Downtown Campus

Feltner, Bowman, Kerr Buildings and the Solenberger Residence Hall

Shenandoah University
Department of Public Safety
Annual Security Report & Fire Safety Report
2021

This report is prepared by the Department of Public Safety in conjunction with the Title IX Coordinator and Assistant Director of Student Conduct in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The Clery Act requires colleges and universities to provide students, parents, and employees with the crime statistics and campus policies they need to make an informed decision when it comes to choosing a safe postsecondary institution. This report in its entirety can also be found on our website under reports at: www.su.edu/crimereport.

Campus Crime, arrest and referral statistics include those reported to the Public Safety Department, Campus Security Authorities, and local law enforcement agencies. Counseling Services staff inform their clients of the procedures to report crimes to the Department of Public Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to report crime statistics disclosed confidentially during such sessions. Should a victim or witness wish to report a crime on a voluntary confidential basis they should contact the Dept. of Public Safety. *Most of March, and all of May and June found these campus locations closed due to the Covid 19 pandemic.*

The statistics in this report pertain to our Downtown Winchester City Campus which includes the School of Education at the James L Bowman Building at 20 South Cameron Street, the Shenandoah Arts Academy at 203 S. Cameron St., the Feltner Administration Building at 9 Court Square and the only downtown residence hall, Solenberger Hall at 142 N. Loudoun St. all at 22601.

Notification is provided each year to all enrolled students, faculty, and staff which provides information on how to access this report from the SU website. Copies of the Annual Security report may also be obtained from the Department of Public Safety located in the Wilkins Building or by calling **(540) 678-4444**. All prospective employees can acquire a copy of this report from the Human Resources Department in Wilkins Hall, or by calling **(540) 665-5597**.

Security and Access Policy – Residential Halls

Campus residence halls are patrolled and inspected by Residence Life Staff and the Department of Public Safety for safety and security concerns. Professional Residence Hall Directors and student Resident Assistants provide 24-hour staff coverage of the resident halls. Exterior entrances to residence halls are locked 24-hours a day. Student's identification cards are programmed to allow electronic access of exterior entrances to their respective resident hall and room; however, some rooms are not equipped for electronic access, in these cases the students are provided an individual key to gain access to their room. During extended breaks the resident halls will be inaccessible to all students except those who have been granted prior approval to stay on campus from the Assistant Director of Residence Life. The Assistant Director of Residence Life provides location rosters of all students who stay in the resident halls over any break to the Department of Public Safety.

Shenandoah University considers its campus to be safe, but also realizes it takes a conscious effort from every campus community member to maintain a safe institution. The Department of Public Safety encourages all students, faculty, staff and visitors to promptly report crime, fires, or any suspicious activity as soon as possible.

Public Safety encourages this reporting through personal interactions, brochures and posters, blue light emergency call stations and the LiveSafe smartphone app, which permits anonymous reporting. The 24-hour telephone number to the Department of Public Safety is **(540) 678-4444 or 4444,** from a campus phone.

Shenandoah University Department of Public Safety Jurisdiction and Authority Policy

Shenandoah University Public Safety Officers have jurisdiction to act in accordance with University policy over any property owned, leased or utilized by the University. The Department of Public Safety officers do not have police authority to apprehend or arrest individuals engaged in illegal acts. When necessary, criminal incidents are referred to sworn law enforcement agencies having jurisdiction on campus. With this in mind, the Department of Public Safety strives to maintain a professional working relationship with the Winchester Police Department, Frederick County Sheriff's Office and the Virginia State Police. The Department of Public Safety currently has a signed Memorandum of Understanding with the Virginia State Police in accordance with state law regarding the investigation of criminal incidents on campus. All Dept. Of Public Safety officers have completed the requisite training and have been certified as Campus Security Officers by the Virginia department of Criminal Justice

Services (DCJS).

Public Safety Officers have the authority to enter the property owned, leased or utilized by the University in the event of an emergency or to promote the furtherance of health, safety and security. Officers may also enter any area of such property to determine if violations of university policy, or violations of the law are occurring or have occurred.

Officers have the authority to ask persons for identification and to determine whether individuals have a lawful reason to be on Shenandoah University property.

All Shenandoah students are required to show their SU ID cards upon request by a Public Safety Officer or Residence Life staff. University administrative staff and Public Safety Officers have the authority to issue trespass notices if a person is determined to be unlawfully on Shenandoah University property or poses a potential threat to the wellbeing of the campus community.

Public Safety officers have the authority to issue university parking tickets on SU property, which are then billed to the financial accounts of the students. Officers also have the authority to have vehicles illegally parked on University property removed/towed away at the vehicle owner's expense.

Officers will collaboratively encourage the campus community to use common sense and follow safety measures to reduce the chances of campus community members becoming victims of crime. The Department of Public Safety also asks the campus community to practice "If you see something, say something." Reports can be made in person to the Department of Public Safety located in the Wilkins Building first floor room 145, or by calling an officer any time twenty-four hours a day at **(540) 678-4444**. Only through concerted efforts by the Department of Public Safety, sworn law enforcement and the campus community can Shenandoah enjoy a safe and secure environment.

Reporting suspicious activities/persons and crimes to the Department of Public Safety at **(540) 678-4444**, taking steps to properly secure valuables, walking in well-lit areas, with others when possible, and keeping doors and windows locked will enhance campus community safety efforts.

The Department of Public Safety will respond to all requests, or reports of crimes, evaluate the incident and determine the appropriate course of action to bring the matter to a favorable resolution. This process may include submitting an investigative report to the appropriate university authority for further action, enlisting the services of law enforcement officials, or both processes if necessary. Motor vehicle crashes on private property are not routinely investigated by sworn law enforcement agencies unless the incident involves personal injury or criminal charges. Shenandoah University Department of Public Safety, if called to the scene of a crash on campus, will conduct a preliminary investigation and ensure the exchange of pertinent information for insurance purposes.

Timely Warning Reports

If a crime is reported that constitutes a continuing threat to students, faculty, staff, or the campus community, a Timely Warning Notice may be distributed. Individuals involved in determining the need for a Timely Warning Notice include the Senior Vice President and Vice President for Student Affairs, Director of Public Safety, the Assistant Director of Public Safety and the Director of Auxiliary Services. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known at the time. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to the university community members, therefore; a Timely Warning Notice would not be distributed. Sexual assaults are considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known at the time of the report. Administrators may distribute Timely Warning Notices for other crimes or emergencies as determined necessary. In any case, the report will be sent without delay and will not include the name of victims, or specific room numbers as a matter of confidentiality. Also, if descriptions of suspects are vague, the warning will only include basic details. The warning will be issued through the university email system and/or the emergency alert system E2Campus alerts, to students, faculty, and staff. The emergency alert system utilizes the email and text messaging features of cell phones to rapidly disseminate a warning message to the campus community. As appropriate, notification may also be made via email, announcements on bulletin boards, and hall/floor meetings, or social media and the Shenandoah University website.

Emergency Notification
In the event of an emergency Shenandoah University may activate Emergency Notification protocols in order to warn the campus community of immediate danger. Examples of scenarios that may trigger emergency notification protocols include but are not limited to severe weather, utility failures, bomb threats and/or active shooter reports. All members of the Shenandoah University community are notified on an annual basis that they are required to notify the Department of Public Safety of any situation or incident that poses a threat to the campus community. The Department of Public Safety may be reached 24/7 by dialing (540) 678-4444.

The systems that Shenandoah University has in place for communicating information quickly to the campus community include:

- Email and text messages
- In person notification

In the event of a critical incident the Shenandoah University website will display updates as new information becomes available.

Emergency Operation Plan

The university has an Emergency Operation Plan in place when events such as utility failure, active shooter, natural disaster, pandemic events or other emergencies occur. In the case of an emergency, the appropriate personnel will notify the President of the University, the Senior Vice President and VP for Advancement and the Vice President for Student Life, who will determine and coordinate the plan of action to be taken by the university. The President, Senior Vice President and VP for Advancement, or the Vice President for Student Life has the authority to activate the university's Emergency Operations Plan and the Incident Command System. Once the Emergency Operations Plan is activated, the responsible units, as described in the plan, shall implement the necessary procedures

outlined to address the emergency. Administrative personnel including the President, Senior Vice President and VP for Advancement and the Vice President of Student Life, along with Public Safety personnel have received training in the National Incident Management System and Incident Command System to further facilitate responses to emergencies. A complete copy of the university's Emergency Operation Plan may be found on the university's main web page by visiting su.edu. Once on the main page, scroll to the bottom of the page on the right side and click on EOP under the Emergency Information section. In the event of an emergency situation, students, faculty and staff will be notified of the incident by the means previously mentioned and provided information on how to avoid potential harm and what safety actions should be taken. Students, faculty and staff will be notified when the emergency situation is resolved.

Confidential Reporting

Except as the list below mandates, every person employed by Shenandoah University should consider themselves to be a Campus Security Authority (hereinafter CSA). CSAs are required to report any allegations of Clery Act crimes to the Department of Public Safety at **(540) 678-4444**. Violations of the university's sexual misconduct policy must be reported to either the Department of Public Safety or the Title IX Coordinator at **(540) 665-4921**, or by email at **nosexualmisconduct@su.edu**. In an emergency CSA's may also report these crimes to either the Winchester Police Department, the Frederick County Sheriff's Office, the Virginia State Police, or the Loudoun County Sheriff's Office depending on the incident location. After a crime has been reported to the appropriate law enforcement agency the CSA is to notify the appropriate campus authorities for case investigation and inclusion in the Department of Public Safety's Annual Security Report.

Campus pastoral counselors, campus professional counselors, the health services staff, and the "Not Just Women's Center" staff, when acting as such, are not considered to be campus security authorities. However, Shenandoah University encourages these individuals; if and when they deem it appropriate, to inform those whom they counsel about the procedure to voluntarily and confidentially report crime statistics for case investigation or inclusion in the Department of Public Safety's Annual Security Report.

Campus Security Authorities

1. Director and Assistant Director of the Department Public Safety
2. Public Safety Officers
3. Executive Vice President
4. Vice President for Academic Affairs
5. Dean for Academic Affairs
6. Associate Dean for Academic Affairs
7. Dean of Students
8. Title IX Coordinator
9. Deputy Title IX Coordinator
10. Director of Student Engagement
11. Director of Residence Life
12. Dean and Associate Dean of the School of Nursing

13. Dean and Associate Dean of the school of Pharmacy
14. Director of Diversity and Advocacy
15. Director of Intramurals
16. Director of Human Resources
17. Faculty and Staff Advisors to Student Organizations
18. Area Coordinators
19. Senior Resident Advisors
20. Resident Advisors
21. Dean and Associate Dean of the Conservatory
22. Coordinator for Outdoor Programs
23. Director of the Wellness Center
24. Nurse(s)
25. Athletic Director
26. Associate Athletic Director
27. Athletic Team Coaches and Assistant Coaches
28. Cheerleading Coach
29. Athletic trainers
30. Fraternity and Sorority Advisors
31. Vice President of Student Success
32. Assistant Vice President and General Counsel

Prompt Reporting and Procedures to Report a Crime or Emergency

All victims and witnesses of a crime or any emergency are encouraged to promptly report all facts relating to any incident to the Shenandoah University **Department of Public Safety,** either in person at the Wilkins Building room 145, or by calling the Department of Public Safety**.** The DPS office phone number is **(540) 665-4614**; however, the office is not staffed at all hours as officers perform patrols, therefore the preferred method of phone contact is the 24-hour cell number at **(540) 678-4444.** From a campus phone, the Winchester Police Department, Fire and Rescue Departments, or the Frederick County Sheriff's Office can also be reached by dialing **911**.

Immediately reporting a crime or other suspicious activity will help to ensure a timely warning notice on-campus and a timely disclosure of crime statistics in the Annual Security Report. Or, if circumstances dictate, the listed law enforcement agencies.

Winchester Police Department - located at the Timbrook Public Safety Center, 231 E. Picadilly St. Suite 310, Winchester, Va. 22601 - phone **(540) 662-4131**

Frederick County Sheriff's Office - located at 1080 Coverstone Dr. Winchester, Va. 22602 – phone **(540) 662- 6168**.

Virginia State Police – located at 3680 Valley Pike Winchester, Va. 22602 - phone **(540) 662-3313**, or **1-800- 572-2260**.

Law Enforcement Authority

The Department of Public Safety is not an accredited sworn law enforcement organization therefore possesses no arrest powers. Both the Frederick County Virginia Sheriff's Office and the Winchester, Virginia Police Department have jurisdiction on the main campus and are frequently called upon for services.

Safety, Security Awareness and Crime Prevention Programs

Shenandoah University encourages every member of the campus community to be aware of their responsibility for the safety and security of themselves and others. Students, faculty, staff, and guests are encouraged to immediately report any unusual or suspicious activity, crimes, fires, or persons to the Department of Public Safety. "If you see something, say something." During new student orientation and throughout the academic year, the following topics are presented to the campus community by Residence Life staff, the Department of Public Safety and the Wilkins Wellness Center: security procedures, crime reporting and prevention, alcohol and drug abuse, sexual assault, sexual misconduct, "In Case of Emergency" procedures and bystander intervention.

Security Procedures

The Department of Public Safety also presents at orientation and provides new students and parents with an overview of public safety services including, but not limited to: all pertinent public safety telephone numbers, emergency call station locations, the Department of Public Safety office location and hours;; walking, driving, and parking safety concerns and regulations; safe walk and safe ride procedures, and how to sign up for and utilize the cell phone and computer campus emergency alert system, and how to sign up for the LiveSafe downloadable app. offered as a free service to the Shenandoah

University campus community. The Department of Public Safety also provides each new student a "Go" bag with a list of safety items to place in the bag and keep with them in the event of an emergency. Additionally, students are offered handout materials pertaining to campus safety and student awareness.

Crime Reporting and Prevention

The Department of Public Safety stresses the concept of campus safety and security by informing students about key security points, such as how: propped doors endanger a community, walking in groups is better than going it alone, how important it is to be alert to one's surroundings and fire safety matters. Students are provided information about Rape Aggression Defense courses offered by Department of Public Safety certified instructors once per semester and by request. RAD is a program of realistic self-defense tactics and techniques offered free of charge to the campus community. The program provides comprehensive courses that begin with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of self-defense training.

The university RAD program expanded in 2014 to allow all females in the campus community the opportunity to participate in classes. Public Safety makes presentations throughout the year on numerous safety and security issues to include, but not limited to - In Case of Emergency, E2campus alert, RAD, and Incident command system overview.

The university's Campus Watch program utilizes the tools and strategies developed in the national Neighborhood Watch program to help to create a safer campus. The Department of Public Safety works closely with local Law Enforcement agencies and other members of the Shenandoah University community to present students with opportunities to learn about crime prevention.

The Department of Public Safety, along with Physical Plant, conducts Crime Prevention by Environmental Design (CPTED) programs on campus during the academic year. This program includes representatives from throughout the student and campus community and entails campus walks to identify safety and security issues and corrective measures as needed. During the CPTED program, participants are also encouraged to contact the Department of Public Safety, either by phone, or e-mail if they encounter additional concerns after the program presentation.

Safe-Rides and Safe-Walks are two programs offered by the Department of Public Safety to transport and escort students, if requested, to or from on-main campus facilities and resident halls. Additionally, the university offers the use of a free shuttle van service for the students during peak hours on main campus. Students are also offered additional safety by providing emergency car unlocks and battery jump-starts to expedite safe access to vehicles.

In Case of Emergency Procedures

In Case of Emergency "ICE" poster safety information is posted throughout the campus including residence halls and provides instructions in the event of emergencies, securing in place, sheltering in place and evacuating buildings instructions are also listed on the poster. Each poster provides the predetermined evacuation assembly areas for each building. Additionally, each poster gives brief instructions on remaining calm and how to respond to a fire, active shooter/suspicious person, power failure, hazardous materials, bomb threat, explosion or suspicious package and campus mass notification warning sirens. Instructions on the ICE posters are provided to all new students during Welcome Week 411 sessions and throughout the year to the campus community. The campus community is also encouraged to review the university Emergency Operations Plan. This document can be reviewed in its entirety on the university website main page. A hard copy is also available in each building on campus and provided to area law enforcement and emergency services.

Alcohol and Drug Policy

Commonwealth of Virginia Laws and Regulations

The Commonwealth of Virginia prohibits the purchase, possession, or consumption of all alcoholic beverages by persons under the age of 21. It is a violation of state and federal law to purchase alcoholic beverages for, or to serve alcoholic beverages to a person under the age of 21. Public Intoxication is against the laws of the Commonwealth and the regulations of Shenandoah University. It is a violation of Virginia law to appear drunk in public and/or exhibit offensive, disruptive, destructive, hazardous, and/or vulgar conduct during or following the consumption of alcohol. Virginia statutes provide for the transporting of public inebriates to detoxification centers in counties having such facilities. It is unlawful to present false identification in order to purchase or consume alcohol and to give or permit to sell alcohol to persons under 21. Virginia law prohibits the consumption of alcoholic beverages in unlicensed public places. Virginia law prohibits operation of motor vehicles while the operator has a blood alcohol concentration of 0.08% or more or while such a person is under the influence of any narcotic drug.

Shenandoah University's Alcohol Policy

The regulations and practices governing the use of alcoholic beverages apply to all Shenandoah University students and their guests. The primary responsibility for knowing and abiding by the provisions of the alcoholic beverage policy rests with each individual. The Shenandoah community will maintain the highest standards of personal conduct for its student body, faculty, and staff in dealing with abuses of the privileges granted in this policy.

The use of alcoholic beverages on campus shall be in compliance with federal, Commonwealth of Virginia, and local laws and the Virginia Department of Alcohol and Beverage Control (ABC) regulations. Members of the Shenandoah community are responsible for knowing the laws governing their actions. Members of the campus community may be held criminally responsible if they violate laws regulating alcohol use. Likewise, they may also be responsible if they violate the university's student code of conduct. The university student code of conduct prohibits the following:

1. Possessing or using alcoholic beverages by any student (or guest of a student) under the age of 21.
2. Possessing or using alcoholic beverages by any student in areas where alcohol is not permitted.
3. Providing alcohol to anyone under the age of 21.
4. Possessing common containers or implements including but not limited to kegs, branded bottles and beer-pong balls on university property.
5. Being intoxicated in public.
6. Having open containers of alcohol in an unlicensed public place.
7. Transporting unconcealed or open alcohol containers in public on Shenandoah University property.
8. Possessing alcohol paraphernalia including, but not limited to, empty alcohol containers, bottle caps, posters, and items with alcohol messages/logos.
9. Violating any local and state alcohol laws.
10. Serving alcohol to students on university property and/or at Off-campus University sponsored events without prior approval from the vice president for student life.
11. Engaging in any behaviors involving games or devices designed or intended for the facilitation of mass consumption of alcohol.

Shenandoah University's Regulations for Social Events:

Social events, where alcoholic beverages will be served must be approved in writing 72 hours in advance by the Vice President of Student Affairs his/her designee and must be sponsored by recognized clubs or organizations. All such social events shall be closed to all but members of the Shenandoah community and their personally escorted guests.

Common source alcoholic beverage containers (e.g. kegs, beer balls, pony kegs, box wines and mixed alcohol punch in containers greater than 750 ml) or the amount of alcohol equivalent to a common source alcohol beverage container, whether empty or full are not permitted in any residence or any university owned or operated property without prior approval from the Student Life Office.

The consumption of alcoholic beverages at social functions is limited to areas specifically approved by the Vice President for Student Life or his/her designee. Alternative nonalcoholic beverages must be available in sufficient quantity for those who choose not to consume alcohol. Food must also be available for the entire event. The sponsoring organization (i.e., its members and officers) will be held responsible for violations of Shenandoah's drug and alcohol policy and thus subject to disciplinary and/or civil action. Alcohol service must be consistent with the Virginia ABC regulations.

Parental Notification Policy: Alcohol and Other Drugs

Shenandoah University alcohol and other drug policies and practices strive to educate and inspire students to be critical, reflective thinkers and empower them to be ethical decision makers with attention to their own safety and the safety of the community. In keeping with its mission, Shenandoah informs students regarding the dangers associated with substance abuse and the improper or illegal use of alcohol or other drugs. In addition, the university intervenes to engage students who commit alcohol or drug-related violations or who demonstrate a pattern of substance abuse.

In an effort to educate students and their families regarding decision making, Shenandoah will partner with parents and other family members as appropriate with the ultimate goal of student success and community safety.

Minor First Violations: Minor first alcohol violations do not necessarily trigger notification. Minor violations include but are not limited to:

- Underage possession of alcohol.
- Underage consumption of alcohol.
- Open container of alcohol.

In the case of a first offense for these minor violations, Shenandoah provides students with educational resources and opportunities to change their behavior on their own. Most grow through the experience and change their behavior. The few who have subsequent violations deserve and require the shared attention of university and family.

Major or Subsequent Violations: Behaviors that trigger parental notification are major violations and patterns of behavior. The following parental notification practices apply when a student is claimed as a dependent by a parent for federal tax purposes or is under 21-years old.

1. ***Major Violations***
   Whenever a Shenandoah student is found responsible for a major alcohol- or drug-related violation, the student's parent(s) or guardian(s) may be notified by the university.
   Violations that trigger notifications under this major violation category include but are not limited to:
   - Arrest
   - Hospitalization
   - Driving under the influence
   - Public drunkenness
   - Supplying alcohol to those who are underage
   - Drug distribution
   - Unauthorized possession or use of controlled substances

2. ***Pattern of Behavior***
   When the Division of the Student Life becomes aware that a student has engaged in a pattern of behavior involving alcohol and/or drugs, the vice president for student life (or designee) may notify the student's parent(s) or guardian(s). Violations that trigger notification under the pattern of behavior category include but are not limited to:
   - Frequent or severe episodes of alcohol use
   - Repeated drunkenness
   - Binge drinking
   - Drug use

When making a notification under this policy – time and circumstances permitting – the vice president for student life (or designee) will encourage the student to participate in or make the initial call to his/her parent(s)/guardian(s). The vice president may follow through with a direct call to the student's parent(s)/guardian(s).

Parental notification under this policy is in addition to the intervention and education programs already offered to students. Intervention may include one or more of the following:

- substance abuse assessment by a trained clinician
- psychological assessment by a trained clinician
- substance abuse counseling
- enrollment in educational programs
- sanctions imposed for violations of Shenandoah University's Student Code of Conduct

The Vice President of Student Affairs (or designee) will make such parental notifications unless the university decides such notifications are not in the student's best interest. When the university decides not to make a parental notification, other resources will be offered to the student.

A notification under this policy is authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA), which permits the disclosure of information from education records to parents of dependent students. Shenandoah University reserves the right in its sole discretion to notify parents of alcohol- or drug-related incidents falling outside this policy to the extent permitted by FERPA or other applicable law.

Alcohol Abuse Education and Alcohol Sanctions

The Shenandoah community believes individual responsibility is extremely important in social choices. The administration encourages a policy on alcoholic beverages that provides sanctions for abuses but places major responsibility on the student for reasonable decision-making. Alcohol specific sanctions include but are not limited to an online alcohol education course and counseling with a Basics Trained Facilitator. Efforts are directed to promoting healthier lifestyles and providing campus support through educational programs, awareness activities, support groups and a network for referral. However, students may also be subject to the following sanctions for code of conduct violations involving alcohol:

1. Campus ban - Student is banned from being present on either the entire campus or specified areas of the campus.
2. Community restitution project - Work projects on or off campus.
3. Conduct probation - Period of self-reflection during which a student is on official warning that subsequent violations of university rules, regulations or policies are likely to result in more severe sanctions, including suspension or dismissal from the university.
4. Conduct suspension - A temporary cancellation of a student's enrollment at Shenandoah University with approval from the vice president for student life (or designee). Once assigned this sanction, a student is immediately removed from classes and banned from university property. A student cannot enter university property during his/her term of suspension without prior permission from the vice president for student life (or designee) nor graduate. Any classes taken at another institution while suspended cannot be transferred to Shenandoah University. If a student resides in campus housing, he/she has 24 hours to vacate his/her campus residence.

5. Dismissal from the university - A permanent cancellation of a student's enrollment at Shenandoah University with approval from the vice president for student life (or designee). Once assigned this sanction, students are immediately removed from classes and banned from university property. A student cannot enter university property once dismissed without prior permission from the vice president for student life (or designee) nor re-enroll or graduate from Shenandoah University.
6. Educational task - Student must complete an assignment that benefits self, campus or community.
7. Fines - Monetary sanctions.
8. No-contact order - Student is prohibited from having any direct or indirect contact or contact via a third-party with a particular person. Violation may result in suspension.
9. Referral - Requires the student seek appropriate guidance or resources for his/her success.
10. Relegation to final room selection - Student loses the opportunity to participate in the annual room selection (lottery) process.
11. Removal from university housing - Required removal from university housing with final approval from the vice president for student life (or designee) and without the refund of room fees. Once assigned this sanction, a student must move within a designated time frame (usually 48 hours unless otherwise permitted by the vice president for student life (or designee), after which the removed student cannot enter university housing without permission from the vice president for student life (or designee).
12. Removal of property - Required removal of property.
13. Restitution - Reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.
14. Restriction of activities or privileges - Participation in any and/or all organized university activities other than required academic endeavors are restricted for a designated period of time.
15. University housing relocation - Requires the student to move to another room, hall or quad with approval from the vice president for student life (or designee) Student must relocate within 24 hours, after which he/she cannot enter the building from which he/she was removed throughout the term of the sanction without permission from the vice president for student life (or designee).
16. Written warning - Official record that a student has been warned about behavior.

Shenandoah University requires all incoming new students to participate in the web-based educational program called Alcohol Wise, which is a comprehensive review of alcohol issues that most incoming students may face. The program teaches students about blood alcohol levels, alcohol consumption, and overall alcohol safety. Each incoming and transfer student must complete the course with a passage rate of 70 percent. The course is offered in two parts. The first part is sent out in July, which gauges a student's alcohol consumption before class begins. The second session is completed in September and gauges a student's alcohol consumption after the first six weeks of class.

Students are also presented a live program on "PUBS" which spells out what to look for and how to report potential drug or alcohol abuse issues. PUBS, teaches students how to watch out for other students who are vomiting while passed out, unresponsive to pinching or shaking, breathing irregularly, and skin that is cold, blue, or clammy.

Not only are students engaged in campus alcohol awareness, but faculty and staff also partner with local community stakeholders to review resources and provide solutions to potential problematic behavior. A Disruptive Behavior and Alcohol and Drug Awareness task force was formed in 2014 in an effort to consider solutions to community issues that affect the university population. The task force was comprised of members from both the university and community emergency services officials. The task force's mission was to discuss and develop solutions associated with disruptive behavior, alcohol issues, and illegal drug issues.

As community stakeholders, members from the university also participate in a Heroin awareness task force initiated by local law enforcement. The task force is designed to address issues related to heroin use in the northern Shenandoah Valley.

The Mary B. Wilkins Wellness Center at Shenandoah offers a comprehensive, proactive drug and alcohol prevention program for students, employees, and the community. The Wellness Center provides professional assistance as well as a peer support team.

Efforts are directed to promoting healthier lifestyles and providing campus support through educational programs, awareness activities, support groups, and a network for referral. A resource library of books and videos is also available. The following are a list of alcohol awareness programs offered by the Wellness Center:

- Onsite presentations in the Residential Halls utilizing information from the Virginia ABC website and the Center for Disease Control and Prevention.
- Prepared informational flyers
- Fatal Vision© goggles
- BAC charts
- Bulletin board displays
- Tabletop tents in the food areas
- P.U.B.S. recognition cards

The Mary B. Wilkins Wellness Center is located in Racey Hall on the west side of the lower level, and can be contacted at **(540) 665-4530**.

Shenandoah University's Counseling Center conducts an annual substance abuse screening program free and open to all students every spring semester. The Counseling Center also conducts substance abuse educational programs in the residence halls and the classrooms at least 2-3 times per academic year. The topics include understanding the signs and symptoms of alcohol and other drug use, abuse and addiction as well as how to help a friend or family member obtain services if needed.

Shenandoah University's Counseling Center is located in Cooley Hall rooms 301-307. Counseling staff can be reached at **(540) 665-4481** and **Nicholas Coleman**, the Counseling Director can be reached by email at **ncoleman@su.edu**.

Illegal Drug Policy

All actions consistent with the law and individual privacy rights will be taken to eliminate the illegal use, manufacture, or distribution of drugs or other controlled substances on the Shenandoah campus. The University will deal firmly and fairly with individuals found in violation of Virginia statutes and federal laws pertaining to such substances.

Shenandoah believes the illegal use or abuse of mood altering substances inhibits the healthy growth of the individual and is a direct threat not only to the individual involved but also to the safety and wellbeing of the entire community. Students who violate the university's drug policy will be subject to the same sanctions that are listed above in the alcohol sanctions portion of this document.

Under Local, State and Federal laws, it is unlawful to possess, use, manufacture, sell, give or distribute a controlled substance or an imitation controlled substance. Any person in violation, with respect to a Schedule I or II controlled substance, may be subject to fines and imprisonment.

It is against Virginia law to possess drug paraphernalia. Drug paraphernalia is defined as all equipment, products, and materials of any kind which are either designed for use or which are intended by the person charged for use in planting, propagating, manufacturing, producing, processing, preparing, packaging, storing, concealing, injecting, inhaling, etc. Shenandoah University makes every attempt to maintain a "Drug Free" campus community.

Weapons Policy

Shenandoah University is committed to providing a safe and secure learning and working environment for all students, faculty, staff and visitors on all university properties.

The use, possession, carrying or storage of any firearm, dangerous weapon, explosive, or other dangerous article is prohibited on any property, building, land, parking lot or vehicle owned, leased, rented or operated by Shenandoah University. This policy also applies to a concealed weapon for which the carrier has a legal permit, as well as weapons in any facility or within a vehicle on university property. Only certified and sworn law enforcement officers are exempt from this policy. Weapon is defined as any object or substance designed or used to inflict a wound, or with the potential to cause injury or incapacitate another person.

Sexual Misconduct and Sexual Harassment Policy

Shenandoah University prohibits all offenses of sexual misconduct including domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community.

Toward that end, the university issues this statement of policy to inform the campus community of our programs to address sexual misconduct including domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

Domestic Violence is a Felony or misdemeanor crime of violence committed by

A. By a current or former spouse or intimate partner of the victim.
B. By a person with whom the victim shares a child in common.
C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
D. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
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.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be 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. For the purposes of this definition:

A. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
B. Dating violence does not include acts covered under the definition of domestic violence.

Sexual Assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any part of the body or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Stalking is 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.

Course of conduct means two or more acts, including, but not limited to, acts 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.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting the above definitions is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Domestic Violence is defined in the Code of Virginia Section 18.2-57.2 as any person who commits an assault and battery against a family or household member. A family or household members is defined as:

A. Spouse, former spouse, parents, stepparents, children, stepchildren, siblings, half siblings, grandparents, grandchildren whether or not he or she resides in the same home as the victim.
B. Mother-in-law, father-in law, sister-in-law, brother-in- law but only if these parties reside in the same home with the reporting party
C. Any two individuals who currently cohabitate together or who have cohabited together within the past 12 months. Cohabitation is determined by looking at a totality of the circumstances to include: 1) duration, continuity, and permanency of the relationship, 2) consortium and 3) sharing of familial or financial responsibilities.
D. Two individuals who have a child in common, whether or not the individuals have been married or have resided together at any time.

Rape is defined in the Code of Virginia section 18.2-61 to include if any person has sexual intercourse with a complaining witness, whether or not his or her spouse, or causes a complaining witness, whether or not his or her spouse, to

engage in sexual intercourse with any other person and such act is accomplished (against the complaining witness's will, by force, threat or intimidation of or against the complaining witness or another person;; or through the use of the complaining witness's mental incapacity or physical helplessness; or with a child under age 13 as the victim, he or she shall be guilty of rape.

Virginia classifies fondling as sexual battery. Sexual battery is defined in the Code of Virginia section 18.2-67.4 as the intentional touching of another person's intimate parts with the intent to molest, arouse or gratify any person and force, threat, intimidation, or ruse is used.

Incest is defined in the Code of Virginia section 18.2-361 as any person who performs or causes to be performed cunnilingus, fellatio, anal Lingus or anal intercourse upon or by his daughter or granddaughter, son or grandson, brother or sister, or father or mother.

Virginia classifies statutory rape as carnal knowledge. Carnal knowledge is defined in the Code of Virginia section 18.2-63 when any person carnally knows, without the use of force, a child thirteen years of age or older but under fifteen years of age.

Stalking is defined in the Code of Virginia section 18.2-60.3 as any person who on more than one occasion engages in conduct directed at another person with the intent to place, or when he knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

Virginia does not define dating violence or consent within its legislative code.

Shenandoah University's Definitions of Sexual Misconduct

Sexual Harassment is defined as unwelcome sexual, sex based, or gender based verbal, written, online or physical conduct. There are two types of sexual harassment: hostile environment and quid pro quo.

A hostile environment is created when the conduct is sufficiently severe, OR persistent/ pervasive, AND objectively offensive that it unreasonably interferes with someone's ability to participate in the university's activities or programs.

Quid pro Quo occurs when there are unwelcome sexual advances or requests for sexual favors by a person having power or authority and submission to such conduct is made explicitly or implicitly a term or condition of education, progress etc.

Non-consensual sexual contact is defined as any intentional sexual touching, however slight, with ANY object by a person upon another person without consent.

Non-consensual sexual intercourse is defined as any sexual intercourse however slight the penetration with any object by a person upon another person that is without consent, or by force.

Sexual exploitation includes 1) incapacitation of another for sexual purpose, 2) prostitution 3) video, photo, transmitting, intimate or sexual sounds/images of another 4) allowing 3rd parties to observe sexual acts/ voyeurism 5) distributing intimate or sexual info about another 6) invasion of sexual privacy or 7) knowingly transmitting STD.

Dating Violence includes violence between two individuals who are or have been in an intimate relationship.

Domestic Violence is a crime of violence that includes 1) Force or 2) Threats, or 3) Any act that results in bodily harm, mental harm, or reasonable apprehension of sexual assault. The acts must occur between protected parties such as spouses and siblings.

Stalking is defined as repeatedly contacting another person when the contact is unwanted.

Consent is defined as clear, knowing, and voluntary [or affirmative, conscious and voluntary], words or actions that give permission for specific sexual activity. The university has given the following key concepts for consent:

1. Consent is active, not passive.
2. Silence, in and of itself, cannot be interpreted as consent.
3. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
4. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
5. Previous relationships or prior consent cannot imply consent to future sexual acts.
6. Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
7. In order to give consent, one must be of legal age.
8. Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this

policy.

9. Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
10. The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
11. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
12. This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs.
13. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").
14. Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They 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." [1] We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. The Associate Director of Student Engagement is responsible for the Step-Up Program which encourages students to act when they witness an act of domestic violence, dating violence, sexual assault, and stalking. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

Refer people to on, or off campus resources listed in this document for support in health, counseling, or with legal assistance.

RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. These suggestions to avoid committing a non-
-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor "NO" clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.
7. If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:
8. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
9. Understand and respect personal boundaries.
10. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
11. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you

yet. You must respect the timeline for sexual behaviors with which they are comfortable.

12. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
13. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
14. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
15. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The university engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome.

B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

C. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and that.

D. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act).

E. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms.

F. What behavior and actions constitute consent, in reference to sexual acts according to university policy.

G. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

H. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Information regarding:

A. Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this document).

B. How the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document).

C. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);; and d. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document).

D. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this document).

Primary Prevention and Awareness Programs

These programs include the Consent and Respect Modules, which are required for all incoming students and new employees. The Consent and Respect Modules are in an online format. The course covers all university policy and procedure for all sexual misconduct. Students and employees are required to take a test before and after the course in order to rate their understanding of university policy and key concepts such as consent.

Incoming students also engage in the 411 program and Consent is Sexy campaign each year. The 411 program is led by students who discuss the issues of sexual misconduct and how to report if such an incident occurs. Students follow a script that is drafted and reviewed each year to ensure information is in line with current university policy. Students also engage in the "Consent is Sexy" campaign, which promotes healthy sexuality and requires active consent before all sexual activity.

Incoming students are also handed a bandana with all sexual misconduct definitions on the bandana.

New employees are required to complete the consent and respect course as well. In addition, new employees shall complete courses on sexual harassment and sexual assault. The courses are each an hour long and must be completed within six weeks of being hired. The courses cover university policy as well as the federal definitions of sexual harassment and sexual assault. New employees are also encouraged to attend the new hire orientation that is held monthly. The orientation goes over university policy and procedure for all sexual misconduct.

Specifically, the University offered the following **primary prevention and awareness programs** for all **incoming students** in 2020:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Consent and Respect	Summer 2020	Online	All Sexual Violence
411	Summer 2020	Virtual	All Sexual Violence
Consent is Sexy	Summer 2020	Virtual	All Sexual Violence
Bystander Intervention in FYS Classes	Cancelled - Covid		All Sexual Violence
In-Person Workshops with Athletics	Cancelled - Covid		All Sexual Violence
Residence Life Training	Summer 2020	Stimpson Auditorium	All Sexual Violence
International Student Training	Summer 2020	Cooley Hall Classroom	All Sexual Violence

*Sexual violence includes domestic violence, dating violence, sexual assault and stalking.

The University offered the following **primary prevention and awareness programs** for all **new employees** in 2020:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Consent and Respect	6 weeks within hire date	Online	All Sexual Violence
In2Vate	6 weeks within hire date	Online	Sexual Harassment and Sexual Violence
New Employee Orientation	Held monthly for all New Hires	On Main Campus	All Sexual Violence
Athletic Staff Training	August 2020	On Main Campus	All Sexual Violence

*Sexual violence includes domestic violence, dating violence, sexual assault and stalking.

Ongoing Prevention and Awareness Campaigns

The University has developed an annual educational campaign consisting of:

The University offered the following **ongoing awareness and prevention programs** for **students** in 2020:

Name of Program	Date Held	Location Held	Subject Covered
Consent Valentine	2/10 and 2/11/20	Brandt Student Center (BSC)	Sexual Consent
Vagina Monologues	2/14 and 2/16/20	Goodson Chapel	Female Empowerment
Human Trafficking 101	2/19/20	BSC	Human Tracking
Body Positivity	2/20/20	BSC	Body Positivity
The Visioning Wall	2/24 and 2/28/20	BSC	Sexual Violence
It's Hard to Say	2/27/20	Virtual	Women Achievement
Sex Olympics	3/4/20	Funk/Gore Lobby	Sexual Assault
Candlelight Vigil	4/30/20	Virtual	Sexual Assault
Solo Cup Display	9/9/20	Main Campus	Sexual Violence
It's Hard to Say	9/10/20	Main Campus	Sexual Violence
Red Zone Campaign	9/14/20	Main Campus	Sexual Violence
Consent and Cookies	9/16/20	Main Campus	Sexual Violence
I Am Evidence Movie	9/24/20	Main Campus	Sexual Violence
Beyond Sex 101	9/28/20	Main Campus	Sexual Violence
Take Back the Night	10/1/20	Main Campus	Sexual Violence
Red Flag Campaign	10/5/20	Main Campus	Sexual Violence
It's Hard to Say	10/5/20	Main Campus	Sexual Violence
RAINN Day	10/12/20	Main Campus	Sexual Violence
Consent and Cookies	10/14/20	Main Campus	Sexual Violence
Beyond Sex 101	10/16/20	Main Campus	Sexual Violence
Love Letters to Survivors	10/19/20	Main Campus	Sexual Violence
METOO	10/21/20	Main Campus	Sexual Violence Empowerment
Consent Is Campaign	10/26/20	Main Campus	Sexual Violence Empowerment
Beyond Sex 101	10/29/20	Main Campus	Sexual Violence
It's Hard to Say	11/5/20	Main Campus	Sexual Violence
Know Your Rights	11/9/20	Main Campus	Title IX Discussion

*Sexual Violence refers to all sexual assault, domestic violence, dating violence, and stalking.

Mobile library: The Not Just Women's Center has a small collection of books and movies on topics related to sexual assault prevention and awareness that students, faculty, and staff may borrow. Not Just Women's Center students brought the library into the Brandt Student Center a few times throughout out the year.

Red Flag Campaign: The Red Flag Campaign is a public awareness campaign designed to address dating violence and promote the prevention of dating violence on college campuses. The campaign was created using a "bystander intervention" strategy, encouraging friends and other campus community members to "say something" when they see warning signs ("red flags") for dating violence in a friend's relationship" (http://www.theredflagcampaign.org.) On the eve of April 1st, students splatter the campus with red flags with "warning signs" on them and posters featuring specific "red flags." The posters remain up all year until the following year when they are replaced with new posters.

Take Back the Night: Students help organize "Take Back the Night" every spring semester. This is an event intended to encourage students and community members to take back the norms of gender- based violence and instead intervene in problem situations.

Glass Breaking Project: In 2008, two students created The Glass Breaking Project, where students "break the silence" by writing an experience on a piece of glass, climbing a ladder or structure, then literally breaking the glass, symbolically

breaking free from that experience. Students then create mosaics out of the broken glass. The university received a Student/Faculty Research Grant and brought the project to Southern Connecticut State University's 2008 Women's Studies Conference. Angela Shelton invited the creators of The Glass Breaking Project to speak at her conference in 2009. The Glass Breaking Project has become a signature part of Shenandoah University's Sexual

Assault Awareness programs, evolving into an anticipated event every April (Sexual Assault Awareness Month).

Campus Climate Survey: A Campus Climate Survey was administered to access campus climate and culture regarding sexual violence and related topics.

CAB Bystander Cards: Cards were handed on campus that included contact information for local cab agencies, and included tips on being an active bystander, creating diversions if needed, and promoting DPS efforts to keep the campus safe.

Step Up Poster Campaign: Posters were created and displayed around campus promoting the Step-Up Campaign and bystander intervention.

RAINN Day: Rape, Abuse & Incest National Network (RAINN) is the nation's largest anti-sexual violence organization. RAINN Day is designed to raise your awareness about ending sexual violence. The Not Just Women's Center distributes information on sexual assault prevention and awareness while students in the Brandt Student Center decorated an umbrella and signed a pledge to end violence.

Hunting Ground: Documentary screening of the Hunting Ground with a panel of those involved in the movie and a group from End Rape on Campus to raise awareness of sexual assault on campus.

Free thinkers: A roundtable discussion between students about the current state of Title IX and sexual assault.

Avon Grant Video Movie Premier: There was a partnership between Not Just Women's Center and other offices on campus, including the Title IX Coordinator to create videos through a grant that would assist in raising awareness of sexual violence, campus resources, and other relevant topics.
The videos were premiered at a local theater for campus and community partners.

Free the Girls Bra Drive: Donated new and gently used bras were collected and sent to Mozambique as part of a larger movement to assist women in underdeveloped areas in freeing themselves from the cycle of poverty and sexual violence.
World Aids Day: Partnership between the Not Just Women's Center and Spectrum to raise awareness to sexual health and offer free AIDS testing.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

What to do if you have been the victim of sexual misconduct.

1. Go to a safe location as soon as you are able.
2. Seek immediate medical attention if you are injured, or believe you may have been exposed to an STI/STD or potential pregnancy.
3. Contact any of the following for immediate assistance:
    a. Title IX Coordinator at **(540)-665-4921**. 9-5, M–F
    b. Department of Public Safety at **(540) 678-4444**, 24 hours/7 days a week
    c. Sarah Celec, Safety and Health Programs Coordinator at **(540) 542-7339**
    d. Wellness Center, at **(540) 665-4530**. Regular business hours 9-5, M–F
    e. SU Counseling Center, at **(540) 665-4530**. Regular business hours 9-5, M–F
    f. The Laurel Center at **(540) 667-6466** or tlc.info@thelaurelcenter.org

Note that campus officials may contact on-call staff from other departments when their offices are closed or they are otherwise unavailable to assist immediately. If you are off-
-campus and experiencing an emergency situation, you can call local police by dialing 911.

It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at the Wellness Center or Winchester Medical Center if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence, and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If

you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or a wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

Victims of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to university hearing boards/investigators or police.

Choose how to proceed. You have options: 1) Do nothing until you are ready; 2) pursue resolution by the University; and/or 3) Initiate criminal proceedings; and/or 4) Initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. If you wish to have an incident investigated and resolved by the University, students should contact the Title IX Coordinator Peter Kronemeyer at **(540) 665-4921**. Employees should contact Acting Deputy Title IX Coordinator Kimm McDonald at **(540) 542-6267** in Human Resources. University procedures will be explained. Those who wish incidents to be handled criminally should contact the Department of Public Safety at **(540) 678-4444**, or local police where the assault occurred. A campus official is available to accompany students in making such reports, if desired. Contact the Title IX Coordinator for more information.

REPORTING OPTIONS:

Victims are not required to file a criminal report, but are encouraged to do so and will be assisted by the Department of Public Safety in notifying law enforcement if the victim chooses.
Regardless of whether a victim opts to report the crime, accommodations or protective measures will be provided if the victim requests them and if they are reasonably available. Shenandoah University will take steps to keep your information private to the extent allowed by law.

Victims of sexual assault, domestic violence, dating violence, sexual exploitation and stalking can file a criminal complaint by contacting Winchester Police Department at **(540) 662-4131** if the incident occurred on main campus. If the incident occurred on a satellite campus, contact Frederick County Sheriff's office at **(540) 662-6168**, the Virginia State Police at **1-800-572-2260**, or in Northern Virginia, the Loudoun County Sheriff's Office at **(703) 777-1021**.

In addition to or in lieu of filing a criminal complaint, those who feel they have been the victim of sexual or gender-based harassment or violence have the right to file a complaint with the university at any time even if police conclude they do not have sufficient evidence for a criminal charge. A complaint of this nature against a student, employee, or other person connected to Shenandoah University can be filed with the Title IX Coordinator by calling **(540) 665-4921**, emailing nosexualmisconduct@su.edu, or online at www.su.edu using the Sexual Misconduct Reporting Form link.

Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The university has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a reporting party and a responding party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Department of Public Safety or local law enforcement. Students and employees should contact Title IX Coordinator Peter Kronemeyer at **(540) 665-4921** to inquire about assistance.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	Depending on when reported (immediate vs. delayed report), institution will provide victim with access to medical care Institution will assess immediate safety needs of victim Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department Institution will provide victim with referrals to on and off campus mental health providers Institution will assess need to implement interim or long-term protective measures, if appropriate. Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" directive to responding party if deemed appropriate Institution will provide written instructions on how to apply for Protective Order Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation and resolution Institution will inform the victim of the outcome of the investigation, whether or not the responding party will be administratively charged and what the outcome of the hearing is Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

Stalking	Institution will assess immediate safety needs of reporting party Institution will assist complainant with contacting local police if reporting party requests AND provide the reporting party with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to reporting party on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the reporting party, if appropriate
	Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" directive to responding party if deemed appropriate
Dating Violence	Institution will assess immediate safety needs of reporting party Institution will assist complainant with contacting local police if reporting party requests AND provide the reporting party with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to reporting party on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the reporting party, if appropriate Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" directive to responding party if deemed appropriate
Domestic Violence	Institution will assess immediate safety needs of the reporting party Institution will assist reporting party with contacting local police if reporting party requests AND reporting party provided with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to reporting party on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the reporting party, if appropriate Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" directive to responding party if deemed appropriate

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

1. The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
2. Information about how the institution will protect the confidentiality of victims and other necessary parties;
3. A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
4. A statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
5. An explanation of the procedures for institutional disciplinary action.

Rights of Victims and the Institution's Responsibilities for Protective Orders and "No Contact" Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Victims of sexual misconduct may want to prevent communication between themselves and the other party. A protective order is a legal document that can help prevent such communication.

There are four different types of Protective Orders: Emergency Protective Orders, Preliminary Protective Orders, Protective Orders and University-Based No Contact Orders. All four are issued through different processes and can all be active concurrently. Any person who obtains a protective order should provide a copy to the Department of Public Safety and the Office of the Title IX Coordinator. A reporting party may then meet with the Department of Public Safety to develop a Safety Action Plan, which is a plan for campus security and the reporting party to reduce risk of harm while on campus or coming and going from campus.

Violations for Emergency Protective Orders, Preliminary Protective Orders, and Protective Orders, may result in criminal charges, while violations of University-Based No Contact Orders may result in disciplinary action by the University.

Emergency Protective Orders (EPO): Victims can petition for an EPO at the local Magistrate office at no cost, even if there is no related criminal case. The Winchester magistrate is located at 141 Fort Collier Road, Winchester, Virginia. An EPO is generally valid for 72 hours but may be extended by the court.

Preliminary Protective Orders and Protective Orders are issued by the court and prohibit the defendant from contacting the victim(s). These may expire at the end of a criminal case, and victims should keep in contact with their victim witness coordinator and prosecutor to know when a No Contact Order has been imposed or will expire.

University Based No Contact Order: Shenandoah University may choose to impose a University-Based No Contact Order when appropriate. To request a University-Based No Contact Order, please contact the Title IX Coordinator Peter Kronemeyer at **(540) 665-4921**, or by email at: nosexualmisconduct@su.edu.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of any sexual misconduct, the university will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, university offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered the following changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

1. *Issuing interim suspensions pending a hearing.*
2. *Reporting incidents to local police and/or prosecutors.*
3. *Referring to counseling and health services.*
4. *Referring to the Employee Assistance Program.*
5. *Providing education to the community.*
6. *Altering the housing situation of the reporting or responding party.*
7. *Altering work arrangements for employees.*
8. *Providing campus escorts.*
9. *Providing transportation assistance.*
10. *Implementing contact limitations between the parties.*
11. *Offering adjustments to academic deadlines, course schedules, etc. These measures are available regardless of whether a reporting party seeks formal resolution or makes a crime report.*

To request changes to academic, living, transportation and/or working situations or protective measures, a victim can contact the following individuals as needed.

- Contact the Director of Learning Resources & Services Holli Phillips at **(540) 665-4928** or hphillip@su.edu for academic support.
- Contact the Dean of Students and Well-Being Dr. Sue O'Driscoll at **(540) 545-7399**.
- Contact Hornet Central at **(540) 665-4514** or hornetcentral@su.edu for financial support or other academic needs.

A student may choose to contact the Title IX Coordinator, Peter Kronemyer by phone at **(540) 665-4921** or by email at **pkroneme@su.edu** to coordinate any or all of these requests. An employee may choose to contact the Director of Human Resources, Rekene Lee by phone at **(540)665-5597** or by email at rlee1@su.edu.

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, the University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

1. If the incident occurred on main campus, Winchester Police Department at **(540) 662-4131.**
2. If the incident occurred on a satellite campus, contact Frederick County Sheriff's office at **(540) 662- 6168** or, the Virginia State Police at **1-800-572-2260**. In Northern Virginia contact Loudoun County Sheriff's Office at **(703) 777-1021**.

3. Winchester Magistrate office at 141 Fort Collier Rd., Winchester, Virginia. **(540) 665-5679.**
4. Contact the Department of Public Safety at **(540) 678-4444, (540) 665-4614** or safety@su.edu. DPS is located in the Wilkins Building, ground floor, overlooking the campus quad.
5. Contact Title IX Coordinator Peter Kronemeyer at **(540) 665-4921** or nosexualmisconduct@su.edu or go to Cooley Hall Room 210.
6. Contact Director of Student Support Services Holli Phillips at **(540) 665-4928** or hphillip@su.edu.
7. Contact the Dean of Students and Well-Being Dr. Sue O'Driscoll at **(540) 545-7399** or **sodrisco09@su.edu**.
8. Contact Hornet Central – financial aid, registrar, student accounts, etc. at **(540) 665-4514** or hornetcentral@su.edu.
9. On Campus Confidential Resources:
   a. The Rev. DeLyn Celec, **(540) 665-3485** are in Goodson Chapel, Room 17.
   b. Safety & Health Programs Coordinator Sarah Celec is in Cooley Hall, Room 206. Contact **(540) 542-7339** or **scelec112@su.edu.**
   c. Wilkens Wellness Center is in Racey Hall. Contact **(540) 665-4530** or wwcenter@su.edu
   d. SU Counseling Center is in Cooley Hall Room 303. Contact **(540) 665-4530** or wwcenter@su.edu
   e. [Not Just] Women's Center is in Cooley Hall Room 201.
10. Off Campus Confidential Resources:
    Concern Hotline, Inc. provides around-the-clock emotional support. Call **(540) 667-0145**.
    The Laurel Center offers domestic and sexual violence intervention. Call **(540) 667-6160.**
11. Medical Services: Winchester Medical Center offers a broad spectrum of services. Call (**540) 536-8000**.
12. Legal Assistance
    a. Frederick County Victim Witness Program (107 N. Kent St.) offers support and guidance. Call **(540) 665-6369**.
    b. Winchester Victim Witness Assistance Program (5 N. Kent St.) offers support and guidance. Call **(540) 667-5770**.

Confidentiality

Individually identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Adjudication of Violations

The university's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the reporting party and the responding party.
Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the reporting party and the responding party of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The reporting party and the responding party will have timely notice for meetings at which each party, or both, may be present.
2. The reporting party and the responding party and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings.
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the reporting party and the responding party.
4. The reporting party and the responding party will have the same opportunities to have others present during any institutional disciplinary proceeding. The reporting party and the responding party each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either party in any meeting or institutional disciplinary proceeding. However, the role of the advisor may only consult and advise his or her advisee but not speak for the advisee at any meeting or hearing.
5. The reporting party and the responding party will be notified simultaneously, in writing, of the any initial, interim

and final decision of any disciplinary proceeding.

6. Where an appeal is permitted under the applicable policy, the reporting party and the responding party will be notified simultaneously in writing, of the procedures for each party to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the reporting party and the responding party will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Student Processes: Shenandoah University's Policy on Sexual/Gender Harassment, Discrimination and Sexual Misconduct Policy and Procedures

1. **How to File a Disciplinary Complaint Under this Policy**

Notice of a formal report can be made in person at Cooley Hall 206, by phone at **(540) 665-4921**, via email at nosexualmisconduct@su.edu or in writing to Peter Kronemyer, Title IX Coordinator. A student may also file a report online using the following link: https://publicdocs.maxient.com/reportingform.php?ShenandoahUniv&layout_id=1. Upon receipt of a report, the Title IX Coordinator will take all necessary remedial short-term actions.

2. **How the University Determines Whether This Policy will be Used**

After receiving a report, the Title IX Coordinator begins a preliminary inquiry by meeting with the reporting party to discuss the alleged sexual misconduct. The Coordinator will review the university's *Sexual/Gender Harassment, Discrimination and Sexual Misconduct Policy and Procedures* to determine if a violation of that policy has occurred. This determination is made after meeting with the reporting party and the responding party. If the alleged incident does not violate the university's sexual misconduct policy, then our Student Code of Conduct will be reviewed to see if a potential violation of that policy has occurred. If an alleged incident is a violation of both policies, the sexual misconduct policy will be the policy that is triggered.

3. **Steps in the Disciplinary Process**

After receiving a report, the Title IX Coordinator begins a preliminary inquiry by meeting with the reporting party to discuss the alleged sexual misconduct. The Coordinator will share information regarding the definition of sexual misconduct and possible action that may be taken in response to the alleged sexual misconduct. The reporting party has the option to either pursue a charge or not pursue a charge. If the reporting party decides to pursue an allegation, an investigation will begin. Investigations range from days to weeks, depending on the nature and complexity of allegations. However, the investigation and hearings are ideally completed within 60 days from the date the incident is reported to the university. The parties are regularly apprised of the status of the investigation as it unfolds. The investigation may lead to an informal and/or formal resolution options. A failed informal resolution which triggers a formal resolution may require the university to extend this timeline accordingly. From there, appeals may be requested, with a five-day window to file appeal requests once a formal determination is reached.

4. **Decision-Making Process**

The university utilizes two methods of resolution, the informal process and the formal process.

Before pursuing the Formal Resolution Process, every reasonable effort should be made to constructively resolve conflict with students, faculty, staff, or administrators. However, the informal resolution process is not suitable for all cases.

Within thirty (30) days of receiving the initial report, the Title IX Coordinator or designee will send a notice of investigation and charge letter to the responding party. The Title IX Coordinator will meet separately with the reporting party, the responding party, and other necessary witnesses to determine if a violation of the sexual misconduct policy has occurred.

After meeting with all parties and witnesses, the Title IX Coordinator or designee will determine if it is more likely than not that an act of sexual misconduct, gender discrimination, or sexual harassment occurred. If a violation did occur, the Title IX Coordinator or designee will create a resolution strategy and present it separately to the reporting party and the responding party. If the parties mutually agree to the resolution, the case is concluded. If the parties do not agree with the proposed resolution, the case will either advance to the formal resolution process described below, or upon request of the reporting party, the process may be concluded.

The formal resolution process will be used if:

1. If either the reporting party or the responding party do not agree with the proposed resolution or the proposed findings; or
2. The reporting party requests that the case go directly to the formal process; or
3. The Title IX Coordinator moves the case to the formal process.

If the formal resolution process is triggered, then a hearing panel is convened. The hearing panel consists of three (3) members: two (2) faculty/staff members and one (1) deputy title IX coordinator from either athletics or human resources. In addition, the Title IX Coordinator will designate a hearing panel chair.

The hearing panel will consider information presented from the reporting party, responding party, necessary witnesses, and the investigation report completed by the Title IX Coordinator. The hearing will determine whether it is more likely than not that the responding party violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution.

At the conclusion of the hearing, the panel will determine if the responding party is responsible or not responsible for the alleged violations. Where the responding party is found not responsible for the alleged violation, the investigation will be closed.

The parties will receive written notification of the outcome, to the extent permitted or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting sanctions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

Where the responding party is found in violation as the result of a hearing, the hearing panel will impose appropriate sanctions for the violation. The university will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university community. Appeal proceedings as described below apply to all parties to the report.

5. Appeals Process

The decision of the hearing panel and/or the Title IX Coordinator may be appealed. A student may submit his or her request for an appeal to the Vice President of Student Affairs. A faculty member may submit his or her request for an appeal to the Vice President of Academic Affairs. A staff member may submit his or her request for an appeal to the Vice President of Finance and Administration. The appellate officers may consult with other appellate officers about an appeal; however, the decision ultimately lies with the appellate officer to whom the appeal was originally assigned.

In the event that the responding party accepts the findings of the investigation, those findings cannot be appealed. **All sanctions imposed by the appellate officer will be in effect during the appeal.** A request may be made to the appellate officer to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the institution is that the sanctions will go into effect immediately. Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and the appellant may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the university or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

In the event that the responding party accepts the findings of the investigation, those findings cannot be appealed.

All sanctions imposed by the Title IX Coordinator or designee will remain in effect during the appeal. A request may be made to the appellate officer to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the institution is that the sanctions will go into effect immediately. Graduation, study abroad, internships/ externships, sabbatical etc. do NOT in and of themselves constitute exigent circumstances, and individuals may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the university or resumption of privileges, all reasonable attempts will be made to restore the individual to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Any party who files an appeal request must do so in writing to the correct appellate officer as listed above within five (5) business days of receiving the written decision, for a review of the decision or the sanctions imposed. The written decision will be provided in email, in person and/or mailed to the local mailing address of the respective party as indicated in university records and emailed to the parties' university-issued email accounts. If there is no local address on file, mail will be sent to the parties' permanent address. Once received in person, mailed or emailed, the notice of decision will be deemed presumptively delivered.

The appellate officer will share the appeal request with the other party (e.g., if the responding party files an appeal, the appeal is shared with the reporting party, who may also wish to file a response and/or bring their own appeal on separate grounds; this response
or appeal will be shared with the initial appealing party). The appellate officer can take one of four possible actions: 1) appeal request may be denied as untimely or ineligible, 2) may affirm the findings and the sanction imposed 3) may grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level, or 4) may modify a sanction. Based on the written requests/responses or interviews as necessary, the appellate officer will send a letter of outcome for the appeal to all parties.

The original finding and sanction will stand if the appeal request is not timely or substantively eligible, and that

decision is final. The party requesting an appeal must show clear error as the original finding and/or a compelling justification to modify a sanction, as both finding and sanction are presumed to have been decided reasonably and appropriately during the original hearing.

The appellate officer may determine to remand the case to the Title IX Coordinator to re-open the investigation. At the discretion of the appellate officer the results of a revised investigation can be subsequently forwarded for reconsideration at the hearing level. If the appeal remands to the hearing body for review, the reconsideration of the hearing body may not be appealed.

The ONLY grounds for appeal are as follows:

1. A serious procedural error occurred that significantly impacted the outcome of the hearing (substantiated bias, material deviation from established procedures,etc.)
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

In rare cases where a procedural error cannot be cured by the original hearing officers (as in cases of bias), the Vice President of Student Life may order a new hearing with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on any of the three applicable grounds for appeals.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- If upon appeal the case is remanded, every opportunity to return the appeal to the original hearing body for reconsideration should be pursued.
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.
- An appeal is not an opportunity for Vice President of Student Life to substitute his or her judgment for that of the original hearing body merely because he or she disagreed with its finding and/or sanctions.

6. Standard of Evidence

The university uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence" and "burdens of proof" are not applicable, but the university never assumes a responding party is in violation of university policy. Both parties will present their facts and the Title IX Coordinator will determine whether it is more likely than not that an act of sexual misconduct, harassment, or discrimination occurred. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

Possible Sanctions

A student may be sanctioned to one or more of the following depending on the seriousness of the violation.

1. Educational task: student must complete an assignment that benefits self, campus or community.
2. Referral: requires the student seek appropriate guidance or resources for his/her success.
3. Community restitution project: work projects on or off campus.
4. Restitution: reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.
5. Fines: monetary sanctions.
6. Relegation to final room selection: student loses the opportunity to participate in the annual room selection (lottery) process.
7. Removal from university housing: required removal from university housing with final approval from the director of residence life & student conduct (or designee) and without the refund of room fees. Once assigned this sanction, a student must move within a designated time frame (usually 48 hours unless otherwise permitted by the director of residence life & student conduct), after which the removed student cannot enter university housing without permission from the director of residence life & student conduct (or designee).
8. Removal of property: required removal of property.
9. University housing relocation: requires the student to move to another room, hall or quad with approval from the

director of residence life & student conduct (or designee) Student must relocate within 24 hours, after which he/she cannot enter the building from which he/she was removed throughout the term of the sanction without permission from the director of residence life & student conduct (or designee). Written warning: official record that a student has been warned about behavior

10. No-contact order: student is prohibited from having any direct or indirect contact or contact via a third- party with a particular person. Violation may result in suspension.
11. Restriction of activities or privileges: participation in any and/or all organized university activities other than required academic endeavors are restricted for a designated period of time.
12. Conduct probation: period of self-reflection during which a student is on official warning that subsequent violations of university rules, regulations or policies are likely to result in more severe sanctions, including suspension or dismissal from the university.
13. Conduct suspension: a temporary cancellation of a student's enrollment at Shenandoah University with approval from the vice president for student life (or designee). Once assigned this sanction, a student is immediately removed from classes and banned from university property. A student cannot enter university property during his/her term of suspension without prior permission from the vice president for student life (or designee) nor graduate. Any classes taken at another institution suspended typically cannot be transferred to Shenandoah University unless given special permission by the Vice President of Student Life and the Academic Dean. If a student resides in campus housing, he/she has 24 hours to vacate his/her campus residence.
14. Campus ban: student is banned from being present on either the entire campus or specified areas of the campus.
15. Dismissal from the university: a permanent cancellation of a student's enrollment at Shenandoah University with approval from the vice president for student life (or designee). Once assigned this sanction, students are immediately removed from classes and banned from university property. A student cannot enter university

    property once dismissed without prior permission from the vice president for student life (or designee) nor re-enroll or graduate from Shenandoah University.
16. Additional stipulations: additional sanctions a student must complete and/or follow.

Range of Protective Measures Available to a Victim Alleging Misconduct

The Title IX Coordinator (or designee) may provide interim remedies intended to address the short- term effects of sexual misconduct, sexual harassment, gender discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. The university will keep interim remedies and actions as private as possible.

These remedies may include, but are not limited to:

1. Referral to counseling and health services.
2. Referral to the Employee Assistance Program.
3. Education to the community.
4. Altering the housing situation of the responding party (resident student or resident employee (or the alleged victim, if desired).
5. Altering work arrangements for employees.
6. Providing campus escorts.
7. Providing transportation accommodations.
8. Implementing contact limitations between the parties.
9. Offering adjustments to academic deadlines, course schedules, etc.
10. Assistance with or rescheduling an academic assignment (paper, exams, etc.) or otherwise implementing academic assistance.
11. Taking an incomplete in a class.
12. Assistance with transferring class sections.
13. Temporary withdrawal.
14. Assistance with alternative course completion options.

For sexual misconduct reports, and other reports of a sensitive nature, whether the alleged victim is serving as the reporting party or as a witness, alternative testimony options will be given, such a placing a privacy screen in the hearing room, or allowing the alleged victim to testify outside the physical presence of the responding party, such as by Skype or phone. While these options are intended to help make the reporting party more comfortable, they are not intended to work to the disadvantage of the responding party.

Retaliation is prohibited. Retaliation is any consequence or action taken in response to someone participating in a protected activity such as filing a report or being part of the investigation process. Retaliation against a responding party, a reporting party, a person who provides support to the reporting party, or a person who assists in providing information relevant to an allegation is a serious violation of university policy.

The Title IX Coordinator will investigate any reported acts of harassment or intimidation, including any act of reprisal, interference, restraint, or penalty – overt or covert – against any student, faculty, or staff who is a party to a complaint or associated with the proceedings described in this policy, including witnesses and members of the hearing panel.

Employee Processes: Shenandoah University's Policy on Sexual/Gender Harassment, Discrimination and Sexual Misconduct Policy and Procedures

How to File a Disciplinary Complaint Under this Policy

The Office of Human Resources is designated to formally investigate reports of sexual misconduct, gender discrimination and/or sexual harassment by employees, to address inquiries and coordinate the university's compliance efforts regarding employee-related reports. In particular, when a responding party is an employee the Office of Human Resources Deputy Title IX Coordinator will handle the complaint.

Any member of the community can provide notice of sexual misconduct, gender discrimination and/or sexual harassment in person, by phone, via email or in writing to Kim McDonald, the Deputy Title IX Coordinator for Human Resources. Her office is located in the Wilkins Building, room 151. She can be reached by phone at **(540) 542-6267** and by email at kmcdonal2@su.edu. The university strongly encourages submission of written reports to Human Resources.

The following are recommended elements of a report:

1. Clear and concise description of the alleged incident(s) (e.g.: when and where it occurred);
2. Any supporting documentation and evidence;
3. Clear demonstration of all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor.
    i. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort.
    ii. If contacting the person involved and/or the supervisor is impracticable, the reporting party should state the reasons why.
4. The desired remedy sought.
5. Name and all contact information for the reporting party.
6. Signed by the reporting party.

How the University Determines Whether This Policy will be Used

After receiving a report, the Deputy Title IX Coordinator begins a preliminary inquiry by meeting with the reporting party to discuss the alleged sexual misconduct. The deputy coordinator will review the university's *Sexual/Gender Harassment, Discrimination and Sexual Misconduct Policy and Procedures to determine if a violation of that policy has occurred. This determination is made after meeting with the reporting party and the responding party.*

Steps in the Disciplinary Process

After receiving a report, the Deputy Title IX Coordinator begins a preliminary inquiry by meeting with the reporting party to discuss the alleged sexual misconduct. The Deputy Coordinator will share information regarding the definition of sexual misconduct and possible action that may be taken in response to the alleged sexual misconduct. The reporting party has the option to either pursue a charge or not pursue a charge. If the reporting party decides to pursue an allegation, an investigation will begin. Investigations range from days to weeks, depending on the nature and complexity of allegations. However, the investigation and hearings are ideally completed within 60 days from the date the incident is reported to the university. The parties are regularly apprised of the status of the investigation as it unfolds. The investigation may lead to an informal and/or formal resolution options. A failed informal resolution, which triggers a formal resolution, may require the university

to extend this timeline accordingly. From there, appeals may be requested, with a five-day window to file appeal requests once a formal determination is reached.

Decision-Making Process

The university utilizes two methods of resolution, the informal process and the formal process.

Before pursuing the Formal Resolution Process, every reasonable effort should be made to constructively resolve conflict with students, faculty, staff, or administrators. However, the informal resolution process is not suitable for all cases.

Within thirty (30) days of receiving the initial report, the deputy Title IX Coordinator will send a notice of investigation and charge letter to the responding party. The deputy Title IX Coordinator will meet separately with the reporting party, the responding party, and other necessary witnesses to determine if a violation of the sexual misconduct policy has occurred.

After meeting with all parties and witnesses, the deputy Title IX Coordinator or designee will determine if it is more likely than not that an act of sexual misconduct, gender discrimination, or sexual harassment occurred. If a violation did occur, the deputy Title IX Coordinator or designee will create a resolution strategy and present it separately to the reporting party and the responding party. If the parties mutually agree to the resolution, the case is concluded. If the parties do not agree with the proposed resolution, the case will either advance to the formal resolution process described below, or upon request of the reporting party, the process may be concluded.

The formal resolution process will be used if:

1. If either the reporting party or the responding party do not agree with the proposed resolution or the proposed findings; or
2. the reporting party requests that the case go directly to the formal process; or the Title IX Coordinator moves the case to the formal process.

If the formal resolution process is triggered, then a hearing panel is convened. The hearing panel consists of three (3) members: two (2) faculty/staff members and one (1) deputy title IX coordinator from either athletics or human resources. In addition, the Title IX Coordinator will designate a hearing panel chair.

The hearing panel will consider information presented from the reporting party, responding party, necessary witnesses, and the investigation report completed by the deputy Title IX Coordinator.
The hearing will determine whether it is more likely than not that the responding party violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution.

At the conclusion of the hearing, the panel will determine if the responding party is responsible or not responsible for the alleged violations. Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed.

The parties will receive written notification of the outcome, to the extent permitted or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting sanctions, and the rationale
for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

Where the responding party is found in violation as the result of a hearing, the hearing panel will impose appropriate sanctions for the violation. The university will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university community. Appeal proceedings as described below apply to all parties to the report.

Standard of Evidence

The university uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the university never assumes a responding party is in violation of university policy. Both parties will present their facts and the Title IX Coordinator will determine whether it is more likely than not that an act of sexual misconduct.

Possible Sanctions

An employee may be sanctioned to one or more of the following depending on the seriousness of the violation.

1. Censure
2. Probation
3. Educational experience
4. Separation (suspension)
5. Dismissal

Range of Protective Measures Available to a Victim Alleging Misconduct

The deputy Title IX Coordinator may provide interim remedies intended to address the short--term effects of sexual misconduct, sexual harassment, gender discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. The university will keep interim remedies and actions as private as possible.

These remedies may include, but are not limited to:

1. Referral to counseling and health services.
2. Referral to the Employee Assistance Program.

3. Education to the community.
4. Altering the housing situation of the responding party (resident student or resident employee (or the alleged victim, if desired).
5. Altering work arrangements for employees.
6. Providing campus escorts.
7. Providing transportation accommodations.
8. Implementing contact limitations between the parties.
9. Offering adjustments to academic deadlines, course schedules, etc.
10. Assistance with or rescheduling an academic assignment (paper, exams, etc.) or otherwise implementing academic assistance.
11. Taking an incomplete in a class.
12. Assistance with transferring class sections.
13. Temporary withdrawal.
14. Assistance with alternative course completion options.

For sexual misconduct reports, and other reports of a sensitive nature, whether the alleged victim is serving as the reporting party or as a witness, alternative testimony options will be given, such a placing a privacy screen in the hearing room, or allowing the alleged victim to testify outside the physical presence of the responding party, such as by Skype or phone. While these options are intended to help make the reporting party more comfortable, they are not intended to work to the disadvantage of the responding party.

Retaliation is prohibited. Retaliation is any consequence or action taken in response to someone participating in a protected activity such as filing a report or being part of the investigation process. Retaliation against a responding party, a reporting party, a person who provides support to the reporting party, or a person who assists in providing information relevant to an allegation is a serious violation of university policy.

The Title IX Coordinator will investigate any reported acts of harassment or intimidation, including any act of reprisal, interference, restraint, or penalty – overt or covert – against any student, faculty, or staff who is a party to a complaint or associated with the proceedings described in this policy, including witnesses and members of the hearing panel.

University-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible.
Examples of interim protective measures include but are not limited to, a university order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Shenandoah University.

Notification to Victims of Crimes of Violence

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non- forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Sex Offender Registration

In the Commonwealth of Virginia convicted sex offenders must register with the Sex Offender and Crimes against Minors Registry maintained by the Virginia Department of State Police. In accordance with Virginia law information may be disclosed to any person requesting information on a specific registered offender. The following State Police maintained website has further information regarding the intent of the published information: http://sex-offender.vsp.virginia.gov/sor/

Unlawful use of the information on the website for purposes of harassment or intimidation of another is against the law and all who intentionally use this site for such a purpose will be prosecuted.

Behavioral Consultation Team

Shenandoah University has a behavioral assessment team that includes Student Life personnel, counseling staff, athletic staff and a faculty member, which meets on a regular basis, or is called together in an emergency case, to evaluate individuals who may be in need of services, or pose a

concern for safety. University faculty and staff may submit a confidential on-line, student of concern report in any case where

the welfare of a student or the campus community is in question. The team chairperson evaluates every report submitted and takes action on the matters accordingly.

Annual Fire Safety Compliance Report

The Higher Education Opportunity Act requires Shenandoah University to produce an annual fire safety report that lists the university's fire safety policies, practices, and all fire related on-campus incidents that occurred in on-campus student residential buildings. The following is the university's compliance statement.

Resident Hall Fire Safety Regulations:

As part of Shenandoah's responsibility toward encouraging the safest residence halls possible, the Office of Student Life and the residence life staff are fully prepared to support and encourage all students in promoting fire safety. Students should feel free to present their concerns or ideas that could result in safer residences halls. The following regulations are in effect for student safety:

1. The use or possession of any dangerous chemical or explosive materials such as fireworks, gunpowder, gasoline, or incendiary devices is prohibited.
2. Tampering with or setting off fire alarms, smoke detectors, fire extinguishers, or intentionally lighting a fire in a Shenandoah building is prohibited.
3. Candles, oil lamps, incense or other open-flamed items are prohibited as well as substances that result in producing an offensive odor. If such items are found in a student's room, they will immediately be confiscated. Motorcycles and bicycles may not be kept in hallways, stairways, attached to fire equipment, or in any manner that interferes with egress from the building.
4. Parachutes, sheets, fishnets and other flammable items are not to be suspended from resident hall ceilings, walls, or doorways.

Major Appliances:

All major appliances such as coffee pots, refrigerators, hair dryers, curling irons, curlers, etc. must be plugged directly into wall receptacles. Extension cords may not be used with major appliances. A major appliance is defined as any appliance that draws four or more amps of electricity when in use. Normally the amount of amperage is stated on the appliance. If you have questions regarding the power use of an appliance, check with your RA, RD, or Public Safety Staff.

The following appliances are not permitted in residence halls because of high voltage and/or exposed heating elements: hot plates, toaster ovens, crock pots, electric frying pans, open burners, and halogen lamps. Irons may be used only on ironing boards.

Extension Cords:

The use of an extension cord is discouraged; however, until additional wall receptacles can be installed in residence hall rooms, extension cords may be used under the following conditions:

1. A maximum of two (2) approved extension cords may be used in a residence hall room. Only power bar adapter extension cords with six (6) or less plug in receptacles may be used.
2. Extension cords may not exceed six (6) feet in length, must not be paired in series, and must be the heavy-duty type. Heavy duty is defined as a cord with no lighter than 14-gauge wire.

Fire Drills:

Fire drills are scheduled throughout the school year as required by state law. Participation in all drills is mandatory. All fire alarms should be considered as fire alerts and the building must be evacuated immediately. Refusing to evacuate constitutes a hazard to fire officials and will result in disciplinary and/or legal action. In 2017 twenty fire drills were conducted in residence halls.

Resident Hall Evacuation Procedures:

In case of fire:

1. Exit building quickly and in an orderly fashion through designated fire exits, closing room door behind you.
2. Once outside the building, proceed to the assigned area for your building so staff can account for all residents.
3. Stay clear of building until notified that it is safe to return.

If it is not safe to leave your room:

1. Close room door.
2. Place blankets or sheets around door to prevent smoke from entering.
3. Open windows to allow fresh air to enter room.

4. Hang a bright object from the window to attract attention.
5. Await rescue.

Resident Hall Fire Alert Systems:

	Fire Detection	Sprinkler	Extinguisher	Monitoring
Solenberger Hall 141 N. Loudoun St. Winchester, VA	Yes	Yes	Yes	Yes
	Fire Detection	Sprinkler	Extinguisher	Monitoring

Fire Log

	2018		2019		2020	
	Fires	Damage Value	Fires	Damage Value	Fires	Damage Value
Solenberger Hall 141 N. Loudoun St. Winchester, VA	0	$0	0	$0	0	$0
	Fires	Damage Value	Fires	Damage Value	Fires	Damage Value

Titles of Each Person or Organization to Report a Fire Occurrence:
Department of Public Safety Officers **(540) 678-4444**
Director of Public Safety **(540) 545-7338**
Assistant Vice President and General Counsel **(540) 665-4515**
Dean of Students and Well-Being **(540) 545-7399**
Resident Director/Resident Assistant 24-hour Duty Phone **(540) 533-7749**

Future Plans for Fire Safety

Shenandoah University annually reviews the fire safety systems in all of the campus residence halls and performs any repairs, or upgrades that are deemed necessary. The Department of Public Safety conducts fire drills and evacuations each semester in residence halls. The Department of Public Safety Fire Safety Coordinator also provides fire safety programs, or alerts to residents throughout the academic year. Basic fire safety information and potential fire hazards are discussed. The local Fire Marshal also makes safety presentations to all Resident Directors and Resident Assistants prior to the beginning of each academic year.

Missing Student Reporting

The following is a list of individuals or organizations to which students, employees, or other individuals should report that a student is believed to be missing:

The Department of Public Safety **(540) 678-4444**
Director of Public Safety **(540) 545-7338**
Vice President for Student Affairs **(540) 665-4783**
The Office of Student Life **(540) 665-4863**
Dean of Students **(540) 545-7399**
Area Coordinator/Resident Assistant Duty Phone **(540) 533-7749**

In all cases**,** any official missing student report must be referred immediately to the Department of Public Safety.

Missing Student Policy

The Higher Education Opportunity Act of 2008 requires Shenandoah University to have a policy in place to encourage a prompt and urgent response for all reported incidents in which a student is thought to be or confirmed to be missing. Shenandoah's policy applies to all on-campus students who reside in the campus resident halls. Shenandoah considers students to be missing if their absence disrupts their normal pattern of observed behavior and there is reason to

believe their absence is due to unusual circumstances.

Shenandoah University has an obligation to advise every student who lives in on-campus housing, *regardless of age*, that he or she may register one or more individuals to be a contact **strictly for "missing persons" purposes.** This information will be registered confidentially and will be accessible only by authorized campus officials or law enforcement and will not be disclosed outside of a missing student investigation. This option is provided even if a student has already identified a general emergency contact.

If a student is reported missing and is under 21 years of age and is not emancipated, the student's custodial parent or guardian and any other designated contact person shall be notified within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 21, or is an emancipated minor, local law enforcement agencies having jurisdiction in the area will be informed of the missing student.

Shenandoah University will not assume that a general emergency contact is also the missing person contact. Additionally, each student moving into on-campus housing mid-year, must be given the option to name a contact person as well. This registration process and all additional emergency contact information is facilitated and maintained through the Residence Life department.

Upon Notification of a Missing Student:

The Department of Public Safety will obtain pertinent investigational information about the suspected missing residential student and his or her acquaintances.

Shenandoah University will notify the local law enforcement about the absence of the student at a time no later than 24- hours from the initial report. This period of time is not declared to be finite, nor is it a cushion to support a procrastinated effort, the situation should always be treated as urgent; therefore, the confirmation process must be precise but expedient so immediate notification can be made to involve the law enforcement authorities in the search for what may be a potential victim of crime. 24 hours are only offered as a window for error correction and the full amount of time is not intended to be strictly elapsed before the next step can be executed, so as soon as all efforts are exhausted Shenandoah University expects the appropriate authorities to be notified. Notification progress should usually be made before 24 hours; however, 24-hours must not be exceeded.

The following actions are Shenandoah University's response to the report of a missing person.

<u>Actions:</u>

1. Contact Department of Public Safety. They will check hospital admissions and municipal records for possible police information (surrounding jurisdiction). Contact Chaplain and/or the University Counselors to determine if person has been admitted to psychiatric center.
2. Notify missing student's Area Coordinator, Head Resident Director or Resident Assistant. This staff person should contact neighbors and friends in the immediate vicinity of the student's room and report back any information to Dean of Students. If any of the above staff is unavailable, the on-duty Public Safety Officer will make the contacts. Public Safety Officer will also check with Auxiliary Services personnel to determine when the missing student's identification card was last used on campus. Checks are made to the meal plan and residence hall access system.
3. The Vice President for Student Life should contact the Dean of Students Office or utilize student locator data for a list of the missing student's classes. Faculty members for the courses should be contacted to determine when the person was last seen in class and to provide any other relevant information.
4. The Vice President for Student Life should be kept informed of the progress on locating the student. The Vice President for Academic Affairs, Vice President for Student Life, or designee shall notify the student's listed emergency contact person if the student is not satisfactorily located within a reasonable amount of time. Preferably no more than 24 hours after the first report of disappearance.

Missing Persons Registry

The United States Congress has directed Colleges and Universities to develop procedures to handle reports of missing students. The intent is to minimize delays and confusion during a missing person investigation. In keeping with the new federal regulations and to improve the general safety and welfare of the Shenandoah University student body, all students of the university are urged to provide any and all names and contact information of those individuals they authorize to be contacted if the student has been declared missing. Information provided will be registered confidentially and will be accessible only to authorized officials in the event of an investigation. To register on the Missing Person Registry a student may go to su.edu, scroll down to Student Services and click Health and Safety, click Public Safety then click Missing Persons Registry.

Crime Statistics

The following is Shenandoah University's disclosure of crime statistics for the past three years. The statistics in

these charts are compiled from records maintained by the Department of Public Safety, the Division of Student Life, Office of Residence Life and from records provided through a cooperative effort of the corresponding local law enforcement agencies. The criminal offenses are classified using crime definitions from the FBI's Uniform Crime Reporting Handbook (UCR).

The Clery Act defines the location categories used in the charts as: *On-Campus* - refers to campus grounds or buildings not used as student residential facilities. *On-campus Residential* - indicates listed incidents that occurred in a university owned residential facility. *Public Property* - is public property defined as sidewalk, street, sidewalk located adjacent to university-owned property. *Non-Campus* – any building or property owned or controlled by Shenandoah University in direct support of the institution's educational purposes. Listed incidents that occur on these premises are required to be reported.

These charts contain all reported offenses; however, victims of criminal offenses may choose not to report incidents to campus or local law enforcement officials. The Clery Act only requires Shenandoah University to disclose *reported* crimes.

All incidents in the following statistical charts are recorded based on when they were reported, not when they occurred.

No unfounded crimes in 2020. **Downtown Campus** (Solenberger Residence Hall)

On Campus	2020	2019	2018
Murder	0	0	0
Sex Offense: Rape	0	0	0
Sex Offense: Fondling	0	0	0
Sex Offense: Incest	0	0	0
Sex Offense: Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0

On Campus Residential	2020	2019	2018
Murder	0	0	0
Sex Offense: Rape	0	0	0
Sex Offense: Fondling	0	0	0
Sex Offense: Incest	0	0	0
Sex Offense: Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0

Public Property	2020	2019	2018
Murder	0	0	0
Sex Offense: Rape	0	0	0
Sex Offense: Fondling	0	0	0
Sex Offense: Incest	0	0	0
Sex Offense: Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0

Non-Campus	2020	2019	2018
Murder	0	0	0
Sex Offense: Rape	0	0	0
Sex Offense: Fondling	0	0	0
Sex Offense: Incest	0	0	0
Sex Offense: Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0

Downtown Campus

VAWA Offenses

On Campus	2020	2019	2018
Domestic Violence	0	0	1
Dating Violence	0	0	0
Stalking	0	0	0

On Campus Residential	2020	2019	2018
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Non-campus	2020	2019	2018
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests

On Campus	2020	2019	2018
Weapons: carrying possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On Campus Residential	2020	2019	2018
Weapons: carrying possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Non-campus	2020	2019	2018
Weapons: carrying possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Public Property	2020	2019	2018
Weapons: carrying possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Referrals

On Campus	2020	2019	2018
Weapons: carrying possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

On Campus Residential	2020	2019	2018
Weapons: carrying possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Non-campus	2020	2019	2018
Weapons: carrying	0	0	0

Public Property	2020	2019	2018
Weapons: carrying	0	0	0

possessing, etc.				possessing, etc.			
Drug abuse violations	0	0	0	Drug abuse violations	0	0	0
Liquor law violations	0	0	0	Liquor law violations	0	0	0

Downtown Campus Hate Crimes

Downtown Campus
On Campus

*Identity: Gender identity
**Origin: national origin

Downtown Campus
On Campus Residential

2020 On Campus	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
2019 On Campus	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory	0	0	0	0	0	0	0	0	0

Rape									
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
2018 On-Campus	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
2020 On Campus Residential	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto	0	0	0	0	0	0	0	0	0

Larceny									
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

2019 On Campus Residential	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

2018 On Campus Residential	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0

Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

2020 Non-Campus	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

2019 Non-Campus	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory	0	0	0	0	0	0	0	0	0

Rape									
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

2018 Non-Campus	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

Downtown Campus Hate Crimes (Continued)

Downtown Campus Non-campus

*Identity: Gender identity
**Origin: national origin

Downtown Campus Public Property

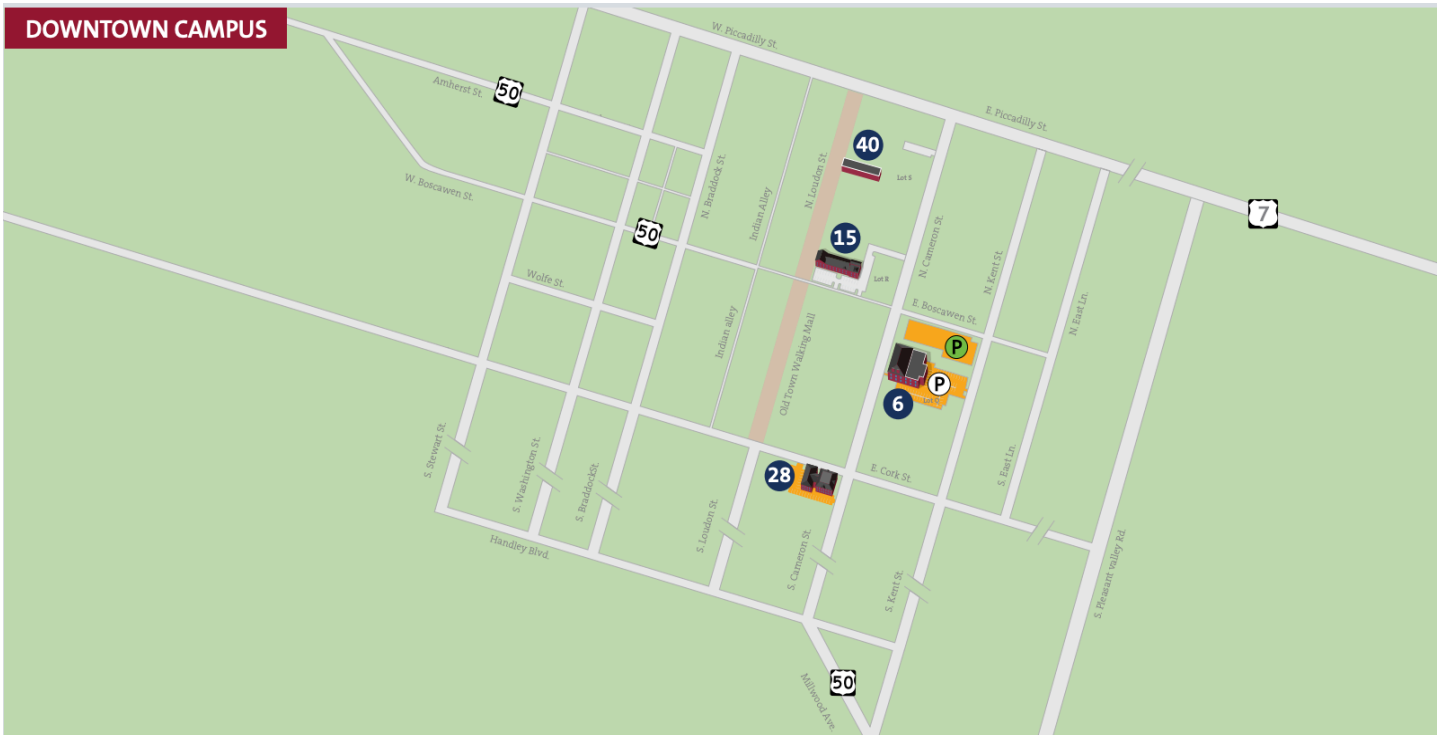
2020 Public Property	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0

Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

2019 Public Property	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	1	0	0	0	1	0	0	0	0

2018 Public Property	Total	Race	Religion	Orientation	Gender	Identity*	Disability	Ethnicity	Origin**
Murder	0	0	0	0	0	0	0	0	0
Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0

Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Auto Larceny	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0
Intimidation	1	0	0	0	1	0	0	0	0


DOWNTOWN CAMPUS
W. Piccadilly St.
E. Piccadilly St.
Amherst St.
50
W. Boscawen St.
N. Braddock St.
Indian Alley
N. Loudon St.
40
Lot S
15
Lot R
N. Cameron St.
N. Kent St.
7
Wolfe St.
E. Boscawen St.
N. East Ln.
Indian alley
Old Town Walking Mall
P
P
6
Lot C
S. Stewart St.
S. Washington St.
S. Braddock St.
28
E. Cork St.
S. East Ln.
S. Loudon St.
S. Cameron St.
S. Kent St.
S. Pleasant valley Rd.
Handley Blvd.
Millwood Ave.