or the Vice President for Enrollment and Student Affairs at the Franklin University campus to determine if the petitioner has standing for the appeal and if the appeal could substantially impact the outcome. If the Request for Appeal is accepted the original decision will be reviewed. If a new review of the outcome decision is requested the case is sent back to the CoRe Administrator to be reviewed and to provide a recommendation for an outcome decision.

Both parties will be notified of this appeal outcome decision. If the original decision is upheld the CoRe Administrator will notify both parties on the appeal decision outcome. If it is found the appeal does not have merit, they will reject the appeal and notify the CoRe Administrator within 5 calendar days of receipt of the Request for Appeal.
VI. Community of Respect Contacts

Administrator

Nick Christian, Executive Director of Student Affairs/Title IX Coordinator, Blackmer Hall, 937-772-9284, nick.christian@urbana.edu

Investigators

Bill Pettibone, Assistant Professor of Business, Moore Center, 937-772-9322, william.pettibone@urbana.edu

Nikki Pluger, Associate Director of Athletics for Compliance, Grimes Center Athletic Offices, 937-772-9305, nicole.pluger@urbana.edu

Randi Quinn, Executive Director of Human Resources, Franklin University/Urbana University, 614-947-6543, randi.quinn@franklin.edu

VIOLENCE AGAINST WOMEN ACT REAUTHORIZATION ACT OF 2013 (VAWA)

As mentioned the Clery Act requires institutions of higher education to comply with certain campus safety-and security-related requirements. VAWA amended the Clery Act in that institutions of higher education must now compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking. Institutions are also required to include policies and procedures and programs pertaining to these incidents.

Complaints of any kind of domestic violence, dating violence, sexual assault or stalking are handled with regard for the confidentiality and protection of all persons involved in the case. The complaint process is activated at the request of the complainant.

Students, regardless of their sexual orientation or gender identity, who wish to report domestic violence, dating violence, sexual assault and/or stalking should make a report to Campus Safety and Security Services located in Sycamore Hall, or the Title IX Coordinator, Campus Advocacy Liaison, and Licensed Counselor located in Blackmer Hall who will assist the student in determining which course of action he/she wishes to pursue. Actions available to students range from appropriate individual action to University student conduct proceedings. Urbana University will make every effort to accommodate a victim’s needs for assistance. Professors will be notified, schedule changes may be made, living arrangements may be changed, and any other needs the university is responsible for will be handled in the victim’s best interest.

If the violation warrants the involvement of law enforcement authorities, the individual may ask for assistance from the Student Affairs office or may contact law enforcement authorities directly. Urbana University will take all reasonable steps to investigate and respond. Urbana University will use preponderance of evidence as the standard of proof.
Urbana University prohibits discrimination on the basis of age, race, color, religion, ethnic or national origin, age, disability, gender, sexual orientation, or veteran status in student admission, financial aid, educational or athletic programs, or employment as required by Title VII of the Civil Rights Act of 1964, as amended: Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following person has been designated to handle inquiries regarding the Title IX, Community of Respect policies and procedures:

- Nick Christian, Executive Director of Student Affairs/Title IX Coordinator, Blackmer Hall 5, (937) 772-9284, nick.christian@urbana.edu

Policies and Procedures

Sexual Harassment and Sexual Misconduct

Sexual Harassment:
Urbana University strictly prohibits sexual harassment. Gender-based harassment is also prohibited. This includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, gender, or sex-stereotyping even if those acts do not involve conduct of a sexual nature. Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; or other physical conduct, verbal, nonverbal, or written communication of a sexual nature when:

- submission to or rejection of such conduct or communication is a term or condition of education benefits, academic evaluations or opportunities or;
- the submission to or rejection of such conduct or communication has the effect of interfering with or limiting a student’s ability to participate in or benefit from the school’s programs or;
- the conduct of such is sufficiently severe, persistent, or pervasive that it denies or limits a student’s ability to participate in or benefit from the education program or that it creates a hostile or abusive educational environment.

Sexual harassment violates University policy as well as state and federal law. Any incidents of sexual harassment should be reported immediately to Nick Christian, Executive Director of Student Affairs/Title IX Coordinator, Blackmer Hall 5, (937) 772-9284, nick.christian@urbana.edu, or Campus Safety and Security Services, Sycamore Hall, (937) 484-1111, security@urbana.edu. Anonymous reports may be submitted through tips@urbana.edu or urbana.edu/notify, or by calling (937) 772-9338.

Allegations of sexual harassment will be investigated thoroughly and expeditiously, and appropriate corrective actions will be taken, which may include discipline or dismissal of the harassing party.
**Sexual Misconduct:**

Sexual misconduct is a broad term encompassing any non-consensual physical contact of a sexual nature that is committed either by force or intimidation or through the use of the victim’s mental or physical incapacity, including through consumption of drugs or alcohol. Sexual misconduct may vary in its severity, and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

- **Unwelcome sexual touching:** The touching of an unwilling or non-consensual person’s intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them); touching an unwilling person with one’s own intimate parts; or forcing an unwilling person to touch another’s intimate parts."

- **Non-consensual Sexual Assault:** Unwilling or non-consensual penetration of any bodily opening with any objects or body part. This includes, but is not limited to penetration of a bodily opening without consent through the use of coercion.

- **Forced Sexual Assault:** Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another’s mental or physical condition of which the assailant was aware or should have been aware.

Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including, but not limited to the following examples:

- Non-Consensual Sexual Contact
- Forced Sexual Activity
- Non-Consensual Sexual Intercourse
- Forced Sexual Intercourse
- Sexual Exploitation
- Sexual Harassment

**Non-Consensual Sexual Contact is:**

- Any intentional sexual touching;
- however slight;
- with any object;
- by a person upon another person;
- without effective consent.

An example of non-consensual sexual contact would be, “The touching of an unwilling or non-consensual person’s intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them); touching an unwilling person with one’s own intimate parts; or forcing an unwilling person to touch another’s intimate parts.” Or any other unwelcomed contact of a sexual nature.

**Forced Sexual Activity is:**

- Sexual activity by force or against the will of the victim
- Force includes: the use of physical means, violence, threats, intimidation or coercion;
- However slight;
- With any object;
- By a person upon another person
Sexual activity includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Intercourse is:
- any sexual intercourse (anal, oral or vaginal);
- however slight;
- with any object;
- by a person upon another person;
- without effective consent (see definition of consent).

An example of Non-consensual Sexual Intercourse is: “Unwilling or non-consensual penetration (oral, anal or vaginal) with any object or body part. This includes, but is not limited to penetration of the above mentioned bodily opening without consent through the use of coercion.

Forced Sexual Intercourse:
- Sexual intercourse (anal, oral or vaginal) by the use of force or against the will of the victim
- Force includes: the use of physical means, violence, threats, intimidation or coercion;
- However slight;
- With any object;
- By a person upon another person

An example would be: Penetration (oral, anal, or vaginal) with any object or body part that is attained by use of force, violence, threat, or intimidation against the will of the victim.

Sexual Exploitation:
Occurs when a student takes nonconsensual, unjust or abusive sexual advantage of another; for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute non-consensual sexual contact, non-consensual sexual intercourse or sexual harassment. Sexual exploitation includes:
- Prostituting another student
- Non-consensual video or audio taping of any form of sexual activity
- Voyeurism
- Lewd or indecent conduct as described above
- Sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of such infection
- Sexual based stalking
**Consent:**
Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts.
Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that he or she does not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

In order to give effective consent, one must be of legal age.
If you have sexual activity with someone you know to be—or should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand who, what, when, where, why or how of their sexual interaction.
This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called “date-rape” drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at [www.911rape.org/](http://www.911rape.org/)
Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

**Title IX Coordinator**
Inquiries concerning the application of Title IX may be referred to the Title IX Campus Coordinator, **Nick Christian** at 579 College Way, Urbana, Ohio 43078, by phone at (937) 772-9284, or by email at nick.christian@urbana.edu

Other inquiries can be sent to the Office of Civil Rights, Cleveland Office, U.S. Department of Education, 1350 Euclid Avenue, Suite 325 Cleveland, OH 44115, or by phone at (216) 522-4970, or by email at [http://crc.ohio.gov/AboutUs/RegionalOffices/ClevelandRegionalOffice.aspx](http://crc.ohio.gov/AboutUs/RegionalOffices/ClevelandRegionalOffice.aspx)
Reporting

A significant benefit to timely reporting is the documentation and preservation of evidence should the victim determine at any point to report the matter for adjudication, either criminally, civilly or through university student code of conduct procedures. Any student alleging sexual harassment by faculty, staff or another student should advise the Title IX Campus Coordinator at nick.christian@urbana.edu or (937) 772-9284. Anonymous reports may be submitted tips@urbana.edu or (937) 772-9338, or urbana.edu/notify. Complaints will be promptly investigated. Each complaint will be treated privately to the extent practical and consistent with Urbana University’s obligation under the law. If a determination is made that this policy has been violated, appropriate disciplinary action will be taken.

Retaliation and False Reporting

The University prohibits retaliatory action against any person filing a complaint of sexual harassment or against any person cooperating in the investigation of any charge of sexual misconduct. This includes any form of intimidation, threats or harassment. The university also prohibits an individual knowingly filing false charges of sexual misconduct. Acts of retaliation and of knowingly filing false charges of sexual misconduct constitute violations of the Community Standards and will result in disciplinary action.

Interim actions to protect students:
The Executive Director of Student Affairs has the authority to take interim action, such as interim suspension, to protect the safety of the university community. The university similarly has the authority to issue a no-contact order if continued contact between a complaining student, an accused, or witnesses would be prejudicial to any of the parties’ welfare. The university may also consider other interim action depending on the circumstances, which could include modifying class or work schedules or other arrangements.

Domestic Violence, Dating Violence, and Stalking

Domestic Violence, Dating Violence, and Stalking are violations of the Community Standards and are prohibited at Urbana University.

- **Domestic Violence** includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- **Dating Violence** includes violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
• **Stalking** refers to a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Urbana University also prohibits cyber stalking which occurs when a person, through a pattern of conduct which includes the use of electronic communication, causes another person physical or mental distress.

In cases of domestic violence, dating violence, or stalking Urbana University will:

• Provide a prompt, fair, and impartial investigation and resolution; conducted by officials who are trained on issues related to domestic violence, dating violence, and stalking, and are able to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

• Ensure that the accuser and accused are entitled to the same opportunities to have a support person/advisor of their choice at any proceeding or related meeting.

• Ensure that the accuser and accused are simultaneously informed in writing of:
  1. The outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, or stalking.
  2. The institution’s procedures for appealing the results of the proceeding.
  3. Any change to the results that occur prior to the time that such results become final.
  4. When such results become final

**VAWA DEFINITIONS**

**Ongoing awareness and prevention campaigns:** The term ongoing awareness and prevention campaigns refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to sexual assault, dating violence and stalking prevention. These programs will occur at different levels throughout the institution (i.e. faculty, athletics, and incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.

**Programs to prevent:** The term programs to prevent refers to comprehensive educational and training programs intended to prevent violence that incorporates diverse approaches that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and consider risk and protective factors as they occur on the individual, relationship community and societal levels.

**Primary prevention:** The term primary prevention refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality, and egalitarian gender roles, or efforts to understand risk factors and protective
factors for bystander inaction and change social norms around the bystander inaction all are examples of primary prevention.

**Awareness programs:** The term awareness programs refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence, and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus community-wide mobilizations as well as targeted audience-specific programming (including both students and employees). Awareness month campaigns, “Speak Outs”, rallies or marches, informational poster campaigns or resource websites, and educational programming that focuses on sharing resources and information about these issues are examples of awareness programs.

**Bystander intervention:** The term bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

**Risk reduction:** The term risk reduction refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate sexual violence, dating violence and stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security.

**PREVENTION PROGRAMS**

Urbana University requires every incoming student to participate in an online program for Drug and Alcohol abuse and Sexual Misconduct. The program is titled “Campus Clarity”, and includes sections on alcohol abuse, drug abuse and sexual offenses. Campus Clarity helps Urbana University comply with the student education requirements relating to sexual misconduct under Title IX of the Education Amendments Act of 1974 and Section 308(a)(8) of the Violence Against Women Reauthorization Act of 2013 (known as the “Campus SaVE Act”).

Urbana University uses Law Room for staff, Campus Clarity and Think About it to fulfill its “primary prevention and awareness programs for incoming students” as required by The Campus SaVE Act for universities that participate in federal student aid programs. These programs “promote the
awareness of rape, acquaintance rape, and domestic violence, dating violence, sexual assault and stalking.”

As required the Think About It programs includes an extensive discussion about sexual assault. It also covers sexual harassment, and has information aimed at encouraging students to report incidents of sexual violence to the appropriate university officials and law enforcement authorities. In addition, Think About It provides a copy of the University’s sexual misconduct policies. Students are required to review and acknowledge those policies before completing the course.

Law Room is an online, self-paced, combined training. Part one covers essential material relating to harassment, discrimination, retaliation, and abusive conduct in a focused interactive course engaging employees and giving them skills for responding to and preventing harassment and abusive conduct in the workplace. Part two trains faculty and staff on how to recognize, report, and prevent sexual misconduct against students, covering awareness and prevention requirements by Title IX guidance, the Campus SaVE Act, and VAWA regulations. All questions within the program are completely anonymous and the faculty/staff responses are not viewable by any staff at Urbana University.

These trainings were sent to every student, faculty, and staff member in early September. Moving forward every new employee and new student will receive this training. If an individual does not complete the training, they will receive bi-weekly reminders until they complete the training. Along with the LawRoom products deployed, there are additional trainings that will be sent to all students, faculty and staff to provide ongoing training to encourage and create a safer campus environment.

SANCTIONS
Not all forms of discrimination, harassment and sexual misconduct are equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion/termination, depending on the severity of the offense. The University will consider the concerns and rights of both the reporting and responding party. This list is not all-encompassing; other sanctions can be imposed with the approval of the Executive Director of Student Affairs and/or Director of Student Life.

Warning: A notice in writing to the student that the student is violating or has violated the Code of Conduct.

Probation: A written reprimand for violation of specified policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate the Student Code of Conduct during his/her probation period.

Probation with Restrictions: Disciplinary probation with restrictions is a probationary period with restrictions that limit or revoke student privileges. Restrictions may include, but are not limited to:

- Holding office or membership in a recognized student organization
- Participation in intercollegiate or intramural athletics
• Participating in the performing arts
• Representing the University at an activity or an event
• Attending University activities on or off campus

**Loss of Privileges:** Denial of specified privileges for a designated period of time (examples include Motor Vehicle restrictions, Residence Hall restriction, Visitation restrictions). This may also include permanently restricted access to on-campus areas or residence halls.

**Fines:** A monetary sanction (fine) will be paid at the student Accounts Office within the time designated, unless specific payment arrangements are made with the Dean of Student's approval. Failure to pay a fine constitutes a failure to comply and may result in further disciplinary action.

**Restitution:** Compensation for loss, damage, or injury. This may take the form of community service and/or monetary or material replacement.

**Educational measures:** Work assignments, Community/University Services, Reflection Papers, Online Programs, drug and/or alcohol assessments, or other related educational assignments.

**Discretionary Sanctions:** Sanctions that work to restore, repair, or reverse the damage done by Student Code of Conduct violations or other related discretionary sanctions.

**Resident Life Reassignment, Removal or Dismissal:** Required move to another on-campus residence hall or dismissal from University housing for a specified period of time or remainder of enrollment at Urbana University.

**University Suspension:** Separation of the student from the University for a definite period of time, after which the student is eligible for return. Conditions for readmission may be specified.

**Emergency Suspension:** Urbana University is committed to providing services that create an optimal educational opportunity for all students. However, action will be taken by the University pending action on charges or in emergency situations. Behavior occasioning emergency action may include but not be limited to:

- Threat, danger, and/or injury to self or others
- A threat or disruption of the education process of self or others
- A threat or destruction of property of the University or others

**Example of sanctions:**

- Any person found responsible for violating the policy on Non-consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion (student) or termination (employee), depending on the severity of the incident, and taking into account any previous violations.
- Any person found responsible for violating the policy on Non-consensual Sexual Intercourse will likely receive a sanction of suspension to expulsion (student) or termination (employee).
● Any person found responsible for violating the policy on Sexual Exploitation or Sexual Harassment (and related violations) will likely receive a sanction ranging from warning to expulsion (student) or termination (employee), depending on the severity of the incident and taking into account any previous violations.

● Any person found responsible for violating policies on Dating Violence, Domestic Violence, or stalking will likely receive a sanction of Probation with Restrictions to expulsion (student) or termination (employee).

**PROTECTION**

The University prohibits retaliatory action against any person filing a complaint of sexual misconduct or against any person cooperating in the investigation of any charge of sexual misconduct. This includes any form of intimidation, threats, or harassment. The University prohibits an individual knowingly filing false charges of sexual misconduct. Acts of retaliation and of knowingly filing false charges of sexual misconduct constitute violations of the Student Code of Conduct and will result in disciplinary action.

Any student who is the victim of sexual assault or harassment may utilize the services listed below or in the event of a crisis after regular business hours, call Campus Safety and Security Services at (937) 484-1111 or the Residence Life Staff. Students may also contact Nick Christian, Title IX Coordinator at (937) 772.9284 or email at nick.christian@urbana.edu.

Students may also utilize off campus resources such as:

- Police: 911
- Consolidated Care: (800) 224-0422 (24 hour service)
- New Directions: (937) 593-5777
- Wellspring: (937) 653-5990
- Community Mercy REACH, The address for Mercy Reach is Mercy Memorial Hospital, 304 Scioto Street, Urbana, Ohio 43078. The phone number for Mercy Reach is (937) 653-3001.
- Action Ohio a Coalition for Battered Women, [www.actionohio.org](http://www.actionohio.org), the address is 5900 Roche Dr., Suite 445, Columbus Ohio 43229, (888) 622-9315 toll free or (614) 825-0551
- Project Women, 525 East Home Road, Springfield, Ohio 45503. 24 Hour crisis lines: (937) 325-3707, (800) 634-9893, TTY- (937) 399-5096
DISCLOSURE TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

Urbana University will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of judicial hearing conducted by the student services department of the university against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Urbana University will disclosure the results of the judicial hearing to the next of kin, if so upon written request.

SEX OFFENDER POLICY

Convicted sex offenders are required to register with their local sheriff’s office or law enforcement agency for a designated period of time as required by state law. You can obtain more information by contacting the Campus Safety and Security Services office at (937) 484-1111 or (937) 772-9213. In additional you can access the following website for more information and the location of registered sex offenders: http://www.icrimewatch.net/index.php?AgencyID=55149. Periodically, Urbana University receives notification from the Champaign County Sheriff that a registered sex offender has enrolled at the university. While the university is committed to its non-discrimination policy, the presence of a registered sex offender on campus does trigger certain notifications to the campus community. These notifications will generally occur within three (3) business days of the university receiving official notification from the county sheriff. Faculty, staff and students are encouraged to visit the State of Ohio Sexual Offender Search Website (eSORN) at http://sheriffalerts.com/cap_main.php?office=55227 for information about registered sex offenders living near the university campus.

Each year, the Student Services office provides a Classroom safety brochure to all university employees. This publication has been updated to include information about the eSORN website and the sexual predator notification response plan. Information about sexual predator notification will also be provided to university employees during the annual safety updates presented at the Faculty Staff Advance.

Upon receiving official notification of a sex offender enrolling at the campus, the university will:

1. Update the file of enrolled sex offenders in the Campus Safety and Security Office
2. Campus Safety and Security Services and the University Counselor will notify the faculty advisor assigned to the registered sex offender as an advisee
3. Each semester that sex offender is enrolled, Campus Safety and Security Services and the University Counselor will obtain the student’s schedule and notify the faculty teaching the classes in which the offender has enrolled.

Student Conduct Sanctions

Sanctions can vary based on the violation of the Student Code of Conduct and the number of violations over the course of the academic year. Severity of sanctioning increases with the situation and the number of violations. Failure to complete assigned Student Conduct sanctions may result in a Student Account being placed on “Student Affairs Hold” until all assigned sanctions are
satisfactorily completed. This list is not all-encompassing, other sanctions can be imposed with the approval of the Executive Director of Student Affairs and/or Director of Student Life.

**Informal Word of Warning:** An oral or written word of caution resulting from the student’s misconduct. No formal charges or notice is required before issuance of an informal word of warning.

**Letter of Corrective Action/Warning:** A written letter issued by a hearing officer resulting from the student’s misconduct and subsequent review of circumstances. This is an official notification of unacceptable behavior and a violation of the Community Standards.

**Probation:** A written reprimand for violation of specified policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate the Student Code of Conduct during his/her probation period.

**Probation with Restrictions:** Disciplinary probation with restrictions is a probationary period with restrictions that limit or revoke student privileges. Restrictions may include, but are not limited to:

- Holding office or membership in a recognized student organization
- Participation in intercollegiate, intramural athletics, and/or club sports
- Participating in the performing arts
- Representing the University at an activity or an event
- Attending University activities on or off campus
- Resident Hall and/or visitation restrictions

**Loss of Privileges:** Denial of specified privileges for a designated period of time (examples include Motor Vehicle restrictions, Residence Hall restriction, Visitation restrictions). This may also include permanently restricted access to on-campus areas or residence halls.

**Fines:** A monetary sanction (fine) will be paid at the student Accounts Office within the time designated, unless specific payment arrangements are made with the Dean of Student’s approval. Failure to pay a fine constitutes a failure to comply and may result in further disciplinary action.

**Restitution:** Compensation for loss, damage, or injury. This may take the form of community service and/or monetary or material replacement.

**Educational measures:** Work assignments, Community/University Services, Reflection Papers, Online Programs, drug and/or alcohol assessments, or other related educational assignments.

**Discretionary Sanctions:** Sanctions that work to restore, repair, or reverse the damage done by Student Code of Conduct violations or other related discretionary sanctions.

**Resident Life Reassignment, Removal or Dismissal:** Required move to another on-campus residence hall or dismissal from University housing for a specified period of time or remainder of enrollment at Urbana University.
University Suspension: Separation of the student from the University for a definite period of time, after which the student is eligible for return. Conditions for readmission may be specified.

- Emergency Suspension: Urbana University is committed to providing services that create an optimal educational opportunity for all students. However, action will be taken by the University pending action on charges or in emergency situations. Behavior occasioning emergency action may include but not be limited to:
  - Threat, danger, and/or injury to self or others
  - A threat or disruption of the education process of self or others
  - A threat or destruction of property of the University or others

Any person who believes a student poses a threat as set forth by the above, shall contact the Executive Director of Student Affairs (937) 772-9228 or the Campus Safety and Security Services (937) 484-1111 or (937) 772-9213. The Executive Director, in consultation with the Chief of Staff, and with input as needed from faculty and professional staff members, shall decide on the appropriate action as follows:

  - Find that no action is necessary.
  - Require further evaluation of the student through the appropriate experts.
  - Refer the matter to appropriate civil or criminal authorities for action.
  - Establish conditions under which the student may continue at the University and/or within the residence halls and procedures for enforcement of these conditions.
  - Recommend voluntary removal of the student from the University and/or residence hall.
  - Recommend involuntary removal of the student from the University and/or residence hall.

An emergency alteration in status or suspension is considered temporary in nature, pending resolution of the charges against the student. In the event the Executive Director of Student Affairs acted without having afforded the student the opportunity for a full hearing, the Executive Director shall provide such to the student in a timely fashion. An appeal may be filed in accordance with the

University Dismissal: Permanent separation of the student from Urbana University.

Deny Entry/Den Re-Enrollment: The permanent loss of privileges to enroll or re-enroll at Urbana University, and prohibits the student from ever being present without permission on any property of Franklin or Urbana University.

Revocation of a Degree: Any degree previously conferred by the University may be revoked if the student is found to have committed academic misconduct in pursuit of that degree. The University Provost has sole authority to revoke a degree and may not delegate this authority.
The Process for Appeals is as follows:

1. Complete a Request for Appeal of Student Conduct Hearing form and submit a written appeal to the Campus Life Office within three (03) business days of the date of the official sanction letter from the conduct advisor.
2. The written appeal will be reviewed by a Student Conduct Appeal Board, a member of the Student Affairs staff, or the Executive Director of Student Affairs.
3. After reviewing the case, the Student Conduct Appeal Board will decide one of the following:
   a. Uphold the original decision
   b. Uphold the original decision but reduce the sanction(s)
   c. Return the case to the original hearing body
A SCHEMATIC OF THE STUDENT CONDUCT PROCESS:

Student Conduct Process

INCIDENT

INCIDENT REPORTED AND REVIEWED

Notification of Possible Violation

Determination of hearing level

Student Conduct Hearing

Finding of “Not Responsible”

Finding of “Responsible”

Sanctions completed

Sanctions not completed

Student Affairs hold until completion

Request for Appeal

Submitted to appropriate level

Case reviewed

Final decision made by appropriate level

STEP ONE: DOCUMENTATION & NOTIFICATION
Campus Safety or other staff complete incident report form.

Conduct Coordinator and Director meet to determine sanctions, hearing advisory, etc.

Conduct Coordinator delivers letter of hearing to student

STEP TWO: CONDUCT HEARING
Hall Director

Director of Student Life (more complex cases)

STEP THREE: APPEAL PROCESS
Request for appeal can be denied or approved by the appropriate level.

Appeals heard by Director of Student Life, Executive Director of Student Affairs, Conduct Panel
ANNUAL FIRE SAFETY REPORT

FIRE SAFETY POLICIES - ON-CAMPUS HOUSING

OVERVIEW
The information contained in this report was compiled and submitted in compliance with the 2008 Higher Education Opportunity Act (HEOA). The HEOA was created in part, to address several issues on college campuses related to fire safety for on-campus student housing. Urbana University's Fire Safety Report provides information on the following areas:

- statistics for fires that occurred in on-campus housing facilities;
- a description of the fire safety systems found in the residence halls;
- number of regular supervised fire drills;
- policies or rules on portable appliances, smoking, and open flames in residential halls;
- procedures for resident housing evacuation in case of a fire;
- policies on fire safety education and training programs provided to students and employees;
- a list of the titles of each person or organization to which students and employees should report that a fire has occurred;
- Plans for improvements in fire safety.

The fire log is created and maintain in the Campus Safety and Security office located in Sycamore Hall.

DEFINITIONS

Audible Fire Alarm Notification Appliance- A fire alarm system component that alerts by the sense of hearing (i.e. bell, horn, etc.)

Cause of Fire- The factor or factors that give rise to a fire. The casual factor may be, but is not limited to, the result of an intention or unintentional action, mechanical failure, or act of nature (Higher Education Opportunity Act)

Fire- Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner (Higher Education opportunity Act)

Fire alarm system monitored by TYCO Integrated Security Systems- The building's fire alarm system transmits a signal to TYCO Integrated Security Systems monitoring stations 24 hours a day and seven days a week. These signals identify the building and location of an activated device and this information is passed on to the Urbana Fire Department before they leave the fire department building.

Fire Drill- A supervised practice of a mandatory evacuation of a building for a fire.
Fire Extinguishers- A portable device containing a specialized agent that can be used to extinguish a fire. Fire extinguishers are placed throughout the buildings in accordance with the Ohio Fire Code.

Fire Rated Doors, Walls and Partitions- Passive fire protection systems are components of a building designed to have a certain degree of fire resistance. These components are designed to contain the spread of smoke and fire gases, and prevent the spread of them to a certain area for a reasonable period of time. Fire rated doors, walls, and partitions are installed areas to protect the evacuation of the occupants (i.e. stairwells), separate a specific area from another (i.e. mechanical room, student rooms, etc.), or separate adjoining buildings.

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 the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals (Ohio Education Opportunity Act)

Fire related Death- Any instance in which a person (1) 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 (2) Dies within one year of injuries sustained as a result of the fire (Higher Education Opportunity Act).

Heat Detectors- Devices that are only activated by heat. They are used in areas where smoke or steam is likely to be present (i.e. kitchens, bathrooms, and mechanical rooms).

Intentional Fire (Arson) - A fire that is ignited under the circumstances in which the person knows that the fire should not be ignited (NFPA 921).

Smoke Detectors- Devices that detect visible or invisible particles of combustion (NFPA 72).

Smoke Detectors (fire alarm initiating) - Smoke detectors automatically trigger the buildings fire alarm system.

Smoke Detectors (single station, battery operated) - Smoke detectors are not connected to the buildings fire alarm system and only sound locally.

Sprinkler System- A system of piping that is designed to deliver water on a fire to control or extinguish it. The sprinkler heads in the residential facilities are only activated by heat, not smoke or a pull station.

Undetermined- A cause classification for fires whenever the cause cannot be proven to an acceptable level of certainty (NFPA 921).

Unintentional Fire (Accidental) – A fire that does not involve an intentional human act to ignite or spread fire into an area where the flame should not be (NFPA 921). An example would be a cooking 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 (Higher Education Opportunity Act).

**Visual Fire alarm Notification Appliance**—A fire alarm system component that alerts by the sense of sight (i.e. strobe lights).

**FIRE SAFETY STATISTICS FOR ON-CAMPUS HOUSING**

**2014 Annual Fire Safety Report**

<table>
<thead>
<tr>
<th>Residential Hall</th>
<th>Total Fires</th>
<th>Fire Cause Number</th>
<th>Number of Injuries that required treatment at a medical facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damage as caused by Fire (in dollars)</th>
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**2015 Annual Fire Safety Report**

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<th>Total Fires</th>
<th>Fire Cause Number</th>
<th>Number of Injuries that required treatment at a medical facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damage as caused by Fire (in dollars)</th>
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</thead>
<tbody>
<tr>
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# 2016 Annual Fire Safety Report

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<th>Residential Hall</th>
<th>Total Fires</th>
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<th>Cause</th>
<th>Number of Injuries that required treatment at a medical facility</th>
<th>Number of Deaths</th>
<th>Value of Property Damage as caused by Fire (in dollars)</th>
</tr>
</thead>
<tbody>
<tr>
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DESCRIPTION OF FIRE PROTECTION SYSTEMS - ON-CAMPUS HOUSING
2016 Annual Fire Safety Report

<table>
<thead>
<tr>
<th>On-Campus Housing Facilities</th>
<th>Fire Alarm System Monitored by TYCO</th>
<th>Smoke Detectors (Fire Alarm Initiating)</th>
<th>Smoke Detectors (Single Station, Non-Fire Alarm Initiating)</th>
<th>Heat Detectors</th>
<th>Audible Fire Alarm Notification System (Bell, Horn, Message, Tones, etc.)</th>
<th>Sprinkler System (Fully Sprinkled unless noted)</th>
<th>Kitchen Hood Suppression System</th>
<th>Fire Extinguishers</th>
<th>Fire Rated Doors, Walls, &amp; Partitions</th>
<th># of Fire Drills</th>
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<td>No</td>
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</table>

*= unoccupied buildings
FIRE DRILLS

Campus Safety and Security Services in cooperation with the Resident Life staff conducts mandatory fire drills for all University on-campus housing. Fire drills are conducted four times a year for all on-campus residential halls. During summer sessions and camps housing, Residence Life and Summer Events Coordinator are responsible for educating the occupants on fire evacuation procedures and the location of assembly points.

FIRE SAFETY POLICIES FOR RESIDENTIAL HALLS (ON-CAMPUS HOUSING)

All residents should assume responsibility for ensuring fire safety in all residence halls. Prohibited actions include but are not limited to:

- Igniting or burning materials in a manner which causes a fire
- Sounding a false alarm, including,
  - Falsely reporting fire, bomb threats, serious injury, or any other emergency
  - Intentionally or negligently activating a fire alarm when no fire is present
  - Tampering with a fire alarm pull station or fire suppression system
- Using a fire extinguisher in a non-emergency situation
- Abusing, removing, or damaging fire or safety equipment
- Use of candles, incense, appliances or devices with an exposed heating element
- Leaving cooking items unattended while in use
- Use of halogen lights in campus residences
- Storage of explosives or flammable/combustible materials
- The blocking of any inside or outside exit
- Obstructing or blocking fire doors, corridors, hallways, or tampering with self-closing mechanisms
- Failure to evacuate a building during an alarm event

EVACUATION PROCEDURES IN CASE OF FIRE

1. If you see or smell smoke or fire, activate the fire alarm by pulling an alarm station. Once a fire alarm is activated evacuation is mandatory!

2. Do not attempt to fight the fire yourself unless you have been trained in the use of firefighting equipment and it is safe to do so.

3. Notify occupants and help those needing assistance in the immediate area.

4. If fire is in the immediate area leave all belongings and exit immediately. Otherwise, when an alarm sounds quickly gather essential personal belongings only if it is safe to do so (I.D. keys, wallet, purse, etc.) and proceed out of the building. Close doors behind you to help contain the fire.
5. Follow the building’s evacuation map and exit quickly by the stairwells.

6. If you get caught in heavy smoke, take short breaths, crouch down or crawl.

7. If the fire or smoke prevent you from exiting the building, go to a room far away from the fire (preferably a room with a window), shut the door and phone for help. If you cannot reach outside help using technology, open or break a window and signal for help. Placing an object (coat, blanket or towel) under the door may prevent the smoke from intruding while you are waiting help.

8. Once outside proceed to the evacuation assembly area. If emergency responders are not already on the scene call Campus Safety and Security Services at (937) 484-1111 or dial 911 and have the following information available;
   a. Your name; and
   b. The exact location of the fire and any other information you may have about the fire.

9. Return to the building only when instructed to by emergency personnel.

FIRE SAFETY EDUCATION/TRAINING PROGRAMS FOR STUDENTS AND EMPLOYEES

Mandatory fire safety training is provided to Hall Directors and Residents Assistants annually. This training covers fire evacuation procedures, fire safety issues, prohibited items, and fire extinguisher usage. Fire safety education and training programs are available for employees for their specific departments per their request. This training can include evacuation training, general fire safety tips and procedures, fire extinguisher training, and building specific fire safety information.

Students receive mandatory fire safety and evacuation training information from Hall Directors and Resident Assistants. During the school year, fire safety programs are held at request of the Hall Directors and Resident Assistants. These additional fire safety programs may include but are not limited to; emergency procedures, fire safety issues, prohibited items, prevention tips, cooking fire safety, and fire extinguisher training.

REPORTING THAT A FIRE OCCURRED

All fires are to be reported to Campus Safety and Security Services. Information reported should include: size of the fire, damage and cause if known. They can be reported anytime by calling the Campus Safety and Security Services office at (937) 772-9213 or (937) 484-1111. The information will be forwarded to the Urbana Fire Department.

PLANS FOR FUTURE IMPROVEMENT IN FIRE SAFETY

The University’s fire prevention program is constantly evolving and growing. We are currently looking at ways to provide for more fire safety education to students and employees.