

# College of Wilmington



## 2021-2022 Campus Crime & Security Report

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## **Preparation of the Annual Security Report (ASR) and The Clery Act**

The Annual Security Report (ASR) is prepared by College of Wilmington's (COW) Financial Aid and Compliance Departments, in cooperation with its Title IX Coordinator and Program Directors. Information for the report is gathered by the Financial Aid and Compliance Department in cooperation with local law enforcement agencies surrounding the campus each year. In order to provide the most accurate statistics, the COW encourages victims of, and witnesses to, the crimes and violations listed in the annual crime statistics to report them to Campus Security Authority Personnel promptly. In addition to publishing the ASR on its website, COW also provides a notice/email to all prospective and current students and employees that includes (1) a statement of the ASR's availability, (2) the exact electronic address at which the ASR is posted, (3) a brief description of the ASR's content, and (4) a statement that the institution will provide a paper copy of the ASR upon request. Prospective and current students along with employees may request a paper copy of the ASR from the Campus Director or the Director of Financial Aid.

## **The Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act), originally known as the Campus Security Act, since amended by the Higher Education Act (HEA), The Campus Sexual Violence Elimination Act (SaVE), and the Violence Against Women Act (VAWA) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime and sexual violence on and near their respective campuses. Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is the responsibility of the administration of the College of Wilmington (COW) to provide a safe environment for study and to prevent crime and sexual violence. COW is concerned about the safety and welfare of its students and employees. Therefore, the following Campus Security and Safety Policy is implemented for the protection of students, faculty, and staff. The policy is published annually on or before October 1st. The Campus Security and Safety Policy is in compliance with the Student Right-to-Know, the Campus Security Act, and as amended by HEA; the Drug-Free Schools, the Communities Act of 1989 (DFSCA), the SaVE Act and the VAWA.

In compliance with the Clery Act, the Annual Security Report (ASR) provides the following items and or Policy Statements and/or Procedures for the following items:

- Campus Security & Facility Access
- Campus Law Enforcement
- Reporting Crimes & other Emergencies
- Voluntary Confidential Reporting Procedures
- Emergency Response & Evacuation
- Programs – Security Procedures & Practices
- Monitoring & Recording – Crime Prevention
- Non-Campus Locations of Student Organizations
- Weapons, Drugs & Alcohol
- Sex Offender Registration
- Sexual Assault, Domestic Violence, Dating Violence, & Stalking
  - Programs & Campaigns - Awareness
  - Victim Procedures
  - Written Notification – Campus & Community Services
  - Written Explanations of Rights & Options
  - Disciplinary Action Procedures
- Crime Statistics

## **CAMPUS SECURITY AND ACCESS TO FACILITY**

The campus will be open during posted hours. During business hours, the campus is open to students, faculty, employees, guests, and general public through the front entrance. Surveillance cameras monitor the interior entrances to the campus. In addition, Mall Security is on duty 24/7. When the campus is open certain school staff and faculty are always present, adequate lighting is provided, especially in outside areas, and persons employed as security personnel represent the campus and are instructed to enforce campus rules and regulations.

### **Day-to-Day Security**

The COW campus has:

- Two main doors that remains unlocked during business hours and is regularly used during those hours by campus staff, students, and guests to enter and leave the building; and
- Four secondary doors that are available for emergency exit from the interior of the facility.

Please note that COW does not have a campus police force or otherwise maintain security guards or law enforcement personnel on staff, and its employees do not have the legal authority to make arrests. The COW is located inside Independence Mall which is patrolled by Security Officers on a regular basis.

## **CAMPUS SECURITY AUTHORITY PERSONNEL**

Security personnel is defined as any individuals who have responsibility for campus security such as those who are responsible for monitoring the entrance into campus property, or individuals designed as Campus Security Authority Personnel.

The designated Campus Security Authority Personnel at COW are as follows:

Mall Security  
Campus Director  
President  
Director of Financial Aid  
Receptionists  
Program Chairs

Additional Security Authority is as follows:

Tiffany Sasser  
Title IX Coordinator  
3500 Oleander Drive  
Wilmington, NC 28403  
[tsasser@CollegeofWilmington.edu](mailto:tsasser@CollegeofWilmington.edu)  
Phone: 910-763-4418  
Fax: 910-763-6103

The security personnel do not have powers of arrests, unless such personnel possess valid certification as a law enforcement officer or are authorized to act in such a capacity by way of official authority as granted by a court of state regulatory agency. The security personnel have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. The campus maintains its relationship with local police and Mall Security through

campus in-services and collection of statistical crime information. The Campus Security Authority Personnel works with local law enforcement and Mall Security as necessary to report and/or investigate crimes. COW does not have or provide student or staff housing; rather, students and staff commute to campus for their program and work hours, respectively. As a result, COW does not report crime statistics related to on-campus student housing facilities. Additionally, the campus facility is not made available for social activities outside of the school hours of operation, and COW does not have officially recognized student organizations with off-campus locations.

**SECURITY REPONSE TEAM**

In addition to Campus Security Authorities, the College of Wilmington has established a Security Response Team (SRT) to facilitate the appropriate response for any general crisis, security and/or safety concerns, and campus emergencies or dangerous situations. In the event that any member of the SRT is not available on short notice, a designee will act in that official’s place and/or the available members of the SRT may opt to proceed with the available members.

COW’s Security Response Team consists of the following members:

- (1) President
- (2) Campus Director / Title IX Coordinator
- (3) Director of Financial Aid

For the purpose of transparency, it is important to mention that all members of the SRT are also members of the CSA, but all CSA members are not members of the SRT.

**General Crisis Response Guidelines**

- Call 911 in matters of life and death or if you are uncertain about the severity of a situation.
- Building security should be contacted concerning all safety and safety-related issues as soon as possible during times when administration is not available.
- The nature of an incident will determine which members of the Security Response Team (SRT) will respond.
- The President is the only person who is to have contact with the media regarding crisis incidents. All inquiries by media should be directed to the President. Students should be advised not to talk to the media.
- In most cases, Incident Report Forms should be completed and filed. These can be obtained from the President and Title IX Coordinator. The Title IX Coordinator will maintain copies of incident reports.
- The SRT will convene annually at the end of each fiscal year to review and evaluate policies and procedures that will affect students, staff or faculty, as well as receive any new or updated training on Safety and Security.

<b><i>Emergency Phone Numbers</i></b>		
President	Shannon Hodge	910-████████
Fire/Medical/Police		911
Mall Security		910-392-1779
Campus Director & Title IX Coordinator	Tiffany Sasser	910-262-0812
<b><i>Security Response Team</i></b>		
President	Shannon Hodge	910-████████
Director of Financial Aid	Michele Carroll	910-231-8218
Campus Director & Title IX Coordinator	Tiffany Sasser	910-262-0812

## **EMERGENCY AND CRIME REPORTING PROCEDURES**

Safety and security are a team effort and require the cooperation and support of everyone on campus. All students and staff (collectively “campus community members”) are encouraged to take responsibility for themselves and others and for maintaining a secure campus by reporting criminal activity and suspected criminal activity in a timely manner.

All students, staff, and visitors should report all crimes occurring on campus or on public property around the campus in a prompt and accurate manner to a member of the Campus Security Authority Personnel. For emergencies involving a crime in progress, a medical emergency, and/or fire, dial 911 immediately, and notify a local Security Response Team Member. For non-emergency reports of criminal actions or other incidents occurring at the COW or surrounding areas, the President and / or Campus Director should be contacted during business hours (Monday through Friday, 8:00 AM to 9:00 PM, and Saturday 8:00 AM to 6:00 PM unless otherwise posted at the campus).

Promptly report all crimes to the appropriate police agencies. Reporting crimes or other public safety incidents in a timely manner helps protect others.

As in all cases of criminal incidents, staff, students, and guests have two, non-exclusive reporting options. Victims and witnesses are encouraged to make reports internally to COW, as well as externally to public law enforcement agencies.

### **How Do I Report an Incident?**

1. Crime in progress, medical emergency, and /or fire – dial 911 and notify nearest member of SRT\*
2. All other incidents of a criminal nature should be reported to a member of the Campus Security Authority; Informant or victim may also contact local or state law enforcement, if warranted
3. CSA or SRT member will complete an Incident Report Form, if applicable and then Title IX Coordinator will update the school crime log. New Incident Report Forms can be obtained from the President and / or Title IX Coordinator.
  - Any reporting victim of dating violence, domestic violence, stalking, and sexual assault, will also be given a written explanation of his or her rights and options.
4. Campus administration will investigate all reported incidences and, in appropriate cases, report to local or state law enforcement agencies for action.
5. Any COW disciplinary action (if applicable) will be enforced appropriately.

\* All SRT members are also CSA members, but all CSA members are not SRT members.

While the Security Response Team does not have arrest powers, they do have the authority to enforce all campus policies. The COW maintains a cooperative relationship with local and state law enforcement agencies giving them authority to investigate allegations of a criminal nature occurring on or near campus. The COW works informally with local law enforcement when needed to address incidents of crime or sexual violence. Mall Security officers are typically responsible for patrolling campus parking lots to ensure the safety and security of students and staff. They provide a visible presence for crime deterrence.

### **Voluntary Confidential Reporting**

If an informant or victim of a crime does not wish to pursue action within the COW system or the criminal justice system, that person has the right to decline notifying law enforcement authorities. The purpose of a

report within the COW is only to comply with the desire of the informant/victim to keep the matter private, while also taking steps to ensure the future safety of that person and others. In addition, the information enables the COW to maintain accurate records 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 of potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics regardless if the victim is pursuing action with the COW or the criminal justice system. In limited circumstances, the COW must pursue further action and will inform those involved in such instances.

The COW does not employ practicing licensed counselors or pastoral counselors and, therefore, does not have procedures for students/staff to report crimes on a voluntary, confidential basis to said parties. The Security Response Team will, however, provide a list of off-site resources where confidential discussions can occur.

### **Crime Log**

A crime log is kept that contains all crimes that are reported to the COW, where the crime occurred, and disposition of the crime. The log is available for reviewing upon request by contacting the Title IX Coordinator. Requests to review portions of the crime log that are older than 60 days may take up to two business days to be available for review. All personally identifying information will be removed from the log upon review. It is important to ensure any and all reports are as accurate as possible. When reporting criminal activity or suspected activity to law enforcement and to the College, campus community members should collect the following information:

- A brief description of what occurred
- Where it occurred
- When it occurred
- Any weapons involved
- Details regarding the suspect's appearance
- Details regarding where the suspect was last seen
- Other relevant information

The COW does not have and, therefore, does not track criminal activity related to any off-campus student organizations.

### **Issuing Crime Alerts**

In response to a report of criminal activity or suspected criminal activity, a member of the Security Response Team will contact the appropriate local authorities, as necessary. The College has close-working relationships with law enforcement agencies with jurisdiction over our location and Mall Security. In the event of a criminal investigation, facility staff members will cooperate with state and local law enforcement as requested.

The COW will also respond administratively if a reported crime occurs on or off campus and involves a campus community member as a victim or alleged offender. Students are subject to applicable COW policies and disciplinary procedures related to conduct. Sanctions may include, but are not limited to, suspension or termination.

## **Timely Warning Policy**

In the event the COW becomes aware of a Clery Act crime that has already occurred, but represents an ongoing threat to students and employees, the President and/or the Campus Director will issue a campus-wide “timely warning” to the entire campus community pursuant to local campus procedures which may include any one or a combination of the following:

- Mass Notification System
- Public Address Announcements via Intercom
- Announcements or memos read in class
- Classroom/office space announcements (postings on bulletin boards)
- Distribution of flyers
- Emails
- Text messages
- Phone calls
- Posted information on the College’s Website ([www.collegeofwilmington.edu](http://www.collegeofwilmington.edu))

The COW recognizes the importance of providing information as soon as possible. To that end, the College will issue the timely warning alert as soon as pertinent information is available, even if all information is not yet obtained. Timely warnings will be issued whenever the following criteria are met: (1) a Clery crime is committed on campus or on public property surrounding the campus; (2) the crime has been reported to a Campus Security Authority member, or local police agencies; and (3) there is an ongoing threat to the physical safety of other members of the campus community because of this crime. If a non-Clery crime is committed and there is an ongoing threat to the campus community, the College President (or designee) may issue a timely warning. Once a timely warning has been issued, updates will be provided as additional information becomes available through the aforementioned methods of communication.

The alert will include the following:

- Crime that triggered the warning
- What students and staff members should do to protect themselves
- Any pertinent details unless providing the information would compromise law enforcement efforts
- How to contact the school with additional information

Warnings may be withheld if issuing one would compromise efforts to contain the emergency/incident. Anyone with information warranting a timely warning should report the circumstances to the College President and/or the Campus Director (or designee) by phone or in person.

As each situation presents a different set and level of safety and security concerns, the COW may conclude upon review that a timely warning is not appropriate because the crime in question does not pose a serious or ongoing threat; in those instances, the College President or designee will document this decision and the supporting rationale on the “Timely Warning Notice Determination Form.”

A timely warning is different from a crime being considered “unfounded” (see crime definitions).

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

COW has procedures in place regarding any significant emergency or dangerous situation involving an immediate threat to the health and/or safety of students or employees that is occurring on the campus (referred to herein as an “Emergency”). The President is responsible for the confirmation of an Emergency. If the President is unavailable, then the next highest-ranking member of the Campus Security Authority Personnel will confirm the Emergency. Once an Emergency has been confirmed, the Security Response Team (SRT) 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 the responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Once the decision is made to move forward with issuing a notification, the SRT will ensure the entire campus community that could be potentially affected by the Emergency is notified immediately. The notification will indicate that there is an Emergency that could affect the safety of the campus community, as well as all pertinent information regarding the Emergency. Notifications may be done via any or all of the following: verbal, text messaging, e-mail messaging, electronic signboards, emergency phone lines, fire alarms, phone trees, bulletins posted on building entrances and exits. The best method(s) of contact will be utilized based on the actual Emergency situation. In the event that Emergency info needs to be shared with the larger neighboring community, the President will reach out to the media. Also, if the situation warrants, building security may utilize the mall intercom system.

Incidents that may constitute an Emergency include, but are not limited to: fire, earthquake; gas leak; terrorist incident; armed intruder; bomb threat; outbreak of a serious and easily communicable illness; explosion; civil unrest or rioting; or approaching extreme weather conditions. Emergencies generally will not include snowstorms, thunderstorms, or power outages.

## **Electronic Messaging**

With the sophistication of cell phone technology and the nature of today's communication trends, cell phones and computers have become an important means of rapid communication. In the event that the school finds it necessary to initiate a campus-wide alert e-mail and/or text message "blast", an electronic message will be sent to all cell phones and/or e-mail addresses registered with the school. It is for this reason that all faculty, staff and students are strongly encouraged to provide and keep updated an electronic means of contact ensuring the largest possible number of contacts to spread critical information. New students will be asked to provide this information during orientation and new faculty and staff will be asked to provide information during the hiring process / employment paperwork. Periodic questionnaires will be distributed to enrolled students to update information throughout the duration of their program. The electronic messaging system will perform routine tests to determine the effectiveness of the messaging systems.

## **Three Key Emergency Response Actions**

### **1. Lockdown**

The lockdown procedure is most appropriate when, in the judgment of the Security Response Team, persons present on the campus during the Emergency are better protected by remaining on the campus or designated portions of the campus (rather than evacuating the facility) and securing the campus or the designated portion, to prevent entry by one or more individuals outside. Examples of such situations may include an active shooter or a terrorist incident in the surrounding community, or civil unrest and rioting.

In a lockdown, the College President will provide verbal notice to all occupants in the building of the need to lockdown, the reason for the lockdown, and the location of the safe area where they should assemble to await further information. This safe area should be an interior lockable room (typically a classroom or office area that is able to be barricaded if needed). The College President will ask all building occupants to remain in the safe area until further notice, and she will enter the safe area upon confirming that all building occupants are in the safe area. The College President will then call 911 to notify local law enforcement and will send a message to the Security Response Team with initial and / or updated information. The Security Response Team will work with the College President to determine and execute any appropriate follow-up action.

## **2. Shelter-in-Place**

Similar to the lockdown scenario, the Shelter-in-Place procedure is most appropriate when, in the judgment of the Security Response Team, persons present on the campus during the Emergency are best protected by remaining on the campus or designated portions of the campus. However, Shelter-in-Place procedures are intended for threats posed by nature (such as a tornado or hurricane) and do not necessarily require that the facility be secured to prevent entry by outsiders.

In this scenario, the College President will provide verbal notice to all occupants in the building of the need to Shelter-in-Place, the reason, and the location of the safe area where they should assemble to await further information. This safe area should be an area of the campus that is free of or far from windows. The College President will ask all building occupants to remain in the safe area until further notice, and she will enter the safe area upon confirming that all building occupants are in the safe area. The Security Response Team will work with the College President to determine and execute any appropriate follow-up action.

## **3. Evacuation**

The evacuation procedure is most appropriate when, in the judgment of the Security Response Team, persons present in the campus during the Emergency are best protected by exiting the facility. Examples of such situations may include a fire, gas leak, or bomb threat. In an Evacuation, the College President will provide verbal notice to all occupants in the building of the need to evacuate, the reason for the evacuation, and the location of the safe area where they should assemble to await further information. Evacuation plans/routes are located throughout the building for quick and easy access should the need arise. This safe area should be outdoors unless, due to weather, it is necessary to direct the occupants to their cars and/or a nearby business or other facility. The College President will ask all occupants to remain in the safe area until further notice, and she will leave the building only after confirming that all building occupants have exited the facility. Upon ensuring that all building occupants are accounted for and in the safe area, the College President will then call 911 to notify Mall Security, local Law Enforcement, and will send a message to the Security Response Team with initial and / or updated information. The Security Response team will work with the College President to determine and execute any appropriate follow-up action.

The campus is equipped with fire detection and security cameras consistent with area fire code requirements. The fire alarm system is directly connected to the local fire departments responsible for this area. Though it is not expected or encouraged, fire extinguishers are provided throughout the building and are prominently marked so individuals may, at their discretion, use them when appropriate. The fire alarm system is fully automatic and meets all building and fire code requirements. It also includes an emergency sprinkler system in case of fire detection. Emergency fire alarm controls are positioned throughout the building at all doors that exit the building. Individuals detecting fire can manually pull any of these alarms initiating the alarm and fire department response. In the event that the alarm system is activated all occupants are required to vacate the building in an orderly and expedient manner. This call to evacuate the building is virtually impossible to ignore. In the event that a fire alarm is sounded all occupants are required to evacuate the building immediately. The Security Response Team has been designated to act as emergency marshals.

These marshals will be responsible for ensuring that all occupants of the floor and/or their section of the building vacate the premises in an orderly and expedient manner. Marshals will be responsible for ensuring that all classrooms, offices, and lavatories are vacated and that all occupants have exited the building. Once it is verified that the building is vacated, all evacuees will be instructed to stand a minimum of 100 feet from the building, allowing fire or other emergency personnel access to the

property. Fire drills are scheduled at least four times a year to ensure that all occupants of the building are familiar with evacuation procedures. A log is kept with the times and dates of these drills.

A **Quick Reference Guide for Campus Emergencies and Crime Alerts** is available for the Security Response Team. The Quick Reference Guide contains directions for each of the three Emergency Response Actions in a format designed to be readable under time-constrained and stressful circumstances. The guide will be located in designated class rooms/offices for easy access.

- Following the execution of an Emergency Response Action, the Security Response Team will confer at the end of each day to determine the content, recipients, and mode of delivery of a message update to be provided to the campus community, if any.

Students and staff are encouraged to promptly notify COW of any changes in cell phone / email contact information to ensure that they will receive any Emergency Notifications issued by telephone call, text message, or email.

Tests of the Emergency Response Actions will be conducted annually; such tests may be announced or unannounced. COW will maintain documentation of each test, including a description of the exercise, the date, the time, and whether the test was announced or unannounced. At the time of each test, COW will provide information to the campus staff and students in attendance concerning the Emergency Response Action testing.

## **CRIME AWARENESS AND PREVENTION**

All employees and students are required to follow campus security guidelines for their own personal and property safety, and are encouraged to report any suspicious activity to the campus security authority personnel. Prospective students, students, and employees are provided with a summary of the campus measures to prevent crime on campus, with details for acquiring the complete policies and procedures package from the campus website at [www.collegeofwilmington.edu](http://www.collegeofwilmington.edu). A paper copy of this information on crime awareness and prevention is readily available upon request and is updated and re-distributed on an annual basis. Students performing externship off-campus are expected to practice safety and security procedures as if the externship site were an extension of the campus.

### **Crime Prevention**

A number of precautions may be taken to prevent a crime from happening.

#### **Safety in the Office and Classroom**

- Avoid working or studying in secluded areas
- Let someone know where you are and when you expect to return
- When hanging up your coat, remove any valuables
- Do not “hide” a pocketbook under a desk or in an unlocked drawer
- Keep files and desk drawers locked when away
- Never leave valuables unattended

#### **Safety in the Media Center**

- Keep an eye on your valuables
- Do not leave property unattended
- Report suspicious activity to the Campus Director

**Safety on the Street**

- Walk with a friend
- Be alert to people passing by and your surroundings
- Do not be distracted by cell phone conversations or texting
- Hold pocketbooks and purses under your arm
- At night, walk in well-lit heavily traveled areas
- Do not stop if a car pulls up alongside you
- Use pedestrian walk lights and crosswalks.
- NEVER HITCHHIKE!!!

**Safety on Public Transportation**

- When possible travel with a companion
- If you're the only passenger in a bus, sit as close to the operator as possible
- At night, be particularly careful of oncoming traffic while getting off a bus

**Safety and Motor Vehicles**

- Report suspicious persons or vehicles around campus parking areas
- Never leave your motor running when vehicle is unattended
- When parking, choose a well-lit, heavily traveled area
- Packages, luggage, and other valuables should be locked in the trunk
- Keep spare keys in your wallet or purse, never inside the vehicle

**Theft Prevention**

- Be particularly careful of your personal property in public areas such as the student lounge, restrooms, and the media center.
- Never leave your pocketbook or backpack unattended even if only for a "minute"
- If you must leave your property behind, ask a trusted friend to watch it
- Never allow yourself to be lured away from your property by a stranger

**Campus Security Education**

COW will conduct campus security training at least annually for:

- Security Response Team
- Other campus staff, to be conducted by one or more members of the SRT; and
- Students, to be conducted by a member of the SRT or their Program Director

This training will cover, among other topics, campus security practices and procedures. In these sessions students and employees will be encouraged to be responsible for their own personal protection and the security of others, and COW will discuss common-sense ways to help prevent crimes.

**POLICY AND ENFORCEMENT STATEMENTS**

**Weapons Policy and Enforcement**

Possession of guns or weapons on campus (in parking lots, vehicles, etc.) is not permitted except where state law mandates exceptions to this prohibition and only to the extent of that mandated exception. Any knife with a blade longer than two inches is considered a weapon and is not permitted on campus. Violation of this policy will lead to disciplinary action, up to and including termination.

## **Drug and Alcohol Abuse Policy and Enforcement**

The COW has developed a strict and rigidly enforced policy regarding drug and alcohol abuse. **THE COLLEGE OF WILMINGTON CANNOT AND DOES NOT CONDONE DRUG OR ALCOHOL ABUSE BY ITS STUDENTS OR STAFF.** The College will not allow the unlawful possession, use or distribution of illicit drugs and/or alcohol by students and staff members on its property or as part of any of its officially sponsored off-campus activities. Students and staff members are also prohibited from being under the influence of alcohol, illegal drugs or non-prescribed drugs on College property or at any of its officially sponsored activities. This includes field trips and student-sponsored social activities if they are considered sponsored by the school. In addition, The COW may discipline its students for off-campus activities including the illegal use of alcohol or drugs. COW will report to local and/or state law enforcement, as applicable by federal and state drug laws, any student or staff member who is found in possession of, using, or selling illegal drugs on campus as well as anyone who is found to have broken the state laws regarding underage drinking. The possession, use, and sale of alcohol and controlled substances are regulated by the COW in accordance with: (1) the Drug Free Schools and Communities Act, (2) The Drug-Free Workplace Act, (3) applicable provisions of federal, state, and municipal law, and (4) COW policies.

The possession, use, sale, and transfer of alcohol and/or controlled substances on COW property are strictly prohibited. Violations of this policy will be referred to the President and / or the Campus Director for conduct actions and/or to local law enforcement. The COW recognizes that alcoholism and drug abuse may have an adverse effect on classroom performance and is concerned with this impact. In addition, the College recognizes the significant health risks associated with the use of illegal drugs and the abuse alcohol. While the frequency, duration, and severity vary, there are a number of serious health consequences. The College recognizes that alcohol and drug abuse may be successfully treated, enabling students and staff members to return to a satisfactory performance level. Those who have a substance abuse problem are encouraged to voluntarily seek assistance and to deter others from engaging in illegal drug or alcohol use, possession, or distribution.

Students are subject to random drug testing at any time during their education and may also be tested for cause should the COW have reasonable suspicion that a student has been using illegal drugs or alcohol. Details of the Employee Drug and Alcohol policy may be found in the Employee Handbook and College Catalog. Violation of these policies will result in the COW taking appropriate action, up to and including termination and/or requiring the student or staff member to participate satisfactorily in a drug abuse, alcohol abuse or other assistance/rehabilitation program. First offenses will typically lead to a required drug education program (required for students; typically recommended for staff members) and regular follow up drug tests (at random intervals) for both staff and students. Second offenses will lead to termination of schooling (students) and employment (staff members).

As part of an effort to promote the Substance Abuse Prevention Policy, the COW maintains pamphlets on drug and alcohol awareness to help educate campus community members; these are available in the Student Resource Center.

### **Resources for Drug and Alcohol Abuse Treatment**

As community and governmental concern has increased, resources for and knowledge about treatment of drug abuse have become widely available. Many communities now have resources for drug treatment that were not in existence several years ago. Large cities are likely to have a large number of resources available. Generally, those resources for treatment and aid that are part of the patient's home community are most useful. This is due to ease of access and the likelihood of continuing with the aftercare that is so important in drug abuse treatment. Various types of resources are available.

**Hospital Emergency Room:** These are the preferred facilities of choice when an overdose of a mind-altering drug is suspected. Since the results of overdose of many of these drugs can be life

threatening, it is best to treat potential overdose situations conservatively and to obtain emergency treatment with all due speed.

- **New Hanover Regional Medical Center**  
2131 S 17<sup>th</sup> Street, Wilmington, NC 28401  
910-667-7000
- **Cape Fear Hospital**  
5301 Wrightsville Ave, Wilmington, NC 28403  
910-452-8100

**Police, Fire, and Paramedic Services:** If a drug-abuse situation appears especially dangerous based on the symptoms of the patient, it is wise to use these services to provide the quickest access to treatment. If the behavior of a suspected drug user is so disturbed or inappropriate that you fear it is out of control, use of police and paramedic services is also appropriate.

- **Always Call 911**

**Drug Treatment Centers:** Many types of drug treatment centers exist. Some work on an inpatient basis and some on an outpatient basis depending on the type of drug abuse involved and their philosophy of treatment. It is wise to survey your community as to the types of drug treatment centers available, the kind of patients they treat, and the economics of treatment. This information is available to faculty and administrators to be used when counseling students with regard to drug issues.

- **Wilmington Treatment Center**, 2520 Troy Dr., Wilmington, NC 28401, 877-951-4918
- **Coastal Horizons Center - Main**, 615 Shipyard Blvd., Wilmington, NC 28412, 800-672-2903
- **Coastal Horizons Center Brunswick Office**, Hwy 17 S, 120 Coastal Horizons Dr., Shallotte, NC 28470
- **Outpatient Treatment**, 910-754-4515
- **Rape Crisis Center**, 910-754-7949

**Alcoholics Anonymous and Similar Organizations:** Alcoholics Anonymous is a very important resource for those dealing with alcohol abuse problems. As mentioned above, similar organizations exist to aid cocaine abusers, such as Cocaine Anonymous, and other drug users, such as, Narcotics Anonymous. Contact numbers for these organizations can be found below. They are non-profit, no cost groups run by their membership. Many of the most successful drug treatment programs are based on AA methods.

Many communities have multiple chapters of all these organizations with multiple meetings and contact opportunities. **THEIR IMPORTANCE AS A PRIMARY RESOURCE IN DRUG ABUSE TREATMENT CANNOT BE OVER-EMPHASIZED.**

**Wilmington Area Intergroup**

5901 Wrightsville Ave

Wilmington, NC 28403

Phone: 910-794-1840 / 24 Hour Hotline: 910-794-1840

Email: [intergroup@wilmingtonaa.org](mailto:intergroup@wilmingtonaa.org)

**Community Agencies and Social Services Groups:** Many communities provide social service based facilities and groups for drug treatment. Various types of treatment methods are used, depending on the community, the range of services available and the type and severity of abuse involved. Information about such treatment resources can be obtained from your community department of social services or health department. This information will be available to students and employees.

**Department of Social Services**

1650 Greenfield St, Wilmington, NC 28401

Phone: (910) 798-3400

**New Hanover County Health Department**

2029 S 17th St, Wilmington, NC 28401

Phone: (910) 798-6500

**Drug and Alcohol Hotlines**

National Alcohol Hotline, 800-ALCOHOL

Cocaine Anonymous, 800-662-HELP

Alcohol and Drug Helpline, 800-821-4357

National Council on Alcoholism and Drug Dependence Hopeline, 800-622-2255

National Helpline for Substance Abuse, 800-262-2463

Drug Abuse Information & Referral Line, 800-662-HELP (662-4356)

**Registered Sex Offender Information Policy and Enforcement**

The Campus Sex Crimes Prevention Act (Section 1601 of Public Law 106-386) is a federal law enacted in 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Violent Crime Control and Law Enforcement Act of 1994 requires states to enact statutes or regulations that require those who are sexually violent predators or who are convicted of sexually violent offenses to register with appropriate state law enforcement agencies for ten years after release from prison. Sex offender information is compiled by the Department of Corrections (DOC). In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking's states registry directory: <http://www.nsopw.gov/en-US/Registry>. All sex offenders are required to register with the state and to provide notice of each institution of higher education at which the person is employed, carries a vocation or is a student.

In addition to the above notice, all sex offenders are required to deliver written notice of their status as a sex offender to the school no later than three (3) business days prior to their enrollment in, employment with, or volunteering at the school. Such notification may be disseminated by the school to, and for the safety and well-being of, the school community, and may be considered by the school for enrollment and discipline purposes.

**DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT & STALKING**

The College of Wilmington prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. In addition to prohibiting these specific Clery crimes, COW's Standards of Conduct Policy includes a **zero-tolerance** policy for harassment in any context. The next sections will contain information on the following items:

- School Standards of Conduct Policy
- Sexual Misconduct Education Program
- Risk Reduction & Bystander Intervention
- What To Do If You Are A Victim
- Procedures Following A Report
- Written Explanation of Rights & Options
- Complaints, Investigations & Disciplinary Actions

## **School Standards of Conduct Policy and Enforcement**

The COW attempts to provide a safe, comfortable, academic and social environment - and our academic community has a long and cherished tradition of expecting its members to conduct themselves in accordance with the highest standards of ethics and personal behavior. The school does not attempt to define all "student conduct." It relies on students to assume the responsibility and obligation of conducting themselves in a manner compatible with the purpose of the school as an educational institution and the community as a place of residence. In addition to school rules and regulations, all students are subject to the same local, state, and federal laws as non-students and are beneficiaries of the same safeguards and rights as non-students. The school relies on its faculty and staff to set high standards of conduct as examples for the student body to follow. Committed to the fundamental belief that all people should be treated with dignity and respect, the school has **zero tolerance** for harassment in any context. All members of the college community have the basic right to work and learn in a comfortable environment, free from derogatory remarks, unwelcomed sexual advances, hate speech, racist or sexist comments or any other verbal or physical conduct deemed inappropriate by the school or its administration.

Any and all of this inappropriate behavior is condemned by the school and swift and immediate action will be taken to investigate any credible complaint. If it is determined through proper investigation that disciplinary action is warranted, the school reserves the right to remove the person or persons from campus through expulsion from school or termination of employment. Should additional legal action be sought by a victim, the school and its officials will assist in any way possible to see that justice is served.

## **College of Wilmington's Sexual Misconduct Education Program – Prevention and Awareness**

The school's Student Code of Conduct policy prohibits sexually violent acts, termed "Sexual Misconduct", which can be crimes as well. Sexual misconduct includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, interpersonal relationship violence, sex/gender-based stalking and sexual harassment. While the school may utilize different standards and definitions than the state code, sexual misconduct often overlaps with crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence.

COW seeks to promote awareness among staff and students concerning the crimes of dating violence, domestic violence, stalking, and sexual assault, to better equip the community to prevent these crimes, to promote safety, to respond appropriately when these types of crimes are reported, and to provide meaningful assistance and resources to victims.

Specifically, COW provides training to new students in new student orientation, and to new employees within 90 days of hire. COW also offers training to students and staff in our campuses at least once per year. These various training sessions will cover, but will not be limited to, the following topics:

- What constitutes dating violence, domestic violence, sexual assault, and stalking
- What constitutes "consent" in reference to sexual activity
- Ways to reduce the risks of these crimes
- The importance of bystander intervention - safe and positive options for engagement
- The procedures COW will follow when one of these crimes is reported
- Positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality

COW may also conduct this training outside of the regularly-scheduled sessions when it determines that the training may be beneficial to the school based on reported incidents and community attitudes. See "Crime Definitions" below for full, legal definitions of the crimes/ terms listed.



## Ways to Reduce Your Risks of These Crimes

With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)):

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **The Importance of Bystander Intervention**

Bystanders are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."

"They are someone who is present and thus potentially in position to discourage, prevent, or interrupt an incident."

### ***What Is Bystander Intervention?***

Bystander intervention is the act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence. Bystander intervention doesn't have to jeopardize the safety of the bystander.

Bystander intervention and bystander education programs teach potential witnesses safe and positive ways that they can act to prevent or intervene when there is a risk for sexual violence. This approach gives community members specific roles that they can use in preventing sexual violence, including naming and stopping situations that could lead to sexual violence before it happens, stepping in during an incident, and speaking out against ideas and behaviors that support sexual violence. It also gives individuals the skills to be an effective and supportive ally to survivors after an assault has taken place.

Someone who sees a situation but may or may not know what to do, may think others will act or may be afraid to do something.

It is important to note that when sexual assault prevention educators talk about bystanders, they typically mean people who know each other, such as friends, classmates, colleagues, or members of sports teams.

The dynamics of bystander behavior – and the impediments to action – are very different when people know the perpetrator or victim, versus when they are strangers."

Bystander intervention can be something as small as a young adult telling his/her friend that his/her sexist language is offensive or as great as a college student calling the police if s/he witnesses an act of sexual violence on school premises. Regardless of the level of intervention, there are safe ways to help prevent sexual violence.

### ***Why Get Involved?***

Many young people experience sexual violence. In a recent survey of more than 1,400 seventh graders, 49% of respondents had been sexually harassed either physically or verbally in the past six months. Research has shown that young women ages 16-24 experience the highest rates of physical and sexual violence.

The problem is pervasive on college campuses. An estimated 25% of female college students have been raped or have experienced attempted rape in their lifetime.

These statistics reveal that sexual violence is a prevalent issue in the United States which must be addressed by our society. Bystander intervention has been shown to be an effective and important prevention strategy to decrease rape myths, increase pro-social bystander behavior and increase self-efficacy.

## **What to Do If You Are a Victim - Procedures**

### **1. Preserve Evidence**

It is important for those who believe they have been subjected to the crimes of dating violence, domestic violence, sexual assault, and/or stalking to preserve evidence of the criminal behavior as it may be critical in proving the crime and/or obtaining a protective order.

Victims of domestic violence, dating violence, and sexual assault may choose to go to the hospital where they can receive a medical examination to treat injuries — or, in the case of sexual assault, address concerns about sexually transmitted diseases and pregnancy. In addition, evidence can be collected that can be critical in documenting the injuries and/or proving the identity of the assailant. In seeking out such an examination, a victim will not be required to file a police report; however, if such a victim ultimately decides to make a report, seek a protective order, and/or pursue criminal charges, such medical evidence may prove valuable. The best evidence is collected within 12 hours of an assault, but a victim should not assume that it is too late if more than 12 hours have passed.

Victims of stalking are likewise urged to preserve evidence of the stalking conduct. Such evidence may include, but is not limited to, text messages, other relevant smart phone data or social media activity, and photographs and audio recordings.

### **2. Reach Out for Help**

Victims are encouraged to reach out to one of the many resources available for guidance. Indeed, victims of dating, domestic, and sexual violence often have many questions. These might include, as just a few examples: If I go to the hospital to receive a medical examination following a sexual assault, will the hospital notify law enforcement or my family? Will I be provided the medical examination for free? Will I have the option to maintain confidentiality? Will I have to name my assailant?

There are many organizations that provide information, guidance and support to victims, and COW can help direct you to such organizations in your local area or through national hotlines and services, including for example:

- The National Domestic Violence Hotline (800-799-7233, available 24/7). At this hotline, victims can seek crisis assistance directly with the national hotline and also gather information on victim services available in their local area.
- RAINN (the Rape, Abuse, and Incest National Network (800-656-HOPE, available 24/7). RAINN connects callers directly to victim services available in their local areas.
- Love Is Respect (on the web at [LoveIsRespect.org](http://LoveIsRespect.org) or by phone at 866-331-9474, available 24/7). In reaching out to this organization, victims have the option of communicating by the “chat” function from the website or over the phone.

These organizations provide services that are broader than their names might otherwise suggest, to victims of domestic violence, intimate partner violence, stalking, and sexual assault and/or abuse generally. They provide and/or direct victim to local services that provide services such as (but not limited to) shelters, individual counseling, support groups, and legal and medical advocates. You can also visit the website at <http://www.justice.gov/ovw/local-resources> for a state-by-state list of local resources for victims of sexual assault and domestic violence.

### 3. Consider Your Reporting Options

- **Reports to Public Law Enforcement**

As noted, COW encourages — but does not require — students and staff to report crimes to public law enforcement authorities (see “EMERGENCY AND CRIME REPORTING PROCEDURES,” above). COW will follow its own policies and procedures in connection with such a complaint whether or not a victim decides to notify law enforcement.

- **Reports to College of Wilmington**

COW likewise encourages staff and students to report any criminal incidents to COW’s Campus Security Authorities (see “EMERGENCY AND CRIME REPORTING PROCEDURES,” above). However, there are additional policies and procedures that apply when COW receives a report of any one of four defined categories of crimes — dating violence, domestic violence, stalking, and sexual assault — whether those crimes occurred on or off campus.

When COW receives a report from a victim of dating violence, domestic violence, stalking, and sexual assault, it will provide the reporting victim with a written explanation of his or her rights and options (listed below). Clery Act requires COW to maintain publicly available recordkeeping, including Clery Act reporting and disclosures. To protect the confidentiality of victims and other necessary parties, these public records will not include any personally identifying information about the victim. Additionally, key policies and procedures that apply are described in this section, below.

#### College of Wilmington’s Procedures Following a Report

- **Incidents Not Related to College of Wilmington’s Program:**

Reporters should be aware that COW may be limited in the type of response it can provide with respect to conduct that did not take place within the context of COW’s educational programs and activities. For example, where a student is experiencing domestic violence in the home perpetrated by an individual with no relationship with COW, COW generally has no authority or meaningful ability to conduct an investigation or to take disciplinary action against the perpetrator. Additionally, COW is cognizant that any efforts on its part to reach out to a perpetrator for investigative purposes may put the victim at greater risk.

Where COW’s ability to engage in investigative or disciplinary actions is limited, what COW can and will do is provide assistance when the reporter is a victim. This assistance will consist of directing the reported victim to:

- Outside resources and organizations trained to provide services to victims, such as shelters, individual counseling, support groups, and legal and medical advocates, such as those noted above (See “Reach Out for Help”).

- COW and outside resources that can answer questions regarding student financial aid and other aspects of COW's program.

COW will assist the reported victim with outreach to any of the resources or other sources of assistance, where requested.

- **Incidents Related to College of Wilmington's Program:**

In other cases, COW will have the ability and authority to conduct an investigation of dating violence, domestic violence, stalking, and sexual assault for potential disciplinary action. This will be the case, for example, where one student reports that he or she is in a dating relationship with a fellow student and is subject to violence by that fellow student. COW seeks to conduct a prompt, fair, and impartial process from the initial investigation to the final result. The proceedings will be conducted by employees who will receive annual training on the issues related to dating violence, domestic violence, stalking, and/or sexual assault and on how to conduct a process that protects the safety of victims and promotes accountability.

The sections below provide a written explanation of rights and options, as well as, key information about the policies and procedures that the college will follow in investigations and disciplinary proceedings in connection with a report of dating violence, domestic violence, stalking, and/or sexual assault related to COW's program.

### **Written Explanation of Rights & Options**

Generally, victims of dating violence, domestic violence, sexual assault and/ or stalking have the following rights and options:

- The right to report sexual misconduct without discouragement, discrimination, or retaliation, and the right to have the report promptly, thoroughly, and fairly investigated;
- The right to report or not report the alleged incident to proper law enforcement authorities and local police, as well as, the right to request assistance from College officials in notifying such authorities. (Please note that pursuant to the Clery Act, a criminal investigation does not relieve COW of its duty to respond promptly and effectively to allegations of Clery violations);
- The right not to report the alleged incident to the College, if this is the victim's desire;
- The right to be treated with respect by College officials;
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right to written notification and implementation of interim protective measures such as changes to academic schedule, work location, and transportation after an alleged incident of dating violence, domestic violence, sexual assault, and stalking. Accommodations will be granted if requested and reasonably available (no formal complaint or investigation, institutional or criminal, need occur to avail oneself of available options). Accommodations may include:
  - Assistance from College in filing a formal report with local law enforcement;
  - Assistance from College in locating community resources;

- Assistance from College in securing alternative living, dining, or transportation arrangements;
  - Academic assistance such as exam rescheduling, incomplete, withdrawal, or alternative course completion, as available;
  - Imposition by COW of a no contact order against an accused who has engaged in or threatens to engage in stalking, intimidation, harassment, or other misconduct that poses a danger or threat of danger;
  - Assistance from College in filing and obtaining an order of protection or no contact order in state court.
- The right to be informed of and request assistance with available resources such as counseling, physical health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims within the community;
  - The right to receive notification of the importance of preserving evidence and obtaining any necessary medical treatment;
  - The right to be fully informed of the Clery Policy and the College's complaint resolution procedures.

**For Investigations, Hearings, and Appeals:**

- The right to a prompt, fair, and impartial investigation and if required, a hearing, both of which may result after a Clery Report is filed with COW. (Please note that COW will use a preponderance of the evidence standard ("more likely than not") in resolving all complaints of Clery violations);
- The right to have all proceedings completed within a reasonably prompt timeframe;
- The right to have all proceedings conducted in a manner that is:
  - Consistent with COW's policies and transparent to the accuser and the accused;
  - Includes timely notice of meetings at which the accuser or accused, or both may be present; and
  - Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings, subject to privacy limitations imposed by state and federal law;
- The right to petition the removal of any coordinator or administrator from the investigation process based on demonstrated bias or conflict of interest;
- The right to receive simultaneous notification, in writing, of:
  - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
  - COW's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding;
  - Any change to the result; and

- When such result becomes final.
- The right to receive simultaneous, written notification of the outcome and sanction(s) of any investigation involving sexual misconduct within sixty (60) calendar days of the date the complaint was received;
- The right to present relevant evidence and/or witnesses with personal knowledge of the circumstances resulting in the investigation and/or hearing;
- The right to identify and ask the investigator to question relevant witnesses;
- The right to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of your choice. (Please note that advisors may not advocate on behalf of either party and may only serve in a support role);
- The right to not be limited in the choice of advisor or presence of the advisors in any meeting or institutional disciplinary proceeding; (Please note that COW may establish restrictions regarding the extent to which advisors may participate in the proceedings, as long as the restrictions apply equally to both parties);
- The right to a finding and sanction (if applicable) based solely on evidence presented during the investigation/hearing. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to appeal the findings and sanction(s) of the Panel in accordance with the appeals process;
- The right to have COW's policies and procedures followed without material deviation;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

## **Complaints, Investigations and Disciplinary Actions**

### **❖ Pre-Investigation Procedures**

COW seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals, however, are expected to maintain the confidentiality of the matter to the extent possible. Before beginning an investigation, COW's Title IX and Clery Coordinator will:

- Seek consent of the complainant to (i) proceed with the investigation and (ii) identify him or her in connection with the complaint. If the complainant does not provide consent on one or both of these points, COW will:
  - Weigh the request(s) against its broader responsibility to provide a safe environment for all, considering the totality of the circumstances (the seriousness of the alleged conduct, whether there have been other complaints about the same individual, etc.)
  - Inform the complainant whether it can comply with the request(s), as applicable
    - If the request(s) are not granted, conduct the investigation
    - If the request(s) are granted, consider whether there are other steps that may be taken in lieu of investigation and/or identification of the complainant.

- Recommend any interim protective measures to be taken during the course of the investigatory and disciplinary proceedings, before any findings are determined. Interim measures will be taken within the context of COW policies and might include placing a student or students on an absence for investigation, reassigning the alleged perpetrator to a different rotation, placing an employee on administrative leave, otherwise limiting contact between the parties, or other measures. Any such interim protective measures will be maintained as confidential to the extent that maintaining such confidentiality will not impair COW's ability to provide the protective measures. The Title IX Coordinator will give the complainant(s) and the subject(s) simultaneous written notification (typically by email) of any interim protective measures that have been instituted upon review of the complaint.

#### ❖ **Investigations**

Each investigation of dating violence, domestic violence, stalking and/or sexual assault shall be conducted through telephone and electronic communications by the Title IX Coordinator based at COW. In this process, the complainant(s) and subject(s) of the complaint may name witnesses and provide other evidence, as described below. The steps necessary to thoroughly investigate the complaint will vary based on the facts alleged, but will often include interviews of the complainant(s), the subject(s) of the complaint, and the identified witnesses, as well as a review of relevant documentation and relevant policies. COW does not conduct public hearings in its investigative process or open its investigative interviews to observation, except as follows:

Each complainant and subject of a complaint will be permitted to have another person of his or her choice (including an advisor of his or her choice, but excluding witnesses or potential witnesses to the events under investigation) present during any investigative interview or other proceeding. Any such advisor or other person who accompanies a complainant or subject will not be permitted to play a speaking role during the process (such as by objecting to questions, addressing the COW employees conducting the proceeding, or questioning the interviewee), or otherwise interrupt or disrupt the process. In short, the advisor or other person may participate as a supportive, but silent, partner.

The Title IX Coordinator will notify any complainant and subject of the complainant of the date and time of his or her investigative interviews or other proceeding. The Title IX Coordinator will endeavor to agree upon a mutually agreeable time with each such individual, but reserves the right to set the time with advance notice.

COW seeks to conclude each such investigation within 60 calendar days. The investigation process generally occurs in three stages:

Stage 1: Intake of the complaint by the Title IX Coordinator, including determination of whether an investigation may proceed and the identification of the issues to be determined based on the allegations of the complaint

Stage 2: Investigation of the allegations by the Title IX Coordinator, including investigatory interviews and review of any additional evidence

Stage 3: Notice of outcome determination including, when applicable, disciplinary action(s) and remedial measure(s)

COW seeks to conclude stage 1 within 10 days, stage 2 within 45 additional days; and stage 3 within 5 additional days. At times, an extension of these timeframes may be necessary for good cause. Extensions of the timelines and the reasons for extension, when they occur, will be communicated to the complainant(s) and subject of the complaint in writing.



Where the investigation results in a finding of a violation of this policy, COW will take immediate steps to end the conduct, prevent its recurrence, and address its effects. Further information concerning the notification of outcomes is provided below.

❖ **Outcomes**

At the conclusion of the investigation, the Title IX Coordinator will consider the evidence and assess the credibility of witnesses in order to make findings as to whether a violation of this policy has occurred. In making this decision, the Title IX Coordinator will apply the preponderance of the evidence standard to the factual allegations, by determining whether the alleged conduct is more likely than not to have occurred. As to the findings of facts reached under this standard, the Title IX Coordinator will also decide whether those facts constitute a violation of the Title IX & Clery Policy. In the event a violation was found to have occurred, COW will impose disciplinary action under its disciplinary policies, and, if appropriate, implement other remedial measures.

The Title IX Coordinator will give the complainant(s) and the subject(s) simultaneous written notification (typically by email) of the final decision in the matter, when the decision becomes final, and information about the appeals process available to students. This information will include any disciplinary actions issued to the subject(s) of the complaint and describe the rationale for the result and any disciplinary actions. Disciplinary action may include warnings, suspensions, or termination of enrollment or employment.

Other remedial measures for the complainant, where appropriate, will be tailored to the particular circumstances presented and may include, by example, providing opportunities to retake portions of the curriculum and/or examinations; granting a complainant's request to change campuses, schedule, or rotation; and/or allowing leaves in excess of policy limitations where permitted by law. When implementing corrective actions or other remedial measures, COW will seek to minimize the burden upon the complainant.

**Student Appeals**

In the event that a student party to a complaint disagrees with the outcome of the investigation, the student may seek a review of the outcome by submitting a written appeal statement to:

Student Appeals Committee  
C/O College of Wilmington  
3500 Oleander Drive, Wilmington, NC 28403  
Phone: 910/763-4418  
Fax: 910/763-6103  
Email: [TSasser@collegeofwilmington.edu](mailto:TSasser@collegeofwilmington.edu)

An appeal under this policy must be made within 14 calendar days of receipt of the written notice of the outcome of the investigation. An appeal may be made on one or more of the following grounds only: (1) an error occurred that, if corrected, may change the outcome of the investigation; or (2) new information has arisen, that was not available or known to the student at the time of the investigation, which if considered may change the outcome of the investigation. Information that was known or available to the student during the investigation will not be considered.

The Committee will conduct an impartial review of the appeal and will provide the appealing student with a written determination. The Committee seeks to issue its determination on each appeal within 30 calendar days of its receipt of the appeal; however, this timeframe may be longer in certain cases. The Committee will give the complainant(s) and the subject(s) simultaneous written notification (typically by email) of any change in the result through the appeals process.

Employee parties to a complaint under the Title IX & Clery Policy do not have a right of appeal.

## **Student Disciplinary Sanctions**

Enrollment into the institution signifies the student's agreement to comply with the Student Standards of Conduct. Failure to comply with the Code of Conduct will result in appropriate disciplinary sanctions. Disciplinary sanctions are described below.

### **Verbal Warning**

A verbal warning is an official conversation held between the Campus Director, or the College President, and the student, making the student aware of an incidence of unacceptable behavior that is in violation of the Student Code of Conduct. A notation will be entered into the Student Information System but documentation does not become part of the student's permanent record. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

### **Written Reprimand**

A reprimand is an official written notification of unacceptable behavior that is in violation of the Student Code of Conduct. The reprimand will be entered into the Student Information System and will become a permanent document in the student's file. The student will be asked to sign the document and will be provided a copy of the reprimand. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

### **Disciplinary Probation**

Disciplinary probation is a conditional status imposed for a designated period of time within a term prohibiting the student from being present without permission on the campus or any property associated with the campus, including internship/externship sites. Disciplinary probation requires completion of a Code of Conduct Violation Form by an instructor and an approval by the Campus Director or College President. Disciplinary probation may be used in those limited instances where a student is asked to leave a class for the duration of the day or day or until the Procedural Interview is conducted. The Procedural Interview should be scheduled within two business days of the incident. A copy of the form should be mailed and/or emailed to the student, indicating when he/she may return to class. The Disciplinary Probation Form becomes a permanent part of the student file and should also be notated in the Student Information System. The student must meet with the Campus Director or College President to sign the form prior to returning to class. Any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

### **Suspension**

Suspension is the loss of privileges of enrollment at the institution for a designated period of time and prohibits the student from being present without permission on the property of the campus or any property associated with the campus, including internship/externship/clinical/practicum sites. As a result of being placed on suspension, the student will be awarded a grade of WF for any course in which they are currently enrolled. Regardless of whether or not the student is subsequently allowed to return to school to complete the program of study, the student is responsible for payment of tuition and fees and/or repayment of financial aid. The student shall be notified of the suspension in writing. The notification of suspension indicates the earliest possible date, in a future term, in which the student may consider submission of a request to return to school. The student is entitled to an opportunity to appeal the suspension. The notification of suspension becomes a permanent part of the student record and also must be noted in the Student Information System. Any further misconduct may result in more serious disciplinary sanctions.

### **Expulsion**

Expulsion is the permanent loss of privilege of enrollment at the institution and prohibits the student from being present without permission on the campus or on any property associated with the campus. The student will be unable to complete his/her program of study with the institution. As a result of being expelled, the student will be awarded a grade of WF for any course in which they are currently enrolled. The student is responsible for payment of tuition and fees and/or repayment

of financial aid. The student is entitled to an opportunity to appeal the expulsion. The notification of expulsion becomes a permanent part of the student record and also must be noted in the Student Information System. In the event that a student appeal results in retraction of the expulsion, any further misconduct may result in more serious disciplinary sanctions up to and including suspension or expulsion.

### **Re-enrollment after Suspension**

Students who have been suspended from the institution must petition to return to school after the specified period of time has elapsed. A Request to Re-enroll is accessible from the office of the Campus Director. Students who have been suspended must contact the Campus Director for permission to return to the campus or to request that a copy of the form be emailed or mailed. The Petition is submitted to the Campus Director but must be unanimously approved by the Appeal Board. Re-enrollment may be granted but any repeat instance of violation of the Student Code of Conduct will be grounds for permanent dismissal from the institution.

Compliance with the Student Discipline Policy and Procedure provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Inclusion in College of Wilmington's ASR Crime Statistics**

Where the reported incident(s) of domestic violence, dating violence, and/or sexual assault take place on COW's campus or adjacent public property, COW will include the crime statistic in its ASR, irrespective of whether COW has the ability to engage in investigative and disciplinary actions with regard to the particular matter. As the crime statistics tables found in the attachment to this ASR demonstrate, no personally identifying information concerning a victim or reporter is disclosed in the ASR.

### **Anti-Retaliation Policy**

COW will not retaliate against any person for filing a good-faith complaint or for participating or assisting in good faith in the investigatory proceedings in connection with a complaint of dating violence, domestic violence, stalking, and/or sexual assault. An employee or student who retaliates will be subject to disciplinary action, up to and including termination from COW. Indeed, any student or employee who reports a crime or is involved in any aspect of compliance under the Clery Act is protected from retaliation — and any such person who feels that he or she has been subject to retaliation in violation of this policy should notify COW immediately.

### **Notice of Non-Discrimination**

The COW is committed to educational and work communities that are free from prohibited discrimination and harassment. The COW prohibits discrimination and harassment on the basis of race, color, national origin, sex, religion, disability, age, veteran status, sexual orientation/gender identity or expression, genetic information, and any other legally protected status in the provision of its courses, programs, services or activities. The Campus Director is the individual responsible for the coordination and administration of its non-discrimination and harassment policies. This individual has been designated to coordinate the COW's compliance with Section 504, the ADA, and the Age Act. Questions or comments about discrimination or harassment can be directed to the Campus Director.

## **CRIME STATISTICS**

College of Wilmington is required to collect, classify, count and publish crime reports and crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). All records used in compiling the ASR must be retained for a period of three (3) years after publication of the annual crime report (which includes 3 years of data). This retention includes all documents relating to the COW's preparation of the annual crime report, including but not limited to all records and reports or reportable crimes, letters to and from law enforcement, and all copies of timely

warnings or emergency notifications. The Financial Aid Director shall be responsible for retention of the required documents as outlined by Clery standards. All documentation related to the Clery Act compliance should be forwarded to the Financial Aid Director. In preparation for disclosing annual crime statistics, the Financial Aid Director compiles data from various sources. These sources include incident reports of Clery Act crimes reported to a Campus Security Authority as well as all local law enforcement agencies with jurisdiction over our Clery geographic area. COW makes a good-faith effort to collect information from all local law enforcement agencies regarding any Clery crimes occurring on campus, on non-campus locations, or in the public property contiguous to our campus.

In compliance with the Clery Act, COW compiles, reports, and distributes these statistics for the last three years by October 1 each year.

These crime statistics represent crimes:

1. That were reported either to local law enforcement in the area where the COW campus is located, or to COW's Campus Security Authority and /or Security Response Team
2. That occurred on the COW Campus or within 500 feet of the Campus location, and
3. Without regard to whether the report resulted in an investigation, disciplinary action, or criminal conviction

The following pages will provide:

- Crime Definitions
- Clery Geography Definitions
- Crime Statistics
  - Criminal Offenses
  - Hate Crimes
  - *VAWA* Offenses
  - Arrests & Referrals for Disciplinary Action
  - Unfounded Crimes

**Crime Definitions**

The following definitions include, but are not limited to the reported crimes that are disclosed in the crime statistics, and the definitions of those crimes.

Murder and Non-Negligent Manslaughter	The willful (non-negligent) killing of one human being by another
Manslaughter by Negligence	The killing of another person through gross negligence
Rape	The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.  "Consent" in this definition and in those below, means "the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during the sexual encounter."
Statutory Rape	Non-forcible sexual intercourse with a person who is under the statutory age of consent.
Incest	Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Fondling	The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
Date Rape Drug	Under Clery, the administration of a date rape drug in an unsuccessful attempt to incapacitate and sexually assault the victim, and investigation determines that the perpetrator's attempt was to commit a sex offense, is a sexual assault. Administration of a date rape drug in which intent cannot be proven is an Aggravated Assault.
Robbery	The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Aggravated Assault	An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that 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. Aggravated assault includes poisoning (date rape drug, etc.)

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	The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
Arrests and Referrals for Disciplinary Actions for Liquor Law Violations	The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
Arrests and Referrals for Disciplinary Actions for Drug Law Violations	The violation of laws prohibiting the production, distribution, and /or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use growing, manufacturing, and making of narcotic drugs.
Arrests and Referrals for Disciplinary Actions for Weapon Law Violations	The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
Dating Violence	<p>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.</p> <p>(i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.</p> <p>(ii) For purposes of this definition-</p> <p>(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.</p> <p>(B) Dating violence does not include acts covered under the definition of domestic violence.</p>

Domestic Violence	<p>(i) A felony or misdemeanor crime of violence committed-</p> <p>(A) By a current or former spouse or intimate partner of the victim</p> <p>(B) By a person with whom the victim shares a child in common</p> <p>(C) By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner</p> <p>(D) By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or</p> <p>(E) 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 the jurisdiction in which the crime of violence occurred.</p>
Stalking	<p>(i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to- (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress.</p> <p>(ii) For the purposes of this definition-</p> <p>(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.</p> <p>(B) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.</p> <p>(C) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.</p>
Hate Crimes	<p>The Higher Education Act of 2008 further requires that Regency disclose certain categories of reported crimes as "hate crimes" if those reported crimes were determined to be motivated by bias.</p> <p>&gt;The defined categories of bias are: race; gender; gender identity; religion; sexual orientation; ethnicity; national origin; and disability.</p> <p>&gt; The categories of crimes that may be defined as hate crimes are:</p> <p>a. Murder and non-negligent manslaughter, negligent manslaughter, rape, statutory rape, incest, fondling, robbery, aggravated assault (each defined above).</p> <p>b.Larcent-theft, simple assault, intimidation, and destruction/damage/vandalism of property (each defined below).</p>
Larceny-Theft (except Motor Vehicle Theft)	<p>The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, 6th ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)</p>

Simple Assault	An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
Intimidation	To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
Destruction/Damage/Vandalism of Property (Except "Arson")	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.



**Clery Geography Definitions**

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* locations are defined as follows:

<p>On-Campus Property</p>	<p>(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in item (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).</p> <p><i>**COW currently only has one campus with only one entrance; the campus is located within an enclosed shopping mall, so on-campus property begins at our school entrance.**</i></p>
<p>Non-Campus Building or Property</p>	<p>(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.</p> <p><i>**COW does not have any non-campus buildings or properties.**</i></p>
<p>Public Property</p>	<p>All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.</p> <p><i>**COW currently only has one campus with only one entrance; the campus is located within an enclosed shopping mall that is privately owned, so COW has no public property.**</i></p>
<p>Unfounded</p>	<p>If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded” and not included in crime statistics. Only sworn or commissioned law enforcement personnel can “unfound” a crime. This occurs in VERY limited circumstances. The college is required to report to the Department and disclose in the ASP the number of crimes that were “unfounded” and subsequently withheld from their crime statistics.</p>
<p>Primary Prevention Program</p>	<p>(1) Comprehensive, intentional, and integrated programming, initiatives, and strategies intended to stop domestic violence, dating violence, sexual assault, and stalking that–</p> <p>(i) Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, informed by research; and</p> <p>(ii) Consider risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.</p>
<p>Ongoing Prevention and Awareness Campaigns</p>	<p>In addition to the initial “primary prevention program”, any additional training or documents for staff or active students that is deemed necessary or relevant to maintain and increase prevention and awareness of campus crime and safety.</p>
<p>Proceeding</p>	<p>All or some part of a cause heard and determined by the appropriate officials. Any legal / corrective action step taken at the direction of, or by</p>

	the authority of, a court or member of the SRT; any measures necessary to prosecute or defend an action.
Result	Outcome of the conclusion of an investigation

**Table 1: Criminal Offenses**

Crime Statistics									
The following chart reflects the number of crimes committed on campus or immediately adjacent to and accessible from the campus that were reported to a campus security authority or local police agency.									
	2017			2018			2019		
<b>1. Required Institutional Crime Statistics</b>	<b>OC</b>	<b>NC</b>	<b>PP</b>	<b>OC</b>	<b>NC</b>	<b>PP</b>	<b>OC</b>	<b>NC</b>	<b>PP</b>
a. Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
f. Sex offenses – Non-forcible	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
<b>OC = On Campus</b>	<b>NC = Non-Campus Property</b>					<b>PP = Public Property</b>			

**Tables 2-4: Hate Crime Data**

Of the crimes listed above and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, the following charts reflect the number of these offenses that were reported to a campus security authority or to local police agencies as a crime in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. These data are reported according to category of prejudice.

Table 2: 2017 Data

Table 3: 2018 Data

Table 4: 2019 Data

**Table: 2**

1. Required Institutional Hate Crime Statistics	2017																										
	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin					
	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P			
a. Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
d. Sex offenses - Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
f. Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
h. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
k. Larceny - theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
m. Destruction/damage or vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OC = On Campus      NC = Non-Campus Property      PP = Public Property

**Table: 3**

1. Required Institutional Hate Crime Statistics	2018																							
	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin		
	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P
a. Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
d. Sex offenses - Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
f. Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
h. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
k. Larceny - theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
m. Destruction/damage or vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			OC = On Campus						NC = Non-Campus Property						PP = Public Property									

**Table: 4**

2019																											
1. Required Institutional Hate Crime Statistics	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin					
	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P			
a. Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
d. Sex offenses - Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
f. Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
h. Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
j. Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
k. Larceny - theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
l. Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
m. Destruction/damage or vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
			OC = On Campus						NC = Non-Campus Property						PP = Public Property												

**Table 5: VAWA Offenses**

<b>Table 5:</b>											
The following chart reflects the number of VAWA (Violence Against Women Act) crimes reported to campus security authority or local police agency											
			2017			2018			2019		
<b>1. VAWA Offenses</b>			OC	NC	PP	OC	NC	PP	OC	NC	PP
a. Domestic Violence			0	0	0	0	0	0	0	0	0
b. Dating Violence			0	0	0	0	0	0	0	0	0
c. Stalking			0	0	0	0	0	0	0	0	0
			<b>OC = On Campus</b>			<b>NC = Non-Campus Property</b>			<b>PP = Public Property</b>		

**Table 6: Arrests and Referrals for Disciplinary Action**

<b>Table 6:</b>											
The following chart reflects the number of arrests and referrals for campus disciplinary action for drug, liquor, and illegal weapon violations.											
			2017			2018			2019		
<b>1. Required Institutional liquor, drug and weapon violations</b>			OC	NC	PP	OC	NC	PP	OC	NC	PP
a. Arrests for liquor law violations			0	0	0	0	0	0	0	0	0
b. Arrests for drug abuse violations			0	0	0	0	0	0	0	0	0
c. Arrests for illegal weapon possession and carrying			0	0	0	0	0	0	0	0	0
d. Disciplinary action for liquor law violations			0	0	0	0	0	0	0	0	0
e. Disciplinary action for drug abuse violations			0	0	0	0	0	0	0	0	0
f. Disciplinary action for illegal weapon possession & carrying			0	0	0	0	0	0	0	0	0
			<b>OC = On Campus</b>			<b>NC = Non-Campus Property</b>			<b>PP = Public Property</b>		

**Table 7: Unfounded Crimes**

Table 7:									
The following chart reflects the number of crimes that occurred on campus, non-campus property or public property that were unfounded. The total number of unfounded crimes includes all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor violations, and domestic violence, dating violence, or stalking incidents that have been unfounded.									
If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime. Reported crimes that have been deemed unfounded have been withheld from their crime statistics reported above.									
	2017			2018			2019		
	OC	NC	PP	OC	NC	PP	OC	NC	PP
1. Total Unfounded Crimes	0	0	0	0	0	0	0	0	0
	<b>OC = On Campus</b>			<b>NC = Non-Campus Property</b>			<b>PP = Public Property</b>		