



West Virginia Wesleyan College
Annual Security and Fire Safety Report
2025

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Welcome and Introduction

Dear West Virginia Wesleyan College Community,

As we present the Annual Security Report (ASR) for this year, we reflect not only on our commitment to safety and security but also on the values that define us as an institution. West Virginia Wesleyan College, grounded in the traditions of the United Methodist Church, strives to uphold the highest standards of study and conduct. We expect every member of our community—students, faculty, and staff—to contribute to this endeavor, embodying high ethical conduct and sharing the responsibility of maintaining it.

Our college operates on the principle that an informed and engaged community is key to a secure environment. The ASR serves as a comprehensive resource, detailing our safety policies, emergency procedures, crime statistics, and the many services available to support and protect you. This report is a collective effort, overseen by our dedicated Clery Committee, which ensures collaboration across various departments and showcases our campus's dedication to not just meeting but exceeding the expectations set forth by the Clery Act and the Violence Against Women Reauthorization Act Compliance (Campus SaVE Act) for transparency and safety.

In addition to the safety and security information, the ASR also includes detailed fire safety information for both our residential and non-residential facilities. This section outlines fire safety policies, procedures, and statistics, as well as the measures we have implemented to ensure the safety of all students, faculty, and staff within these facilities. We encourage all members of our community to review these fire safety protocols and actively participate in maintaining a fire-safe environment.

Consistent with the Clery Act, the report specifies the geographic boundaries of our campus to enhance transparency and safety. Our campus features 15 administrative and classroom buildings at the core of our educational and operational endeavors, along with eight residential halls that offer secure, convenient accommodations for our students. Our jurisdiction extends to nine outdoor athletic and recreational areas, essential for enriching campus life and student engagement. These areas, integral to the vibrant life at West Virginia Wesleyan College, are diligently monitored and included in our Clery reporting, reflecting our commitment to a secure and supportive environment for all.

In closing, we encourage every member of the West Virginia Wesleyan College community to engage with this report actively. By familiarizing yourself with our policies, resources, and safety measures, you contribute to our collective safety and uphold the standards of conduct that define us. Together, we will continue fostering an environment conducive to academic exploration, vibrant campus life, and meaningful dialogue.

Thank you for your dedication to maintaining a safe and supportive campus environment.

John Bohman
Director of Campus Safety and Security

Clery Act and Violence Against Women Act Reauthorization

West Virginia Wesleyan College is committed to providing a safe campus environment for our students, faculty, staff, and visiting community members. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) mandates that colleges and universities across the United States disclose information about crime on and around their campuses. Additionally, the Violence Against Women Act requires institutions to compile statistics and develop policies and procedures for incidents domestic violence, dating violence, sexual assault, and stalking.

The Clery Act requires that institutions annually publish and distribute the Annual Security Report by October 1st annually. This report must include required policy statements and Clery crime statistics from the most recent three years. West Virginia Wesleyan College's Annual Security Report is prepared by the Clery Coordinator, in consultation with the Clery Committee, local police department, and Office of Greek Life. The Clery Committee is made up of the Director of Campus Safety and Security, Dean of Students, Title IX Coordinator, Director of Counseling Services, and Vice President for Student Affairs. The committee meets monthly and regularly reviews policies, incidents, and prevention efforts. Policy statements in this report are taken from the Student Handbook, Policy and Procedure on Discrimination and Harassment, Critical Incident Response Plan, and other campus policy documents. The policies cited are those currently in effect for the 2024-2025 academic year.

The statistics for this report are obtained from the student conduct records of the Office of Campus Life, Office of Greek Life, reports from the Title IX Coordinator, and incident reports from the Office of Campus Safety and Security, with consultation and reports from the Buckhannon Police Department for the period of time, January 1 - December 31, 2023. All policies and procedures are updated annually over the summer, the last update was August 2023.

West Virginia Wesleyan College Overview

West Virginia Wesleyan College (WVWC) is a private, four-year residential liberal arts and sciences college in Buckhannon, West Virginia. A tradition of excellence for more than 130 years, West Virginia Wesleyan is home to 14 Fulbright Scholars. The Princeton Review ranked Wesleyan as one of its 2023 Best Colleges in the Southeastern Region of the United States. U.S. News & World Report's 2022-2023 Best College Rankings designated Wesleyan seventh in Best Value – Regional Universities (South). WVWC offers students more than 50 majors and 40 minors; graduate programs in athletic training, business administration, creative writing, nursing and clinical mental health counseling; 20 NCAA Division II athletic programs; multiple performing arts groups; and more than 50 organizations. Founded in 1890, the College is closely affiliated with the United Methodist Church and abides by the Wesley doctrine that emphasizes service to others.

Mission¹

West Virginia Wesleyan College challenges its students to a life-long commitment to develop their intellectual, ethical, spiritual, and leadership potential and to set and uphold standards of excellence.

¹ [Student Handbook](#)

Firmly rooted in the liberal arts tradition and closely related to The United Methodist Church, the College is a community of learning based on fundamental principles formed at the intersection of Christian faith and liberal education: intellectual rigor, self-discovery, human dignity, mutual support, social justice, self-discipline, mental and physical wellness, the appreciation of diversity and the natural world, and the judicious use of resources.

The College recognizes and affirms its interdependence with the external communities-local, regional, national, and global-and its covenant with the people of West Virginia to share its educational and cultural resources.

West Virginia Wesleyan College prepares its students through its curriculum of arts and sciences, pre-professional, professional, and graduate studies, and its rich campus life program. As a residential institution of higher education, the College aspires to graduate broadly educated individuals who:

- Think critically and creatively,
- Communicate effectively,
- Act responsibly, and
- Demonstrate their local and world citizenship through service.

Community Expectations and Social Responsibility²

West Virginia Wesleyan College is based in the traditions of the United Methodist Church. As a church-affiliated college, West Virginia Wesleyan strives to maintain the highest standards of study and conduct and anticipates that each student will assist in this endeavor.

The College expects high ethical conduct of all students, faculty, and staff members. All community members share the responsibility of maintaining this high level of behavior. When students are admitted to West Virginia Wesleyan College, it is assumed that they are aware of the established College policies and are endowed with a high level of responsibility for their personal behavior, as well as for the College. The West Virginia Wesleyan College Community is committed to fostering a campus environment that is conducive to academic inquiry, productive campus life, and thoughtful study and discourse. A community exists on the basis of shared values and principles. At West Virginia Wesleyan College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, fairness, respect, community and responsibility. When members of the community fail to exemplify these values, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

West Virginia Wesleyan College will not tolerate any form of harassment or intimidation including, but not limited to, sexual, racial, religious, handicap, or age discrimination. Using the telephone, mail, electronic mail or social media to intimidate or interfere with a person's basic rights is also a form of

² [Student Handbook](#)

harassment. Attitudes of condescension, hostility, role-stereotyping, and sexual or racial innuendo weaken the health of the community and are considered harassment as well.

Wesleyan will not tolerate acts of hazing or the exploitation of individuals or groups. At the same time, the College affirms the principle of academic freedom and prohibits discrimination against individuals or groups because they express different points of view. However, the College affirms that freedom of expression does not justify violating human dignity.

Non-Discrimination Statement³

West Virginia Wesleyan College does not discriminate on the basis of race, sex, color, national or ethnic origin, creed, ancestry, marital/family status, veteran status, sexual orientation, gender, gender identity, gender expression, pregnancy, religion, age, disability or blindness, or any other characteristic protected by local, state or federal law, to include Title VI, Title VII, Title IX, Section 504, and the Age Discrimination Act, in the administration of its admission policies, scholarship and loan programs, educational programs, employment, athletic programs, co-curricular activities, or other College administered programs. WVWC's nondiscrimination policies may be accessed at <https://www.wvwc.edu/title-ix/>. For inquiries about the application of these laws in WVWC's programs activities or to file a report, contact the Title IX Coordinator at titleix@wvwc.edu or 304-621-1316.

LGBTQIA+ Statement⁴

West Virginia Wesleyan College is committed to providing a safe, supportive and nondiscriminatory learning and living environment for students, faculty, staff and campus guests. WVWC strives to create and sustain a campus environment that supports and values all members of the campus community regardless of their sexual orientation or gender identity, as full participants in the campus community. To affirm these beliefs WVWC will:

- Foster an educational environment that is safe, welcoming and free from stigma and discrimination for all students, regardless of gender identity or expression.
- Ensure that the responsibility for determining individual gender identity rests solely with the individual.
- Provide WVWC campus community members and guests with the use of facilities that correspond with their gender identity, not their gender assignment at birth or on their birth certificate.
- Provide gender-inclusive housing that provides a safe and inclusive housing opportunity for students that identify as transgender or gender non-conforming. This housing option is available to all WVWC students with room assignments made based on availability and date of housing deposit.
- Provide safe, accessible and convenient bathroom/restroom/locker room facilities that correspond to a person's gender identity or facilities designated as gender-neutral or gender-inclusive.

³ [Student Handbook](#)

⁴ [Student Handbook](#)

Campus Geography

The campus of West Virginia Wesleyan College is situated in the small town of Buckhannon, WV on 110 acres located along the Buckhannon River.



On-Campus Facilities

Facilities included in the On-Campus Clery Geography designation include all non-residential buildings and facilities on the campus proper. This includes Reemsnyder Research Center, Virginia Thomas Law Center for the Creative Arts, Wesley Chapel/Martin Religious Center, Annie Merner Pfeiffer Library, Benedum Campus Center/French See Dining Center, Lynch-Raine Administration Building, Haymond Hall, Loar Hall of Music, Christopher Hall of Science, Rockefeller Center, Middleton Hall, Ross Field, Hank Ellis Field, Culpepper Field, Culpepper Stadium, Erickson Alumni Center, English Annex, O'Roark Nordstrom Welcome Center, and the Tennis Courts.

Additionally, West Virginia Wesleyan College has eight residence halls, twelve campus-owned houses utilized for student housing, and one additional house utilized for graduate assistant student housing. The residence halls include Dunn Hall, Agnes Howard Hall, McCuskey Hall, Doney Hall, Fleming Hall, Jenkins Hall, Benedum Hall, and Holloway Hall.

Public Property

The campus of West Virginia Wesleyan College has four public streets that border or intersect the campus proper. These streets are Camden Avenue, Meade Street, Lumber Street, and College Avenue. Additionally, a portion of campus directly borders the Buckhannon River.

Noncampus Buildings and Property

West Virginia Wesleyan College recognizes five fraternity chapters that own and control a residential property. These organizations and building locations include:

- Alpha Sigma Phi: 83 S. Kanawha Street
- Theta Xi: 87 S. Kanawha Street
- Chi Phi: 91 S. Kanawha Street
- Theta Chi: 74 College Avenue
- Kappa Alpha: 90 College Avenue

Office of Campus Safety and Security

West Virginia Wesleyan College's Campus Safety and Security program is dedicated to ensuring a secure and safe living environment for the college community and its visitors. It aims to educate students, faculty, and staff on maintaining safety on campus. The college has its own Campus Safety and Security force, comprising full and part-time professional security officers and trained student officers. Wesleyan Campus Safety and Security have enforcement jurisdiction for on-campus properties only.

Wesleyan security officers do not have police authority or the authority to make arrests and do not carry weapons. Wesleyan security officers do cooperate fully with local law enforcement agencies in response to on and off campus incidents.

The Campus Safety and Security Office operates 24/7 and can be reached at 304-473-8011. Calls made when the office is unattended are forwarded directly to the on-duty officer's walkie-talkie and the college's two primary emergency phones. For in-person assistance, the Security Office is located in the Administration Building's basement.

Security Officer Responsibilities Include:

- Monitoring and securing campus buildings, parking areas, and walkways.
- Deterrence of campus crime through regular patrols.
- Enforcement of college policies.
- Investigation and documentation of policy violations.
- Cooperation with residence life staff to ensure a secure environment.
- Traffic regulation and escort services upon request.
- Compilation of crime statistics from incident logs, residence hall reports, and police data for annual crime reporting.
- Partnership with local police for crime prevention, investigations, and safety education.

- Educating the college community—including students, faculty, and staff—on security practices and procedures is a priority. This education focuses on personal safety and the safety of others and is achieved through collaboration with residence life staff. Key methods include informative signage and campus-wide emails.

Relationship with Local Law Enforcement

West Virginia Wesleyan College and the Office of Campus Safety and Security have a strong partnership with the Buckhannon Police Department and other partners. Through regular communication and collaboration, robust and nuanced response strategies that are tailored to our unique campus environment have been developed. West Virginia Wesleyan College has Memoranda of Understanding with the Buckhannon Police Department and the Upshur County Sheriff's Office.

The Buckhannon Police Department, Buckhannon Fire Department, and representatives from West Virginia Wesleyan College have participated together in table-top discussions and exercises, which have been instrumental in refining our emergency response plans and strengthening our relationships with local agencies. This has also allowed local agencies to become familiar with our campus layout and aligned on response protocols, thereby enhancing our collective ability to act swiftly and effectively in a crisis.

The Office of Campus Safety and Security cooperates fully with local and state law enforcement authorities for any related investigations, providing assistance where available. Law enforcement authorities routinely contact the Office of Campus Safety and Security prior to serving summons, requesting interviews, or conducting other police business with students. Additionally, authorities contact College officials to gain entry to residence halls, where they are escorted by Safety and Security or Residential Life staff. However, student conduct records are confidential and will only be released to a valid subpoena from the court.⁵

Off-campus conduct is subject to college judicial action. Police reports and written documentations are regularly cross-referenced for appropriate follow-up of off-campus behavior.

The Office of Campus Safety and Security makes every effort to collect crime statistics for all Clery Act crimes committed in applicable geographic locations from all law enforcement agencies with jurisdiction of the College. Crime statistics are requested annually, in writing, from the Buckhannon Police Department, Upshur County Sheriff's Office, and the West Virginia State Police for inclusion in the Annual Security Report. The Buckhannon Police Department consistently responds to these requests.

Access to and Security of Campus and Buildings

Campus buildings adhere to a predetermined locking schedule to ensure security.

- Residence halls are locked at all times, with entry available to residents of their specific residence hall only, via door swipe cards.

⁵ [Student Handbook](#)

- Most roof access points are locked and secured. Physical Plant and Security are the only entities with keys to access. The Residence Hall Accommodations and Policy Agreement⁶ states that “students may not be present on any residence hall roof or porch located above the first floor. Presence on these areas will result in disciplinary action. Screens may not be removed from windows.”
- Residence Life Staff conducts patrols of all residence halls from Sunday to Thursday until 11:00 pm and until 1:00 a.m. on Fridays and Saturdays.
- Visitors are required to be escorted in residence halls.
- Physical Plant staff are credentialed for building access and are supervised. Physical Plant staff utilize card swipes and keys issued to them by Physical Plant supervisors for access to buildings and rooms across campus. Physical Plant staff typically work in pairs when entering buildings or residence hall rooms. The Physical Plant staff radio to the main office when entering a student room, with main office staff documenting the entry.
- When required to enter residence hall buildings, IT staff utilize body cams to document their time in private space.
- Non-residential buildings are secured at 10:00 PM, except for scheduled events, and reopened at 6:00 AM. Locking schedules during the summer and vacation periods vary. Buildings and spaces with 24-hour access are secured utilizing swipe card access, which is limited to campus community members.
- Security personnel conduct rounds of high-traffic non-residential buildings multiple times a day to monitor the safety and security of those spaces. Additionally, every floor of non-residential buildings is walked prior to locking the building each evening.
- Video surveillance of public areas for security purposes is conducted in accordance with all existing college policies. The full video surveillance policy is available in the Student Handbook.

Monitoring and Reporting of Criminal Activity

West Virginia Wesleyan College works closely with the Buckhannon Police Department and Office of Emergency Management to monitor crime and police reports that occur on campus and at noncampus locations. In the event that the 911 Communication Center is contacted and units are dispatched, regardless of reason (crime, fire, health emergency, general emergency, etc.), a small emergency response team on campus is also notified by text message of the emergency. These alerts contain the address of the emergency as well as basic information regarding the reason for unit dispatch. The campus officials that receive this communication include the Director of Campus Safety and Security, Vice President for Student Affairs, Dean of Students, and Vice President for Enrollment and Marketing. This process allows campus officials to be aware of emergencies and crimes that are reported on the campus of West Virginia Wesleyan College as well as our noncampus Greek Life house locations.

Reporting a Crime

By reporting alleged crimes and other suspicious circumstances, the alleged crime or suspicious circumstances will be included in the Security Office’s daily logs, the daily report of crimes or suspicious

⁶ [Residence Hall Accommodations and Policy Agreement](#)

incidents and, if appropriate, in the Annual Security and Fire Safety Report. Additionally, if necessary, the College will be able to issue timely and appropriate warnings alerting the campus community to dangerous situations.

Campus Security Authorities (defined below) at the College have a duty to provide the College's Office of Security with information regarding certain crimes when they are reported to them. All personally identifiable information is kept confidential in daily crime logs and the Annual Security Report, but statistical information regarding Clery reportable crimes must be shared by Campus Security Authorities, including the date and location of the incident and information about the reported crime to allow for proper classification. This report provides the College community with information about the extent and nature of crime on the College's campus and helps ensure greater community safety.

Accurate and Timely Reporting of Criminal Offenses

Any criminal activity should be immediately reported to the West Virginia Wesleyan Security Office at 304-473-8011. In critical incidents requiring assistance from first responders, the Upshur County E-911 Center should also be notified by calling 911. This office will dispatch the proper authorities to the scene whether it be the police, medical personnel or fire department. After contacting 911, the West Virginia Wesleyan Security Office should also be notified, at 304-473-8011. When a potentially dangerous threat to the College community arises involving a serious crime as defined by the Clery Act, a timely warning may be issued by the College to the community.

Dating and domestic violence, sexual assault, stalking, and related crimes can be made via email, phone or in person at the contact information below, or via the reporting form found at www.wvwc.edu/titleix.

- Title IX Coordinator: Amy Kittle
 - 304-621-1316 / titleix@wvwc.edu
 - Location: Student Development Suite, Benedum Campus Center
- Deputy Title IX Coordinator / Dean of Students: Alisa Lively
 - 304-473-8431 / lively_a@wvwc.edu
- Deputy Title IX Coordinator / Director of Human Resources: Vickie Crowder
 - 304-473-8032 / crowder_v@wvwc.edu
- Deputy Title IX Coordinator/ Director of Athletics Compliance: Jackie Hinton
 - 304-473-8507 / hinton.j@wvwc.edu
- Deputy Title IX Coordinator / Provost: Dr. Lynn Linder
 - 304-473-8042 / linder_l@wvwc.edu
- Campus Security
 - 304-473-8011 / Administration Building Basement

Campus Security Authorities

The Clery Act requires colleges and universities receiving federal funds to report statistics concerning the occurrence of certain criminal offenses reported to the Office of Security or any official of the institution who is defined as a Campus Security Authority (CSA).

All West Virginia Wesleyan employees that are responsible employees⁷ (defined as those employees in a leadership or supervisory position or who have significant responsibility for the welfare of students or employees. Responsible Employees include faculty, staff, coaches, directors, resident assistants, and advisors) will also be designated as Campus Security Authorities. These designated individuals have significant responsibility for student and campus activities, and as such are trained by West Virginia Wesleyan College to report crimes to the Office of Campus Security.

Exceptions to reporting crimes exist for licensed psychologists, members of the clergy and attorneys who serve the College in that capacity. West Virginia Wesleyan College does not have a specific policy or procedure regarding when these individuals should inform students they are serving of crime reporting procedures. Instead, this occurs when and if the counselor, attorney, or member of clergy deems appropriate.

For non-emergencies and incidents that are not criminal in nature, students, employees and guests should contact the Office of Campus Security at the above listed number. These non-emergency issues may also be reported in person to the Office of Campus Security located in the basement of the Administration building, and to the Office of Campus Life located in the Student Development Suite of the Benedum Center for Campus Life.

Assistance in Notifying Law Enforcement

If a student, employee or guest is unable or should need help in reporting a criminal incident/activity to the appropriate authorities, they may seek the assistance of the Office of Campus Security. A member of the Security Department will relay the information provided to the Upshur County E-911 Center to dispatch the proper authorities to respond to the incident. The Office of Campus Security will report Title IX related offenses to the Title IX Coordinator.

Confidential Reporting⁸

Some Employees or offices are available to provide individuals with assistance, support, and additional information without reporting to the Title IX Coordinator. Although not required to report to the Title IX Coordinator, all confidential employees will provide information about the Title IX Coordinator and how to make a report of Prohibited Conduct to Complainants. Confidential Employees are generally prohibited from disclosing confidential information unless:

- they given permission by the person who disclosed the information;
- there is an imminent threat of harm to self or others;
- the conduct involves suspected abuse of a minor under the age of 18; or,
- as otherwise required or permitted by law or court order.

The following WVWC resources can provide counseling, information, and support in a confidential setting:

⁷ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

⁸ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

College Counselor: Shauna Jones
Barnhart Health Center: (304) 473-8803
Email: counseling@wvwc.edu

College Chaplain: Jonathan Accord
Martin Religious Center, Room 201: (304) 473-8372
Email: accord.j@wvwc.edu

Director of the Center for Cultural and International Affairs: Laurie Goux
Benedum Campus Center, 2nd Floor: (304) 473-8163
Email: goux.l@wvwc.edu

Associate Professor of Religious Students: Debra Dean Murphy
Martin Religious Center, Room 305: (304) 473-8362
Email: murphy_d@wvwc.edu

Community Care of West Virginia: School Based Health Center
Wesleyan's Barnhart Health Center
304-517-3774

The providers at Community Care of West Virginia can provide treatment for injuries and for potential exposure to sexually transmitted diseases. They also provide emergency contraception and other health services. They can assist in preserving evidence or documenting any injuries, including by locating and engaging a Sexual Assault Nurse Examiner, who is specifically trained to collect evidence. Taking these steps promptly after an incident of sexual assault can be very helpful in later criminal proceedings and/or in seeking a protective order. Professionals at Community Care West Virginia are obligated to maintain confidentiality and not report an individual's identity to WVWC. Under West Virginia law, a medical provider may be required to notify law enforcement of a reported sexual assault involving minors and/or weapons. The individual, however, may decline to speak with a law enforcement officer or participate in a criminal prosecution

Some Confidential Resources may be required to report non-identifying information to the Director of Security for Clery Act crime reporting purposes and may be required to release certain information under legal action or a court order. Please clarify the scope of confidentiality with the Confidential Employee before disclosing information to them.

Voluntary, Anonymous Reporting

West Virginia Wesleyan College encourages anyone who is the victim of a crime or witnesses any crime to promptly report the incident to the police, Security, Title IX Coordinator, or a Campus Security Authority (CSA) (*see Mandatory Crime Reports Policy*).

Individuals, however, may anonymously report crimes and/or violations of the College's administrative policies, procedures or rules. Anonymous reports may be filed pursuant to one of the following methods:

- Call the Campus Conduct Hotline at 1-866-943-5787.
- Leave a private anonymous voice message for the Director of Security or a Campus Security Authority.
- Mail an anonymous letter to the Director of Security or any Campus Security Authority at 59 College Avenue, Buckhannon, WV 26201.
- File an incident report online at <https://wwwc.guardianconduct.com/incident-reporting/new>.

This encouragement is done to maintain and enhance the safety and security of the entire West Virginia Wesleyan campus and the surrounding community. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. With the exception of reports made to College counselors and pastors, reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Anonymous Reporting to Law Enforcement

Any member of the West Virginia Wesleyan College community who has experienced or witnessed an incident of Discrimination, Harassment, or Title IX Sexual Harassment can also decide to report the alleged incident anonymously to law enforcement. Law enforcement will record the date and time of the alleged assault, the mode of operation of the assailant, and any description of the assailant given. If the assailant's name is reported, it will be recorded. In addition, law enforcement stores the information in the event a pattern of crimes by the assailant is detected. The purpose of an anonymous confidential report is to comply with the Reported Victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the Reported Victim and others. Anonymous reports to law enforcement do not relieve Responsible Employees or Officials with Authority of their reporting duties under Title IX.

Mandatory Crime Reporters

There are two federal laws that establish responsibilities for employees of colleges and universities to report certain types of crimes and incidents: the Clery Act and Title IX. Pursuant to these laws, certain employees at West Virginia Wesleyan College are required to report applicable criminal incidents to the Office of Security and/or the College Title IX Coordinator or Deputy Coordinator. In addition, College policy mandates that all employees, College volunteers and third-party vendors report incidents of child abuse and neglect to the Title IX Coordinator. Moreover, West Virginia law ([WV Code §49-2-803](#)) requires certain employees to report incidents of child abuse and neglect to West Virginia's Centralized Intake for Abuse and Neglect in. The guidelines below identify which employees are obligated to make a mandatory report to the appropriate College authority (and law enforcement, if applicable) and what types of crimes or incidents must be reported.

Discrimination, Harassment, and Title IX Sexual Harassment Reporting ⁹

Under Title IX, the College is required to take immediate and corrective action if a responsible employee knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment.

College employees with supervisory and leadership responsibilities on campus are considered “responsible employees¹⁰.” This includes, but is not limited to, faculty, supervisors, academic staff, advisers, coaches, administrators, Resident Assistants and other employees with a responsibility for student welfare. The College requires that all responsible employees share a report of alleged sexual misconduct violations with the Title IX Coordinator so the College can respond appropriately to end the conduct, prevent its recurrence and remedy its effects.

Officials with Authority are also required to report all incidents of Discrimination, Harassment, and Title IX Sexual Harassment to the Title IX Coordinator. An Official with Authority is an official of West Virginia Wesleyan College with the authority to institute corrective action on behalf of West Virginia Wesleyan College and notice to whom causes WVWC to respond to Title IX Sexual Harassment. Officials with Authority include the following: Title IX Coordinator, Title IX Deputy Coordinators, President, Vice Presidents, Cabinet Members, Directors, and Dean of Students.

Child Abuse and Neglect

As set forth in the College’s Policy on the Protection of Minors¹¹, all employees at the College, as well as student employees over the age of 18, camp counselors and program leaders, and College volunteers and third-party vendors who witness or suspect an incident of child abuse are obligated to make a report utilizing the following procedures:

1. Under West Virginia Law (WV Code §49-2-803), certain persons are required to directly report incidents or suspicions of child abuse or neglect to the West Virginia’s Department of Health and Human Resources Centralized Intake for Abuse and Neglect (see contact information below) immediately and not more than 48 hours after suspecting the abuse or neglect. These persons include: any medical, dental or mental health professional, Christian Science practitioner, religious healer, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law enforcement official, humane officer, member of the clergy, circuit court judge, family court judge, employee of the division of the Division of Juvenile Services, magistrate, youth camp administrator or counselor, employee, coach or volunteer to an entity that provides organized activities for children, or commercial film or photographic print processor.
2. In any case where an employee, student employees over the age of 18, camp counselors and program leaders, College volunteers or third-party vendors believes that a child has suffered

⁹ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

¹⁰ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

¹¹ [Policy on Protection of Minors](#)

serious physical abuse, sexual abuse or sexual assault, the individual must also immediately report (no more than 48 hours after suspecting the abuse or neglect) the incident to the State Police and City Police.

3. In addition to the above, individuals covered by this policy are also expected to immediately report an incident of child abuse or neglect to the Office of Campus Safety and Security immediately at 304-473-8011.

West Virginia Department of Health and Human Resources Centralized Intake for Abuse and Neglect

1-800-352-6513

Upshur County DHHR Office

33 Southfork Plaza Drive
Buckhannon, West Virginia 26241

Phone: 304-473-4714

Fax: 304-472-0630

Hours: 8:30 a.m. to 5:00 p.m. - Monday through Friday

Immediate Assistance and Resources

It is the College's goal to empower individuals who believe they have experienced an incident of violence, which includes dating and domestic violence, sexual assault, and stalking to seek help and access the resources most helpful to them. Whether reported to the Title IX Coordinator, Campus Security, or a Confidential employee, people who have experienced Dating Violence, Domestic Violence, Sexual Assault, or Stalking will be provided a written brochure¹² that provides information about available supportive measures, how to report, and how to engage law enforcement. For more information about Support Measures, please refer to the Supportive Measures Section of the ASR. Various campus and community advocates, counselors, and emergency first responders are available to offer assistance in this regard. Moreover, seeking assistance and advice promptly from one of these resources may also be important to ensure one's physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the College and/or law enforcement in responding effectively. Assistance is available 24 hours a day, 7 days a week.

Get to a Safe Place

First and foremost, an individual who is the victim of violence or Sexual Assault (non-consensual sexual contact or non-consensual sexual intercourse), Domestic Violence, Dating Violence, Stalking or other violent actions is urged to get to a safe place away from the perpetrator or from any other potential danger as soon as possible. Individuals on campus who are not in a safe place should contact Safety and Security at 304-473-8011, 24 hours a day, utilize an emergency phone, or Local Law Enforcement at 911 immediately (24 hours).

Individuals off campus should contact Local Law Enforcement at 911 immediately.

¹² [VAWA Brochure](#)

Emergency Phones

Four emergency phones are strategically placed around campus and provide direct access to the Campus Safety and Security Office. If the office is unattended, calls are routed to the on-duty officer.

Emergency phones can be found in the following campus locations:

- Camden-Randolph Parking Lot
- Chapel Oval side of Holloway Hall
- College-Avenue side of the Annie Merner Pfeiffer Library
- Behind Doney Hall

Seek Medical Care

Whether a member of the College community who has experienced an incident of violence, Sexual Assault (non-consensual sexual contact and non-consensual sexual intercourse), Domestic Violence, Dating Violence, or other violent actions elects to report the incident or not, it is important that medical attention be sought as soon as possible. This will allow the individual to get care for any injuries that may have resulted from the assault, receive medications in order to prevent sexually transmitted infections in the event of a Sexual Assault and to properly collect and preserve evidence, if the patient consents to do so. A medical examination within 96 hours is critical in preserving evidence of Sexual Assault and proving a criminal or civil case against a perpetrator.

During regular business hours, students or community members may visit the Community Care of West Virginia Health Clinic on the campus of West Virginia Wesleyan College for a SANE exam. Outside of regular business hours, individuals are directed to visit J.W. Ruby Memorial Hospital in Morgantown, WV.

Preserve Evidence

Collecting evidence does not obligate an individual to any particular course of action but can assist law enforcement should a protective order or criminal charges ultimately be pursued. For evidence collection purposes, it is important that, if possible, victims do not shower, bathe, wash, comb their hair, use the toilet, smoke, brush their teeth, eat or drink, or wash clothes, sheets, blankets or other items. Anything of evidentiary value should be placed in a paper bag (plastic bags are discouraged). In addition, victims are urged to photograph visible injuries. Pictures of injuries should be taken in both close-up and wide-angle. A credit card, coin or dollar bill should be used in the pictures for reference of size. Digital photographs, relevant text or electronic message communications should be saved to include a time stamp of the photograph or communication if possible.

Emergency Reporting, Notification, Response, and Evacuation

Reporting an Emergency¹³

Minor Emergency

Any incident, potential or actual, which will not seriously affect the overall function of the College. If these incidents occur, community members should contact Campus Safety and Security at 304-473-8011.

¹³ [Critical Incident Response Plan](#)

Major Emergency

Any incident, potential or actual, which affects an entire building or any event which seriously impairs the overall function of the College. In some cases, mass personnel casualties and severe property damage may occur. In cases of major emergencies, the first step is to contact 911, followed by notifying the Campus Safety and Security department. Campus Safety and Security can be reached by calling (304) 473-8011 or activating any emergency phone on campus.

In the event of an emergency, the President, or designee, will declare an emergency, an Emergency Response Center will be activated, and the Critical Incident Response Team will be called in to activate appropriate steps to limit damages and coordinate with appropriate campus community members.

Emergency Notification¹⁴

West Virginia Wesleyan College will use Omnilert, EMO, and email communications for swift notifications during emergencies. Our institution utilizes the Omnilert platform, a widely adopted emergency notification system among colleges and universities, to enable swift activation in response to critical incidents. This system does not require campus community members to sign up, facilitating widespread and immediate alert dissemination. In addition to Omnilert, additional communication can occur through EMO or our Wesleyan email system. These email systems do not require campus community members to sign up.

Authorities will issue these notifications promptly and without delay, taking into account the safety of the community, unless issuing a notification will compromise efforts to assist the victim or contain, mitigate, or respond to the emergency.

The Emergency Director (President or designee) and the Emergency Coordinator (Director of Campus Safety) are responsible for assessing and confirming emergencies, initiating notifications, and coordinating response efforts. An emergency is confirmed through communication with local emergency response agencies and Wesleyan Security staff. Any time 911 is called regarding an emergency of any kind occurring on the campus of West Virginia Wesleyan College, the 911 Communication Center notifies campus authorities immediately via text message. A security officer is then dispatched to the location. These two functions allow for confirmation of the emergency. Once an emergency has been confirmed, the Emergency Director or Emergency Coordinator initiates the sending of the emergency notification.

The Emergency Director (and all possible designees) and Emergency Coordinator are provided FirstNet cell phones, which provide cellular service in cases of extreme emergencies and cellular disruption. These phones are loaded with the Omnilert app, allowing for timely access to the emergency notification system.

The notifications are sent campus-wide and are not segmented to specific campus populations. The Communications Director will oversee and disseminate all information, with the exception of Omnilert emergency responses to active shooter and chemical threats, which necessitate immediate actions for

¹⁴ [Critical Incident Response Plan](#)

safety and shelter-in-place procedures. Template messages for all major types of emergencies are pre-written and loaded into Omnilert to reduce the time needed to develop the content of the notification. The templates can be edited by the Communications Director or designee to include incident-specific information. These edits either occur directly in the Omnilert system or in a shared Google document, which is then uploaded into the Omnilert system.

Critical Incident Response Plan¹⁵

Critical Incident Response Team

The Critical Incident Response Team (CIRT) is the group of individuals tasked with managing an emergency or disaster when an emergency reaches a level that cannot be controlled through normal operational procedures. The President or designee can declare an emergency and implement the Critical Incident Response team to restore normal operations. The members of the CIRT are as follows: The President or Designee may invite others as needed.

Emergency Director

Emergency operations shall be directed by the President or designee with the Emergency Coordinator. In the President's absence, the following line of succession will be enacted until the President can manage the incident.

1. President - James Moore
2. Vice President of Student Development – Alison Whitehair
3. Vice President of Academic Affairs – Lynn Linder

Due to travel and off campus responsibilities, the President will make announcements who will be the emergency director designee at the weekly cabinet meeting if 2 and 3 are not available.

Responsibilities:

- Direct comprehensive response to the emergency.
- Works with Campus Security and others in assessing the emergency and preparing the College's response.
- Notifies and conducts liaison activities with the administration and other public entities.
- Coordinates with the Vice President for Enrollment Management on all messaging to campus and the public.
- Declares and ends, when appropriate, a state of campus emergency.

Emergency Coordinator

The operational control of efforts on the ground to address an emergency or disaster shall be the responsibility of the Emergency Coordinator. The Coordinator will be in consultation with the President or person directing the overall response.

- The Director of Campus Safety - John Bohman
 - Coordinate major emergencies – Police, Fire, Natural disasters, etc.
- The Director of Physical Plant - Stan White

¹⁵ [Critical Incident Response Plan](#)

- Coordinates for a response to gas outages, water leaks, no power, and other infrastructure failure
- The Director of Information Technology - Neil Roth
 - Coordinate all cyber threats in consultation with EIIA.

Responsibilities:

- Coordinates a comprehensive response to the emergency at the scene.
- Maintains Emergency Command Post in a state of constant readiness. (Director of Security)
- Initiates contact with the President and the CIRT team to begin assessment of the issue of concern.
- Notifies and utilizes police and, if necessary, uses various staff to maintain safety and order.
- Notifies the building coordinators and advises them of the nature of the emergency. (Director of Security)
- Notifies and conducts liaison activities with outside organizations such as fire, police, EMS, etc.
- Oversees the preparation of a report to the President summarizing the management of the emergency.
- Maintains MOU's and revisit reciprocal agreement with outside partners/stakeholders with President's approval.
- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricade
- set-up, damage assessment, debris clearance, emergency repairs, and equipment protection. (Physical Plant)
- Provides vehicles, equipment, and operators for moving personnel and supplies. (Security and Physical Plant)
- Obtains the assistance of utility companies as needed. (Physical Plant)
- Furnishes emergency power and lighting systems. (Physical Plant)
- Surveys habitable space in case essential services must be relocated. (IT, Physical Plant, Security)
- Provides for storage of vital records at an alternate site; coordinates with building coordinators for support. (IT, Physical Plant, Security)

Communications Coordinator

Vice President for Enrollment Management & Marketing Officer or designee - John Waltz

- Coordinates messaging to faculty, staff, and students using text messaging, email, etc.
- Liaison with the news media for dissemination of information as directed by the President.
- Establishes liaison with local radio and TV services for public announcements.
- Advises the President or designee of all news reports concerning the extent of the emergency.
- Prepares news releases for approval and releases the same to the media.
- Communications best practices on page (6) to assist with messaging and dissemination of information.

Campus Safety and Security

Director, Assistant Director, Officer on Duty, or designee - John Bohman or James Brown

- Notifies Director of Campus Safety of emergencies.

- Monitors campus emergency warning and evacuation systems
- Takes steps necessary to protect life and property and to safeguard vital records
- Summoning external law enforcement, EMS, and fire protection personnel if needed.
- Obtains assistance from the city, county, and federal government for radio monitoring and first aid as required.
- Traffic and access control, perimeter and internal security patrols, and fire prevention services as needed.
- Maintains liaison with the emergency coordinator or designee for telecommunications support.

Student Development and Residence Life Operations

Vice President of Student Development – Alison Whitehair or Dean of Students – Alisa Lively

- Maintains emergency operations for the residence halls.
- Coordinates efforts of Housing staff
- Maintains contact with Food Service and Custodial Services operations.
- Maintains contact with student support services (i.e., Health Service, Counseling, Chapel)
- Coordinates needed services with other Student Development personnel.
- Identifies need for external health services and Liaison for Community Care of WV.

Evacuation Coordinator

Dean of Students/Director of HR – Alisa Lively and Vickie Crowder

Certain disasters will require relocation whether it's temporary or for an extended time due to an incident for the protection of community members and to allow assigned responders to mitigate and prepare for a return to normal operations.

- Ready a list of alternate sights to relocate offices, dorm rooms, and multiply individuals based upon the type of Incident. Will make a recommendation to the emergency director of where to relocate individuals if needed.
- Work with the communications coordinator to send notification once the Emergency Director issues the
- evacuation order. (Applies to the more serious incidents - look at flow chart of each disaster)
- Assess and meet the basic needs of those at the evacuation areas.
- Building coordinators will have training and are able to assist the Evacuation Coordinators at the evacuation sights.

Information Technology

Director of Information Technology or IT staff designee - Neil Roth and/or Jonathon Andrews

- Conducts risk analysis on a regular basis to protect the colleges infrastructure
- Will be the emergency coordinator on all cyber-attacks and will advise the president of next steps
- Due to sensitive security issues most of the plan will live outside of this document to protect the integrity of our IT operations.

Athletic Department

Director of Athletics – Rae Emrick and Jackie Hinton

- Maintains emergency operations readiness for athletic events through the game administrator.
- Coordinates efforts of coaching and support staff of the athletic department throughout an emergency.
- Liaison between Wesleyan and the MEC conference

**CIRT members should have the capability to be in constant communication with each other and with the Emergency Command Post.*

Support Roles to the Critical Incident Response Team

Scribe for the Emergency Operation Center: - Leah Ripley

Purpose: To document all actions, decisions, communications, and events that occur during an emergency to ensure accurate and detailed records are maintained for post-incident analysis, legal purposes, and continuous improvement of emergency response protocols.

Responsibilities: The Scribe for the EOC is responsible for the accurate and timely documentation of all relevant information during an emergency. Specific responsibilities include:

- Documentation:
 - Project the google sheet document on the wall for all that are working in the Emergency Operations Center to see and review in real time. This will assist the leadership team with decision making as the emergency unfolds.
 - Record all actions, decisions, and communications made by the EOC staff.
 - Note the time and date of each recorded entry.
 - Ensure that all entries are clear, concise, and factual.
- Communication Logs:
 - Maintain a log of all incoming and outgoing communications, including phone calls, radio transmissions, emails, and other forms of communication.
 - Include the name of the person communicating, their role or affiliation, and the content of the communication.
- Incident Tracking:
 - Document the progression of the incident, including key events, changes in the situation, and updates on response efforts.
 - Track resources deployed, actions taken, and outcomes achieved.
- Coordination with EOC Staff:
 - Work closely with the EOC Manager and other staff to ensure that all critical information is captured.
 - Clarify any unclear information or instructions with the relevant personnel.
- Reports and Briefings:
 - Prepare summaries and reports for briefings and updates as required by the EOC Manager.
 - Assist in the preparation of after-action reports and other post-incident documentation.
 - Preserve all notes for an after-action review with the CIRT team and General Counsel of the college.

Chemical and Bio Hygiene Coordinator: Joanna Webb or Thomas Wood (fall 2024)

- Reports to the Vice President of Academic Affairs – Lynn Linder
- Maintains open communication with Damage Control regarding status of hazardous chemicals on campus.
- Responds to all fires on campus to assist the fire department with mitigation strategies to extinguish the fire
- Hygiene plan in the appendix of this document

Building Coordinators:

The Vice President of Academic Affairs, Vice President for Student Development, and Director of Security Appoint a specific person as Building/Facility Coordinator for activities under their control. Such persons may have the following general responsibilities prior to and during any emergency:

- Emergency Preparedness for Building Coordinators
 - Building evacuation information may be distributed to all employees with follow-up discussions and explanation.
 - Time may be allowed for training employees in emergency techniques such as fire extinguisher usage, Stop the Bleed, Narcan, first aid, CPR, and building evacuation procedures.
- Emergency Situations
 - Inform all employees under their direction of the emergency condition.
 - Evaluate the impact the emergency has on their activity and take appropriate action. This may include ceasing operations and initiating building evacuation.
 - Maintain emergency communications with CIRT Team members from their own locations. Will directly communicate with the Director of HR of situational conditions at their location and receive updates of next steps under the emergency condition.

Faculty Chairs and Staff Supervisors:

Each faculty member and staff supervisor may have the responsibility to:

- Inform students and/or employees concerning emergency procedures, e.g., evacuation procedures for their building and/or activity at the beginning of each semester.
- Survey and evaluate their assigned building facility or activity and determine the impact an emergency may have on their facility. Report all safety hazards to the Physical Plant and Campus Safety office.
- Important: Advise all students, staff, and faculty to follow building evacuation procedures, e.g., reporting to a designated campus assembly area outside the building where a head count can be taken.

Emergency Operations Center

West Virginia Wesleyan College has identified two on-campus Emergency Operations Centers (EOC). In the event that an EOC is activated, the center must be staffed 24/7 until the situation is resolved.

Both locations will be equipped with an emergency response kit that includes the following:

- Hand-held radios

- Floor plans for all buildings
- The scribe will provide the following information:
 - Critical Incident Response Team (CIRT) Members
 - Building Coordinators and Resident Directors
 - Local Emergency Services
- A campus master key (Already issued to Emergency Director and Designee)

The Emergency Operation Center Location: (Emergency Director will choose one of the following based upon safety concerns and the needs of managing the issue of concern to a return to normal operations.)

- In Person - The Security office of the Administration Building. This location has been chosen because it has immediate access to campus security cameras, identification photos, maps of the campus, and there is access to a telephone and computers.
- Virtual - As a second option, the President or Designee may decide to host the Emergency Operations Center on a Virtual platform to allow for maximum safety and the ability of team members to meet basic needs of the campus while in the field if deemed safe and necessary.
- The Secondary Location for the Emergency Response Center: is the Erickson Alumni Center. Depending on the circumstances surrounding the emergency, operations may need to be conducted in a more isolated location than in the heart of campus. If this location is the EOC, media will be directed to a secure location on campus that will be determined by the communication coordinator or designated appointee.

Drills & Exercises, Publicizing, and Evacuation Procedures¹⁶

West Virginia Wesleyan College conducts regular drills and exercises, both announced and unannounced, to ensure the preparedness of our community in the event of an emergency. Our approach includes the following procedures:

1. Annual Scheduling of Drills and Exercises:

- a. **Purpose:** To assess and evaluate the effectiveness of our emergency plans and capabilities.
- b. **Process:** Each year, we schedule a series of drills and exercises that simulate various emergency scenarios. These activities are planned to cover different types of emergencies as outlined in our Critical Incident Response Manual.
- c. **Community Collaboration:** We collaborate with our community partners, including local law enforcement, fire departments, and other emergency services, to assist in planning and debriefing these drills and exercises. This includes joint drills and table talk discussions to ensure a coordinated and comprehensive response. Notably, we conduct fire drills every July with the local fire department, gaining their professional feedback to enhance our readiness of all non-residential buildings, while we will conduct residential buildings once each semester.
- d. **Follow-through Activities:** After each drill or exercise, an assessment is conducted to evaluate our response and identify areas for improvement. These may include debriefing sessions with participants and reviewing feedback to enhance our emergency plans.

¹⁶ [Critical Incident Response Plan](#)

- e. **Overall Response Plan Review:** Our Critical Incident Response Team (CIRT) leadership reviews the overall response plans every June and December, or as needed following a debriefing session after a critical incident.
- 2. **Publicizing Emergency Response and Evacuation Procedures:**
 - a. **Purpose:** To ensure that all members of the college community are informed about the emergency response and evacuation procedures.
 - b. **Process:** Prior to conducting each drill or exercise, we publicize the emergency response and evacuation procedures through multiple channels, including emails and EMO campus bulletin system. This ensures that everyone is aware of the procedures and knows what to expect during the test.
 - c. **Documentation:** For every test conducted, we document the following details:
 - **Description of the Exercise:** A brief overview of the drill or exercise scenario.
 - **Date and Time:** The specific date and time when the drill or exercise took place.
 - **Announcement Status:** Indication of whether the exercise was announced or unannounced.
- 3. **Evacuation Procedures:**
 - a. **Alarm Activation:** In the event of an emergency requiring evacuation, an alarm will sound.
 - b. **Exit Routes:** Leave immediately by the nearest exit to leave the building quickly and safely.
 - c. **Assist Others:** Help individuals with disabilities or those who need assistance evacuating.
 - d. **Do Not Use Elevators:** Use stairways instead of elevators during an evacuation.
 - e. **Designated Assembly Area:** Proceed in an orderly manner to the assembly area directed by officials and await further instructions from emergency personnel.
 - f. **Remain outside and Calm:** Stay outside until the all-clear is given by the building coordinator or security. Follow the directions of emergency personnel and staff.

By adhering to these procedures, West Virginia Wesleyan College is committed to maintaining a safe and prepared campus environment. Regular drills, transparent communication, and collaboration with community partners are vital components of our emergency response strategy, ensuring that all community members are equipped to handle emergencies effectively.

Environmental Security Inspections

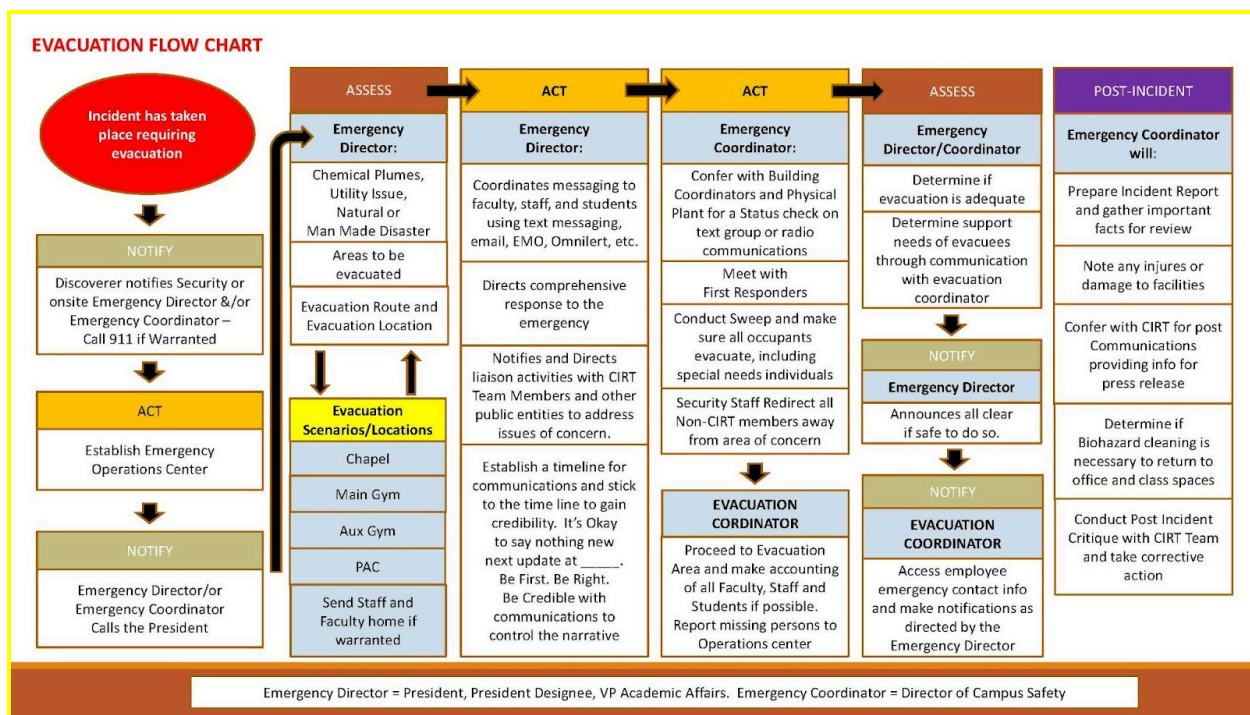
Student Senate conducts an annual security walk with members of the administration, physical plant, and security personnel. This annual inspection allows for a review of campus lighting, sidewalk and walkway condition, and landscaping concerns, as well as testing of emergency phones.

Security personnel also work regularly with physical plant staff to address environment safety concerns.

Evacuation¹⁷

Certain disasters will require evacuation/relocation whether it's temporary or for an extended time due to an incident for the protection of community members and to allow assigned responders to mitigate and prepare for a return to normal operations.

¹⁷ [Critical Incident Response Plan](#)



Evacuation/Relocation Rescue Plan for Persons with Disabilities¹⁸

Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. People with disabilities that would make independent evacuation difficult are encouraged to make alternative plans and arrangements in advance which will increase the likelihood that individuals will be able to exit a building safely in the event of an emergency. Check to see if your building coordinator has a staff member serving in the role of Building Coordinator. Individuals are encouraged to discuss evacuation/rescue needs with the Building Coordinator if applicable. Every individual must quickly become familiar with their area by locating exits, stairwells, elevators, firefighting equipment, fire alarms, and possible areas of rescue.

- Possible areas of rescue can be in a stairwell/fire escape, areas adjacent to a stairwell or fire escape, a window facing the outside or a room within the structure. Individuals are encouraged to use protected stairwells for exiting if possible. Those who have difficulty speaking or those with hearing impairments who have difficulty judging volume are encouraged to carry a whistle or a similar device for the purpose of announcing your location to emergency services personnel conducting rescue searches and to carry personal cell phones to contact emergency services personnel. If assistance is needed, call Campus Safety by phoning 304-473-8011.
- When calling a college number from a cell phone you must press all seven digits. In case of an emergency, press 911. Be prepared to give your name, your building, floor and location, the reason why you are calling and your particular needs. Advise others (supervisors, building coordinators, instructors and colleagues) about any concerns that you may have related to emergency exiting and how they can assist you in the event of an emergency. This can include assistance in exiting a building, assistance to areas of rescue and alerting emergency services of your location.

¹⁸ [Critical Incident Response Plan](#)

Assisting Those with Disabilities; Evacuation Guidelines

It is recommended that each Department establish a “buddy” system in which volunteers and alternates are recruited and paired with persons who have known disabilities that would create special evacuation needs. Volunteers should become familiar with the special evacuation/relocation needs of their “buddies” and plan to alert and assist them if an evacuation/relocation is ordered. Volunteers should keep in mind that many people with disabilities can assist in their evacuation.

People with Visual Disability

In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her. As you walk, tell the person where you are and advise of any obstacles. Do not grasp a visually impaired person’s arm. Offer your arm for guidance.

People with Hearing Disability

Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are:

- Writing a note telling what the emergency is and the nearest evacuation route/safe staging area.
- Tapping the person on the shoulder or turning the light switch on and off to gain attention, then indicating through gestures, or in writing, what is happening and what to do.

NOTE: Most modern fire alarm systems are equipped with flashing lights to alert people with hearing impairments.

People Using Crutches, Canes, or Walkers

If the person is having difficulty exiting quickly, treat him/her as if injured for evacuation purposes. Carrying options include using a two-person, lock-arm position, having the person sit in a sturdy chair, preferably with arms. For level travel, an office chair with wheels could be utilized.

People using Motorized and Non-Motorized Wheelchairs or Other Ambulation Devices

The needs and preferences of people will vary. Most will be able to exit safely without assistance if on the ground floor. Two volunteers are needed in carrying a person and one volunteer to carry the wheelchair, if necessary. It is advisable to arrange a two-person, lock arm carry to manage stairways. Please keep in mind that some people have minimal ability to move and lifting them may be painful and/or injurious. Additionally, some individuals may have respiratory complications and must be removed from smoke or fumes immediately.

Always consult the person as to his/her preference with regard to:

- Ways of being removed from the wheelchair.
- The number of people necessary for assistance.
- Whether to extend or move extremities when lifting because of pain, catheter bags, braces, etc. Whether a seat cushion or pad should be brought along if he/she is removed from the chair.
- Being carried forward or backward on a flight of stairs.
- After-care needs, if removed from a mobility device (wheelchair, scooter, etc.).

Timely Warning¹⁹

When reported situations are considered to be a threat to students or staff, either due to the seriousness of the activity or immediacy, a Timely Warning will be communicated to all faculty, staff, and students via the Omnilert System with appropriate follow-up via email. Timely warnings are issued by one of the following: the Dean of Students, Director of Campus Safety and Security, Vice President for Student Affairs, or Vice President for Enrollment and Marketing. Timely Warnings are generally issued for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; rape, fondling, incest, statutory rape; and hate crimes. The purpose of a timely warning is to notify the WVWC community of the incident and to provide information that may enable community members to better protect themselves from similar incidents. WVWC will issue a timely warning when the following criteria are met:

1. A Clery Act crime is reported to Campus Security Authorities or local police agencies.
2. The crime occurred in a Clery-reportable location.
3. There is a serious or ongoing threat to the WVWC community because of this crime. The decision to issue a timely warning shall be decided on a case-by-case basis considering the following criteria:
 - Was the suspect identified?
 - Was the suspect apprehended?
 - If known, does the suspect have prior arrests, reports or complaints or any other history of violent behavior?
 - If known, does the suspect have a history of failure to comply with a College No-Contact Directive, other protective measures or judicial protective order?
 - Did the incident involve physical violence?
 - Has the suspect threatened to commit physical violence?
 - Did the incident involve multiple victims?
 - Does it appear to be an isolated incident involving a specifically “targeted” victim?
 - Does the report reveal a pattern of behavior (e.g., by suspect, by a particular group or organization, around a particular recurring event or activity, or at a particular location)?
 - Did the suspect use “date-rape” or similar drugs or intoxicants?
 - Did the incident occur while the victim was unconscious, physically helpless or unaware that it was occurring?
 - Was the victim under 18 years of age?
 - Were there other aggravating circumstances or signs of predatory behavior that may constitute a serious or ongoing threat?

To make a timely warning consideration, all Campus Security Authorities (CSAs) and local law enforcement agencies are directed to immediately report Clery crimes to WVWC Campus Security. If the timely warning criteria are met, a notice will be drafted and issued as soon as pertinent information is available. The College may not use all distribution methods for every incident.

The following information is typically included in a timely warning, if available:

¹⁹ [Student Handbook](#)

- A statement of the incident, including the nature and severity of the threat
- The persons or locations that might be affected
- Any connection to a previous incident(s)
- Physical description and/or composite drawing of the suspect
- Date and time warning was released
- Other relevant and important information (e.g., gender of the victim, student/non-student, etc.)
- Appropriate safety tips

When issuing a timely warning, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate and/or solve the crime. In certain circumstances, an incident may not meet the criteria of a Clery-reportable crime occurring in a Clery-reportable location, but may constitute a serious or ongoing threat to the WVWC community. For instances in which a timely warning is not required, the Director of Campus Life, Director of Campus Safety and Security, Vice President for Student Affairs, or Vice President for Enrollment and Marketing, may choose to issue a “community alert” notifying the College community of an issue of concern. The content of an alert may vary depending on the type of incident reported and the location in which it occurred.

Missing Students²⁰

If an employee or member of the Wesleyan community has reason to believe that a residential student is missing for 24 hours or more, by policy, they must immediately relay any information regarding the missing student to one of the following:

- Director of Campus Safety and Security: (304)-473-8011, (304) 940-1518 or (304) 940-1561
- Campus Life Pro Staff on Duty: (304) 406-4606, who will relay the information to Campus Safety and Security
- Reports made to any other department must be immediately relayed to Campus Safety and Security

Following notification and a preliminary inquiry, Campus Safety and Security will generate a missing person report and notify law enforcement.

Residential students are required to provide their emergency contact during fall/spring check-in. Additionally, students may record their emergency contact in their Self-Service account. A student’s confidential contact information will be accessible only by authorized campus officials and will not be disclosed except to further a missing person investigation.

In addition to registering a general emergency contact, students residing in on-campus housing are asked to identify, confidentially, an individual to be contacted by WVWC in the event the student is determined to be missing. If a student has identified such an individual, WVWC will notify that individual no later than 24 hours after the student is determined to be missing. Additionally, if a student is under the age of

²⁰ [Student Handbook](#)

18 (unless an emancipated minor), their custodial parent will be notified in the event that the student is missing within 24 hours of the determination that the student is missing.

Residential students must provide emergency contacts but a secondary contact is required if the student is missing for more than 24 hours. Oftentimes the contacts provided are different from the general emergency contact.

Amber Alerts are issued by local authorities, with the cooperation of the College's Campus Safety and Security Office, in the event a student is underage. The Office of Campus Safety and Security will work closely with the local authorities to determine the location of the missing student and will keep the noted student's emergency contact informed throughout the process.

Registered Sex Offenders²¹

In compliance with the Campus Sex Crimes Prevention Act, the sex offender registry for the state of West Virginia or for any county in the state can be found at West Virginia State Police website:

<https://apps.wv.gov/StatePolice/SexOffender/Disclaimer?continueToUrl=http%3A%2F%2Fapps.wv.gov%2FStatePolice%2FSexOffender%2F>. There you can find a list by county and photo of each person registered, with additional background information.

General Prevention and Awareness Programs²²

West Virginia Wesleyan College provides ongoing prevention programs and educational initiatives to promote safety and security on campus. The Prevention Program Committee has oversight of general prevention and awareness programs. The committee has developed general programming guidelines and meets prior to each academic term to review the slated events for the following semester to ensure a robust programming slate is being provided to students, conduct assessment of programs, and identify gaps in programming. These programs may include training sessions, workshops, seminars, and awareness campaigns on topics such as sexual assault prevention, alcohol and drug abuse prevention, personal safety, and emergency preparedness.

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

All new students are required to complete courses through Vector Solutions upon matriculation that includes a statement that West Virginia Wesleyan College prohibits dating violence, domestic violence, sexual assault, and stalking, definitions of dating violence, domestic violence, sexual assault, and stalking, information about bystander intervention and risk reduction and information on procedures when a crime is reported and rights within those proceedings. Additionally, returning students complete refresher courses from Vector Solutions annually on consent and bystander intervention.

²¹ [Student Handbook](#)

²² [Student Handbook](#)

Employees are required annually to attend a campus-wide training, which provides an overview of VAWA offenses, includes a statement that West Virginia Wesleyan College prohibits dating violence, domestic violence, sexual assault, and stalking, definitions of dating violence, domestic violence, sexual assault, and stalking, information about bystander intervention and risk reduction and information on procedures when a crime is reported and rights within those proceedings. Additionally, all employees are assigned annual courses from Vector Solutions.

Security Awareness and Crime Prevention Programs

All students and employees annually complete the Vector Solutions: Run, Hide, Fight course. Additionally, campus offices and units regularly provide programming and training for security awareness and crime prevention, including an annual security awareness week and regularly occurring table-top exercises. These table top exercises are designed to practice emergency response to a variety of scenarios and include representatives from local law enforcement and first responders.

Safety Tips

- Be Aware! Recognize that crime can happen anywhere. Stay alert to your surroundings.
- Report suspicious persons or activities to Campus Security at 304-473-8011.
- If you witness a potentially dangerous situation or a crime, call 911 or Campus Security at 304-473-8011.
- Use the buddy system and watch out for others.
- Do not prop open residence hall doors – not even for food deliveries or late arriving friends.
- Avoid walking alone at night. Use the campus escort service.
- Listen to your gut feelings. If you feel uncomfortable or feel like you might be at risk, leave and go to a safe place.
- No one deserves to be assaulted or victimized in any way.
- You have the right to feel safe, say “NO” and not feel guilty.
- Be assertive and direct with someone who is sexually pressuring you.
- Never leave a party with someone you don’t know well and trust.
- Clearly communicate limits to partners, friends, and acquaintances.
- Don’t mistake submission or silence for Affirmative Consent.

Hazing²³

West Virginia Wesleyan College seeks to promote and provide a safe environment where students may participate in activities and organizations without compromising their emotional or physical health, safety, or welfare. Each organization, as well as each individual, must uphold the basic community values of being just, civil, and respectful of the rights of others. A respect of College policies, procedures and community expectations is also critical to the health and wellbeing of our community.

An act of hazing or organization misconduct covered under this policy may also intersect with other institutional policies, including, but not limited to the Student Code of Conduct or Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment. The College reserves the right to refer reported incidents of Hazing or Organization Misconduct for adjudication under other policies or procedures where applicable.

²³ [Student Handbook](#)

Hazing

Hazing will not be tolerated at West Virginia Wesleyan College. All West Virginia Wesleyan College student organizations and individual students are prohibited from hazing. The impact of hazing activities can result in irrevocable harm to its victims, their families, and the College community, undermining the value of these experiences for many individuals. Prevention of hazing is the responsibility of every member of the College community.

Hazing: any action or situation created by a member of the College community against another member of the College community for the purpose of initiation, affiliation, or membership with a group or organization that:

- A. Is negligent, reckless, or humiliating in nature;
- B. Recklessly or intentionally endangers or adversely affects the mental or physical health or safety of an individual or individuals;
- C. Causes another individual or individuals to destroy or remove public or private property; or
- D. Unreasonably interferes with scholastic or employment activities

Hazing may occur regardless of the individual's willingness to participate. It is not a defense to a charge of hazing that the express or implied consent of the individual was obtained, the conduct or activity was not part of an official organizational event or was not otherwise sanctioned or approved by the organization, or the conduct or activity was not a condition of membership or affiliation with the organization. Hazing is prohibited in any form both on campus and off campus.

Examples of hazing include, but are not limited to, the following: humiliating, intimidating, or demeaning treatment; the destruction or removal of public or private property; behavior involving the coercive consumption of alcohol, other drugs, or other substances; or rituals or systems that encourage the violation of any College policies or procedures or local laws and statutes.

Any acts of hazing, as defined in the West Virginia Anti-Hazing Law²⁴ confined, will also constitute hazing per this policy. A violation of this policy may also amount to a violation of state law, which considers hazing a misdemeanor subject to penalties of jailtime, a fine up to \$1000, or both.

Alcohol Consumption and Hazing: Any consumption of alcohol, other drugs, or other substances that is "an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization" is also considered hazing and subject to discipline under this policy.

Other Organization Misconduct

The behaviors listed below are specifically applied to the behaviors of student organizations by virtue of the conduct of the members of the student organization.

²⁴ <https://code.wvlegislature.gov/?chap=18&art=16#:~:text=%C2%A718%2D16%2D3.&text=Any%20person%20who%20causes%20hazing,or%20both%20fined%20and%20>

Aiding in Academic Misconduct: The student organization aids, abets, organizes, approves or otherwise participates in behaviors that would constitute cheating, plagiarism, misrepresentation (e.g. having another student organization member check into a class or take an exam) and/or other forms of Academic Misconduct. Evidence of a violation of this policy must demonstrate systemic participation and or knowledge of misconduct beyond 1-2 student organization members participating in the violation.

Alcohol: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the College alcohol policy.

Arrest Policy: The student organization leadership fails to notify the Dean of Students within 48 hours if a member of the student organization is arrested and detained as a result of any actions or behaviors taking place at or arising out of a student organization-sponsored event.

Bullying/Cyberbullying: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute bullying and/or cyberbullying, which are defined as repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression.

Civil Rights-Based Harassment/Discrimination or Sexual Misconduct: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the West Virginia Wesleyan College Policy and Procedure on Discrimination, Harassment, and Title IX Sexual Harassment.

Damage/Destruction of Property: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that causes damage/destruction of property.

Disruptive Activity/Disorderly Conduct: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that is a disruptive activity/disorderly conduct.

Drugs or Other Controlled Substances: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of the College drug policy.

Endangerment: The student organization aids, abets, incites, organizes, approves or otherwise participates in any activity that would constitute physical abuse or would endanger the safety, health or well-being of other individuals or groups or would cause reasonable apprehension of such harm. For the purposes of this policy, endangerment would include observation of activities that might endanger the safety, health, or well-being of individuals by student organization members in a position to intervene but who fail to intervene.

Failure to Comply: The student organization or its representatives fail to comply with the reasonable directives of College officials or designees or law enforcement officers during the performance of their duties. This would include failure to comply with any interim measures instituted during any investigation/adjudication process, or failure to comply with any outcomes assigned to a student organization at the completion of the conduct process.

Financial Obligations: Failure to promptly meet financial responsibilities to the College, including, but not limited to; knowingly passing a fraudulent check or money order in payment to the College or to an official of the College acting in an official capacity or misusing funds obtained through the College (i.e. student activity fees).

Harassment: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute a violation of any of the College harassment policies.

Retaliation: The student organization aids, abets, incites, organizes, approves or otherwise participates in any behavior that would constitute retaliation under this policy. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), or any other action intended to create a hostile environment for the intended target of the retaliation.

Violations of College Policies: Violating, attempting to violate, or assisting in the violation of any other College policy, contract, rule, bylaw and/or regulation of the College may constitute a violation of the Code of Student Organization Conduct.

Additional Definitions

Organization: an athletic team, association, order, society, cooperative, club, student organization, fraternity, sorority or other similar group that is affiliated with the College and whose membership consists primarily of students enrolled at the College. "Organization" includes a local chapter, unit or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization. "Organization" also includes groups of students affiliated with any College activity or program, including Residence Halls, WVWC Off-Campus Housing, class, or any other group.

Organizational Leadership: the leadership of an organization, including, but not limited to: coach, advisor, associated employee, organization president, captain, or other individuals in leadership roles based on the organizational structure.

Jurisdiction

The Hazing and Organization Misconduct Policy applies to the conduct of student organizations. Student organizations have the ability and are encouraged to address behavior within their organization according to their own existing and defined policies and procedures (i.e.: Panhellenic/IFC, Athletic Department/Team Policy, etc.). In addition to organizational-specific conduct processes, the College reserves the right to address student organization behavior according to this policy when deemed appropriate and necessary by the Hazing and Organization Misconduct Committee. Any action taken through organization-specific processes will be considered by the Hazing and Organization Misconduct Committee in the decision to proceed under this policy as well as in any potential sanctioning by the Hazing and Organization Misconduct Committee.

Student organizations that have lost College recognition may still be subject to provisions in this code.

Individual students who are members of a student organization are still subject as individuals to the Student Code of Conduct and may be held individually accountable for behaviors also attributed to the student organization.

The Hazing and Organization Misconduct Policy applies to behaviors that take place on the campus of West Virginia Wesleyan College, at College or student organization-sponsored events, or off-campus.

The Code of Student Organization Conduct may be applied to behavior conducted online, via email or other electronic medium.

Reporting

Expectations of Reporting

Any faculty, staff, student, or volunteer of West Virginia Wesleyan College, with knowledge or suspicion of hazing or other organization misconduct is expected to report the activity to appropriate officials as indicated below or complete the [Hazing and Organization Misconduct Report Form](#).

How to Report

Complaints or reports of activities believed to be hazing or organization misconduct should be reported to the Dean of Students, Campus Security, or by completing the [Hazing and Organization Misconduct Report Form](#).

Rights of Those Who Report

Individuals who are victims of hazing or organization misconduct and who truthfully report the activities shall not be individually charged with a violation of this regulation.

Individuals who have knowledge of a hazing or organization misconduct incident, but who did not participate, and truthfully report the activities shall not be individually charged with a violation of this regulation in relation to that particular incident.

An organization that seeks assistance in preventing hazing or organization misconduct from occurring within the organization, even if past behaviors have included hazing or other organization misconduct, shall not be charged with a past violation of this regulation.

Any organization that self-reports a hazing or organization misconduct behavior to an appropriate College official shall be given the opportunity to change those behaviors without immediate threat of being charged with a violation of this regulation. An organization that self-reports shall identify those individuals responsible for the hazing or organization misconduct behaviors. If evidence is presented in subsequent semesters that hazing or organization misconduct behaviors have continued within the organization, that organization may be held responsible for past behaviors.

Policy and Disciplinary Oversight of Reported Incidents

The Hazing and Organization Misconduct Committee will oversee the investigation of reports concerning alleged hazing or organization misconduct activities. The Hazing and Organization Misconduct Committee will consist of the following: Dean of Students (Chair), Title IX Coordinator, Director of Greek

Life, Director of Athletics, and one faculty member. The President of the College makes all appointments to this committee annually. In instances when the alleged incident occurs in an organization advised/administered by a member of the Hazing and Organization Misconduct Committee, that member will be recused from the process. Although, the Hazing and Organization Misconduct Committee may call on the advisor/administrator to provide additional information to be determined on a case-by-case basis. If a member of the Hazing and Organization Misconduct Committee is recused, the committee will proceed with the remaining members and no additional individuals will be added.

Upon receiving a report of alleged hazing or organization misconduct, the Dean of Students or designee will notify the Hazing and Organization Misconduct Committee. The Committee will review the report of the alleged incident and conduct a preliminary inquiry to determine if a formal investigation should commence. During the preliminary inquiry, the Committee will consider any organization processes that have occurred, as well as organization sanctioning that may have already been imposed. Additionally, the Hazing and Organization Misconduct Committee may, at their discretion, assign interim actions. The Committee may refer reported incidents of Hazing or Organization Misconduct for adjudication under other policies or procedures where applicable, for example under the West Virginia Wesleyan College Policy and Procedure on Discrimination, Harassment, and Title IX Sexual Harassment.

If the preliminary inquiry results in the Hazing and Organization Misconduct Committee launching a formal investigation, the Committee will then assign the case to an independent investigator. The investigator will be appointed by the Hazing and Organization Misconduct Committee and will not be a member of the committee. The use of an internal or external investigator will be determined at the discretion of the Hazing and Organization Misconduct Committee.

As part of the investigation, the College will:

1. Notify the organization leadership.
2. Make contact (if possible) with the individual(s) bringing forward the allegations;
3. Make contact with the individual(s) alleged to have perpetrated the incident.
4. Conduct interviews with all parties, including victims, the accused student(s) and any witnesses. The investigator may, at their discretion, provide updates to the Hazing and Organization Misconduct Committee and/or recommend interim actions to the Committee at any point during the investigation. All members of the campus community shall cooperate in an investigation of hazing or organization misconduct.
5. The investigator may, at their discretion, require students, or a select group of students (i.e. all new members of an organization) to participate in an investigatory meeting at a pre-determined time and location and may exercise discretion regarding the communication of students during the investigation process.
6. The investigator will provide a written investigative report to the Hazing and Organization Misconduct Committee. Upon receipt of this report, the Hazing and Organization Misconduct Committee will determine if a violation of policy has occurred.
7. The Hazing and Organization Misconduct Committee will, on a case-by-case basis, determine whether any policy violations are individual or organizational in nature and whether, as a result, sanctions are warranted on an individual or organizational level. In determining whether a violation is organizational or individual in nature, the Committee will consider the following:

1. How many members were present when the alleged violation occurred or had specific knowledge of the alleged violation?
 2. What knowledge did the appropriate organizational leadership have of the alleged violation?
 3. What action did the appropriate organizational leadership take in addressing/preventing the alleged violation?
 4. Were members acting in concert, or did the individual's membership in the organization serve as an impetus for the alleged violation?
 5. Did the violation arise out of a organization sponsored, financed or endorsed event?
 6. Is there a pattern of individual violations that have occurred without proper action by the organization?
8. If after completing the procedures outlined herein and finding that individual sanctions are warranted, the Hazing and Organization Misconduct Committee will refer the case to the Student Conduct Officer, who will determine and implement appropriate sanctions on the individual student(s). For more information about possible individual sanctions, review the Student Code of Conduct in the Student Handbook. If after completing the procedures outlined herein and finding that individual sanctions against an employee of the College are warranted, the Hazing and Organization Misconduct Committee will refer the case to Human Resources who will determine and implement appropriate sanctions on the individual employee. For more information about possible individual sanctions, please contact the Director of Human Resources.
9. Sanctions for violations of this regulation by a group or organization shall be administered by the Hazing and Organization Misconduct Committee. The Committee will request, if available, additional information for sanctioning purposes from individuals outside of the Committee structure, including, but not limited to, previous records of group misconduct, current organization standing, organization processes that have occurred, organizational-specific sanctioning that may have already been imposed. etc.

Sanctions

Organization sanctions may include, but are not limited to:

Warning: A Warning is given to notify a student organization that the behavior and conduct has been inconsistent with the expectations of the College. A warning has no immediate effect upon a student organization's status at the College and may be specified for a period of time. However, once given a warning, a student organization should expect different outcomes or sanctions to result from any subsequent violations, especially while on a current warning status when/if similar behaviors occur.

Restriction of Privileges: Restriction of Privileges precludes a student organization from participating in certain activities or may require an student organization to forfeit specific privileges. A student organization under a status of Restriction of Privileges is not in good standing with the College. Restriction of Privileges may include, but is not limited to, loss or limitation of social events or limitation of ability to participate in College events or activities.

Disciplinary Probation: Disciplinary Probation serves to notify a student organization that it must avoid any further violations for a specified period of time in order to avoid additional disciplinary action. Student organizations on probation are not in good standing with the College. A student organization may be prohibited from participating in certain activities or forfeit specific privileges while on probation. If a student organization on probation is found responsible for any subsequent violations, the outcomes may escalate. Disciplinary Probation may include Restriction of Privileges.

Deferred Suspension: Deferred Suspension is a status for a specified period of time during which any subsequent finding of Responsibility for a violation of the Hazing and Organization Misconduct Policy or any other College policy shall result in the Outcome of Suspension for the student organization. Deferred Suspension may include Restriction of Privileges.

Suspension: Suspension is a status for a specified period of time that includes, but is not limited to, the revocation of the College's registration of the student organization for a stated or an indeterminate period of time, cessation of College funding, restriction of all operations at the College, and restriction of use of College resources. If the student organization also holds a charter from a inter/national organizational governing body, the College may also request that the inter/national organizational governing body, revoke the charter of the student organization.

A student organization placed on Suspension is prohibited from sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus. A suspended student organization may not solicit or initiate any new members. Suspension may also include the forfeiture of other specifically listed privileges. Suspension should be for a specific and determined period of time, and will include a written return agreement outlining specific conditions for return. The Suspension may be delayed at the discretion of the Dean of Students or designee.

Educational Outcomes: Educational Outcomes may include, but are not limited to, educational programming, community service, interventions, restrictions, workshops, or other Outcomes determined to help develop the culture and community of the student organization.

Structural Outcomes: Structural Outcomes are related to the structure, membership or governance of the organization. Structural outcomes, developed in collaboration with the organizational governing body or department (if applicable), may include, but are not limited to, changes to student organization operating procedures, a review of student organization membership/leadership, an external student organization review, and changes to student organization advisor support.

Appeals

Any outcome of the Hazing or Organization Misconduct process may be appealed.

The following are acceptable grounds for appeal:

- Insufficient evidence to warrant the outcome;
- Evidence of prejudicial error;
- Discovery of new evidence which could affect the decision;
- Excessive penalty; and/or,

- Substantial violation of procedures.

Organizations requesting an appeal must submit a letter to the Dean of Students within three (3) business days from receipt of the written decision. All information to be considered with the appeal must be included at this time. Failure to request an appeal within the designated time will render the original decision final and conclusive.

Appeals shall be decided upon findings of fact and upon written briefs submitted by the parties. If a key point is in contention, the Appellate may call witnesses or seek other processes/methods through which to determine the facts.

The Appellate will be the Vice President of Student Affairs or designee.

The Appellate may:

- Deny the appeal;
- Affirm the finding and the sanction imposed by the Hazing and Organization Misconduct Committee; or
- Decide on a different sanction based on the information presented. It should be noted that the Appellate may impose any of the sanctions listed in the Hazing and Organization Conduct Policy, including a more severe sanction than was originally rendered.

Once an appeal has been submitted, the imposition of sanctions will be deferred pending the outcome of the appeal unless the Dean of Students determines that it is against the best interest or safety of the campus community.

Hazing Prevention Programming

All faculty, staff, and students are required to complete hazing prevention education annually through the Vector Solutions online module system. The course reviews understanding hazing, identifying and reporting hazing, prevention of hazing, and WVWC campus hazing policies. Additionally, all student-athletes and students participating in Greek Life receive additional hazing prevention education, including ethical leadership and bystander intervention strategies. Faculty and staff are provided additional hazing education annually at the campus-wide Community Day.

Drug, Alcohol, and Substance Abuse²⁵

West Virginia Wesleyan College prohibits the unlawful manufacture, distribution, dispensation, sale, purchase, transfer, possession, or use of controlled substances and alcohol by Covered Individuals on campus and West Virginia Wesleyan College's property or at any West Virginia Wesleyan College sponsored or West Virginia Wesleyan College -related function, whether on or off-campus. It is a violation of our Drug-Free Workplace Policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants. However, this policy does not prohibit the lawful and non-excessive consumption of alcohol by persons of legal age at West Virginia Wesleyan College-sponsored social

²⁵ [Student Handbook](#)

events or when acting as the West Virginia Wesleyan College's representative at a third-party event or personal consumption unrelated to West Virginia Wesleyan College.

Underage Use

Furnishing alcohol to a person under the age of 21 is prohibited. Alcohol may not be consumed or present (even if unopened) in private rooms where any occupant (present or not) or guest is under the age of 21. Individuals under the age of 21 who are discovered in a room where alcohol is being consumed or present may be found in violation of the underage use policy. Individuals who are of legal drinking age may also be found in violation of the College's alcohol policy for furnishing alcohol to a person under the age of 21.

Drug and Alcohol Abuse Prevention Program

The Drug-Free Schools and Campuses Regulations require institutions of higher education to develop prevention programs that address the use and abuse of alcohol and other drugs. West Virginia Wesleyan College must provide an annual notification to students and employees that contains standards of conduct, legal sanctions for violation of federal, state, and local laws, health risks of alcohol and other drugs, drug and alcohol treatment programs, and disciplinary sanctions for violation of West Virginia Wesleyan policy in relation to alcohol or other drug use.

As required by Drug-Free Schools and Campuses Regulations, West Virginia Wesleyan College conducts a Biennial Review of its drug and alcohol abuse program. This review is conducted in even-numbered calendar years.

A full overview of the Drug and Alcohol Prevention Program is available in the 2024 DAAPP Annual Notification²⁶.

Collecting Crime Statistics

Each year the West Virginia Wesleyan College collects crime reports for the crimes listed below from campus security authorities within the institution, as well as from local law enforcement. The College then discloses these crime statistics annually to the United States Department of Education. In addition, the College publishes an Annual Security and Fire Safety report containing campus security policy disclosures and crime statistics for the previous three years. It is important to note that all crimes reported and documented include crimes that occur on campus including crimes that occur in residence halls.

West Virginia Wesleyan College will report to the Department of Education in its Annual Security and Fire Safety Report the statistics for the total number of crime reports that were "unfounded" and subsequently withheld from the crime statistics reported in the Annual Security and Fire Safety Report.

²⁶ [2024 DAAPP Annual Notification](#)

Unfounded Crimes

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. Therefore, as a private agency, West Virginia Wesleyan College does not disclose or report offenses that are unfounded, unless instructed to do so by a sworn agency. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

During the three previous calendar years, none of the previously reported crimes were unfounded.

Clery Crimes Definitions

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

Criminal Homicide-Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Robbery: The taking or attempt to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. *Aggravated Assault* An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating Violence: Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type and frequency of interaction.

Domestic Violence: Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as all cases where automobiles are taken by persons not having lawful access including joyriding even though the vehicles are later abandoned.)

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

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, Methadone) and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

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

Hate Crimes: Hate crimes include criminal offenses and incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property which were motivated by the offender's bias. The bias categories are: disability, ethnicity, gender, gender identity, national origin, race, religion, or sexual orientation.

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

1. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.
2. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

West Virginia Wesleyan College Policy Definitions ²⁷

Sexual Assault: any sexual act directed against another person, without the consent of the victim, including instances where the victim lacks the ability to Consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. Sexual Assault includes the following:

- *Non-Consensual Penetration:* Actual or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim. This includes penetration forcibly and/or against the person's will in instances where the victim is incapable of giving affirmative consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- *Fondling:* the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity;
- *Incest:* sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
- *Statutory Rape:* sexual intercourse with a person who is under the statutory age of consent.

Sexual Exploitation: is an act or a failure to act that involved a member of the West Virginia Wesleyan College community taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for the individual's own advantage or to benefit anyone other than the person being exploited. Sexual advantage may include, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; disclosing, causing to be disclosed or threatening to disclose, with the intent to harass, intimidate, threaten, humiliate, embarrass, or coerce, an image of another which shows the intimate parts of the depicted person or shows the depicted person engaged in sexually explicit conduct which was captured under circumstances where the person depicted had a reasonable expectation that the image would not be publicly disclosed; engaging in voyeurism, and intentionally exposing another to a sexually transmitted infection.

Domestic Violence: any felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the State of West Virginia and includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

- is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

²⁷ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

- is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; shares a child in common with the victim; or
- commits acts against a minor or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Dating violence: an act of violence or threat of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship is determined based on a consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of interaction between the persons involved in the relationship.

Stalking: Stalking means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to: fear for their safety or the safety of others; or suffer Substantial Emotional Distress.

- Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Substantial Emotional Distress for purposes of this definition, means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Retaliation: an adverse action or other form of negative treatment, including but not limited to intimidation, threats, coercion, discrimination or harassment, carried out in response to a good-faith reporting of or opposition Title IX Sexual Harassment or other forms of Prohibited Conduct; an individual's or group's participation, including testifying or assisting in the West Virginia Wesleyan College Discrimination, Harassment, and Title IX Sexual Harassment Policy Procedures; an individual's or group's refusal to participate in the West Virginia Wesleyan College's Discrimination, Harassment, and Title IX Sexual Harassment Policy and Procedures; or other form of good faith opposition to what an individual reasonably believes to be Title IX Sexual Harassment or Prohibited Conduct under this Policy. Individuals are also protected from retaliation for making good faith requests for accommodations on the basis of religion, pregnancy, or disability.

To be a Policy violation, the challenged actions or treatment must be sufficiently serious to discourage a reasonable person from reporting, participation, or opposing.

Individuals who feel they are experiencing retaliation should report to the Title IX Coordinator immediately. This may be done online, in person, or by email to the Title IX Coordinator.

Charging an individual with a Policy violation for making a materially false statement in bad faith in the course of the resolution of a Title IX Sexual Harassment or other Prohibited Conduct complaint does not constitute Retaliation. The exercise of rights protected under the First Amendment also does not constitute Retaliation.

West Virginia State Code Definitions

In compliance with Violence Against Women Reauthorization Act of 2013, the local definitions of the crimes of sexual assault, domestic violence and stalking, as well as the definition of consent, are set forth below. The decision to investigate and sanction an incident under the College's Policy does not constitute a determination that the incident is a criminal offense. The decision to criminally charge an incident as a "sexual assault" or "domestic violence" is determined by local law enforcement authorities.

Sexual Assault

In the State of West Virginia, Sexual Assault is legally referred to as a Sexual Offense and law enforcement will utilize the legal definitions set forth below to determine whether criminal charges will be pursued. See W.V.S. §61-8B (Sexual Offenses). Below is a listing of Sexual Offenses crimes in the State of West Virginia.

§61-8B-3. Sexual assault in the first degree.

(a) A person is guilty of sexual assault in the first degree when:

- (1) The person engages in sexual intercourse or sexual intrusion with another person and, in so doing:
 - (i) Inflicts serious bodily injury upon anyone; or
 - (ii) Employs a deadly weapon in the commission of the act; or

- (2) The person, being fourteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is younger than twelve years old and is not married to that person.

(b) Any person violating the provisions of this section is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than fifteen nor more than thirty-five years, or fined not less than one thousand dollars nor more than ten thousand dollars and imprisoned in a state correctional facility not less than fifteen nor more than thirty-five years.

(c) Notwithstanding the provisions of subsection (b) of this section, the penalty for any person violating the provisions of subsection (a) of this section who is eighteen years of age or older and whose victim is younger than twelve years of age, shall be imprisonment in a state correctional facility for not less than twenty-five nor more than one hundred years and a fine of not less than five thousand dollars nor more than twenty-five thousand dollars.

§61-8B-4. Sexual assault in the second degree.

(a) A person is guilty of sexual assault in the second degree when:

- (1) Such person engages in sexual intercourse or sexual intrusion with another person without the person's consent, and the lack of consent results from forcible compulsion; or
- (2) Such person engages in sexual intercourse or sexual intrusion with another person who is physically helpless.

(b) Any person who violates the provisions of this section shall be guilty of a felony, and, upon conviction thereof, shall be imprisoned in the penitentiary not less than ten nor more than twenty-five years, or fined not less than one thousand dollars nor more than ten thousand dollars and imprisoned in the penitentiary not less than ten nor more than twenty-five years.

§61-8B-5. Sexual assault in the third degree.

(a) A person is guilty of sexual assault in the third degree when:

(1) The person engages in sexual intercourse or sexual intrusion with another person who is mentally defective or mentally incapacitated; or

(2) The person, being sixteen years old or more, engages in sexual intercourse or sexual intrusion with another person who is less than sixteen years old and who is at least four years younger than the defendant and is not married to the defendant.

(b) Any person violating the provisions of this section is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than one year nor more than five years, or fined not more than ten thousand dollars and imprisoned in a state correctional facility not less than one year nor more than five years.

§61-8B-7. Sexual abuse in the first degree.

(a) A person is guilty of sexual abuse in the first degree when:

(1) Such person subjects another person to sexual contact without their consent, and the lack of consent results from forcible compulsion; or

(2) Such person subjects another person to sexual contact who is physically helpless; or

(3) Such person, being fourteen years old or more, subjects another person to sexual contact who is younger than twelve years old.

(b) Any person who violates the provisions of this section shall be guilty of a felony, and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than one year nor more than five years, or fined not more than ten thousand dollars and imprisoned in a state correctional facility not less than one year nor more than five years.

(c) Notwithstanding the provisions of subsection (b) of this section, the penalty for any person violating the provisions of subsection (a) of this section who is eighteen years of age or older and whose victim is younger than twelve years of age, shall be imprisonment for not less than five nor more than twenty-five years and fined not less than one thousand dollars nor more than five thousand dollars.

§61-8B-8. Sexual abuse in the second degree.

(a) A person is guilty of sexual abuse in the second degree when such person subjects another person to sexual contact who is mentally defective or mentally incapacitated.

(b) Any person who violates the provisions of this section shall be guilty of a misdemeanor, and, upon conviction thereof, shall be confined in the county jail not more than twelve months, or fined not more than five hundred dollars and confined in the county jail not more than twelve months.

§61-8B-9. Sexual abuse in the third degree.

(a) A person is guilty of sexual abuse in the third degree when he subjects another person to sexual contact without the latter's consent, when such lack of consent is due to the victim's incapacity to consent by reason of being less than sixteen years old.

(b) In any prosecution under this section it is a defense that:

(1) The defendant was less than sixteen years old; or

(2) The defendant was less than four years older than the victim.

(c) Any person who violates the provisions of this section shall be guilty of a misdemeanor, and, upon conviction thereof, shall be confined in the county jail not more than ninety days, or fined not more than five hundred dollars and confined in the county jail not more than ninety days.

Consent

§61-8B-2. Defines lack of consent as:

(a) Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without the consent of the victim.

(b) Lack of consent results from:

(1) Forcible compulsion;

(2) Incapacity to consent; or

(3) If the offense charged is sexual abuse, any circumstances in addition to the forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor's conduct.

(c) A person is deemed incapable of consent when such person is:

(1) Less than sixteen years old;

(2) Mentally defective;

(3) Mentally incapacitated;

(4) Physically helpless; or

(5) Subject to incarceration, confinement or supervision by a state, county, or local government entity, when the actor is a person prohibited from having sexual intercourse or causing sexual intrusion or sexual contact pursuant to §61-8B-10 of this code.

Dating Violence

The West Virginia State Code does not define Dating Violence.

Domestic Violence

§48-27-202 defines Domestic Violence as: §48-27-202. "Domestic violence" or "abuse" means the occurrence of one or more of the following acts between family or household members, as that term is defined in section two hundred four of this article:

(1) Attempting to cause or intentionally, knowingly or recklessly causing physical harm to another with or without dangerous or deadly weapons;

(2) Placing another in reasonable apprehension of physical harm;

(3) Creating fear of physical harm by harassment, stalking, psychological abuse or threatening acts;

(4) Committing either sexual assault or sexual abuse as those terms are defined in articles eight-b and eight-d, chapter sixty-one of this code; and

(5) Holding, confining, detaining or abducting another person against that person's will. West Virginia law enforcement agencies will utilize the above in determining whether to pursue criminal Domestic Violence charges.

Stalking

§61-2-9a. defines Stalking and Harassment as:

(a) Stalking. — Any person who engages in a course of conduct directed at another person with the intent to cause the other person to fear for his or her personal safety, the safety of others, or suffer substantial emotional distress, or causes a third person to so act, is guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000, confined in jail for not more than six months, or both fined and confined.

(b) Harassment. — Any person who harasses, or repeatedly makes credible threats against another is guilty of a misdemeanor and, upon conviction thereof, shall be confined in jail for not more than six months, or fined not more than \$1,000, or both fined and confined.

(1) "Bodily injury" means substantial physical pain, illness, or any impairment of physical condition;

(2) "Course of conduct" means a pattern of conduct composed of two or more acts in which a defendant directly, indirectly, or through a third party by any action, method, device, or means:

(A) Follows, monitors, observes, surveils, or threatens a specific person or persons;

(B) Engages in other nonconsensual contact and/or communications, including contact through electronic communication, with a specific person or persons; or

(C) Interferes with or damages a person's property or pet;

(3) "Credible threat" means a threat of bodily injury made with the apparent ability to carry out the threat and with the result that a reasonable person would believe that the threat could be carried out;

(4) "Harasses" means a willful course of conduct directed at a specific person or persons which would cause a reasonable person mental injury or emotional distress and which serves no legitimate or lawful purpose;

(5) "Immediate family" means a spouse, parent, stepparent, mother-in-law, father-in-law, child, stepchild, sibling, or any person who regularly resides in the household or within the prior six months regularly resided in the household; and

(6) "Repeatedly" means on two or more occasions.

(i) Any person convicted under the provisions of this section who is granted probation or for whom execution or imposition of a sentence or incarceration is suspended, shall have as a condition of probation or suspension of sentence that he or she participate in counseling or medical treatment as directed by the court.

(j) Upon conviction, the court may issue an order restraining the defendant from any contact with the victim for a period not to exceed 10 years. The length of any restraining order shall be based upon the seriousness of the violation before the court, the probability of future violations, and the safety of the victim or his or her immediate family. The duration of the restraining order may be longer than five years only in cases when a longer duration is necessary to protect the safety of the victim or his or her immediate family.

(k) It is a condition of bond for any person accused of the offenses described in this section that the person is to have no contact, direct or indirect, verbal or physical, with the alleged victim.

(l) Nothing in this section may be construed to preclude a sentencing court from exercising its power to impose home confinement with electronic monitoring as an alternative sentence.

(m) The Governor's Committee on Crime, Delinquency, and Correction, after consultation with representatives of labor, licensed domestic violence programs, and rape crisis centers which meet the standards of the West Virginia Foundation for Rape Information and Services, is authorized to promulgate legislative rules and emergency rules pursuant to §29A-3-1 *et seq.* of this code, establishing

appropriate standards for the enforcement of this section by state, county, and municipal law-enforcement officers and agencies.

Crime Statistics

Note: Crimes occurring on campus include crimes occurring in the student housing facilities

	ON-CAMPUS	STUDENT HOUSING	PUBLIC PROPERTY	NON-CAMPUS	TOTAL
MURDER/NON-NEGLIGENT MANSLAUGHTER					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0
NEGLIGENT MANSLAUGHTER					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0
RAPE					
2022	1	1	0	0	1
2023	1	1	0	1	2
2024	1	1	0	1	2
FONDLING					
2022	1	1	0	0	1
2023	0	0	0	0	0
2024	1	0	0	0	1
INCEST					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0

	ON-CAMPUS	STUDENT HOUSING	PUBLIC PROPERTY	NON-CAMPUS	TOTAL
STATUTORY RAPE					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0
ROBBERY					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0
AGGRAVATED ASSAULT					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0
BURGLARY					
2022	1	0	0	0	1
2023	0	0	0	0	0
2024	7	1	0	0	7
MOTOR-VEHICLE THEFT					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0
ARSON					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	1	0	0	0	1

	ON-CAMPUS	STUDENT HOUSING	PUBLIC PROPERTY	NON-CAMPUS	TOTAL
DOMESTIC VIOLENCE					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0
DATING VIOLENCE					
2022	0	0	0	0	0
2023	1	0	0	0	1
2024	3	3	0	0	3
STALKING					
2022	1	0	0	0	1
2023	1	0	0	0	1
2024	1	0	0	0	1
ARRESTS: LIQUOR LAWS					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0
ARRESTS: DRUG LAWS					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0
ARRESTS: ILLEGAL WEAPONS					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	0	0	0	0	0

	ON-CAMPUS	STUDENT HOUSING	PUBLIC PROPERTY	NON-CAMPUS	TOTAL
DISCIPLINARY SANCTIONS/JUDICIAL REFERRALS: LIQUOR LAWS					
2022	14	14	0	0	14
2023	6	6	0	0	6
2024	15	15	0	1	16
DISCIPLINARY SANCTIONS/JUDICIAL REFERRALS: DRUG LAWS					
2022	2	2	0	0	2
2023	8	7	0	0	8
2024	12	12	0	0	12
DISCIPLINARY SANCTIONS/JUDICIAL REFERRALS: ILLEGAL WEAPONS					
2022	0	0	0	0	0
2023	0	0	0	0	0
2024	3	1	0	0	3

Hate Crimes

There were no reported hate crimes for the years 2022 or 2023. In 2024, three hate crimes (vandalism) were reported on-campus. The biases of two of these hate crimes was race. The bias of the third hate crime was sexual orientation.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

West Virginia Wesleyan College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any due process hearing conducted by the College against a student or employee who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of a crime of violence or non-forcible sex offense, West Virginia Wesleyan College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Discrimination, Harassment and Title IX Sexual Harassment Policy Statement²⁸

West Virginia Wesleyan College is committed to maintaining a healthy and safe learning, living and working environment that promotes responsibility and respect among all members and guests of the campus community and where no one is unlawfully excluded from participation in, denied the benefits

²⁸ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

of, or subjected to discrimination in any College program or activity on the basis of gender, sex, sexual orientation, sexual identity, gender identity or gender expression.

Sexual and Gender-Based Misconduct comprises a broad range of behaviors focused on sex and/or gender that include Sexual Harassment, Hostile Environment caused by Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Sexual Exploitation, and Stalking. Sexual and Gender-Based Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship. Sexual and Gender-Based Misconduct can be committed by anyone regardless of gender identity, and it can occur between people of the same or different sexes or genders. The College will not tolerate any form of Sexual and Gender-Based Misconduct, and all Sexual and Gender-Based Misconduct is prohibited by policy. This conduct, and any Retaliation or Intimidation associated with the investigation and/or sanctioning of such conduct, is prohibited by the College and may also violate federal and state law.

West Virginia Wesleyan College's Title IX Coordinator is **Amy Kittle** and may be contacted by phone at **304-621-1316** or by email at kittle.a@wwwc.edu. She may also be visited in person at her office, which is located in Benedum Center for Campus Life, Student Development Suite.

West Virginia Wesleyan College's full policy and procedures regarding gender-based discrimination, harassment, dating and domestic violence, stalking and sexual misconduct is available in the Title IX Office (Benedum Center for Campus Life, Student Development Suite) or online at <https://www.wwwc.edu/title-ix/>. This policy provides, in part, that the reported victim and the accused will each be allowed to choose one person to accompany them throughout the reporting and investigatory process. Both parties will be informed of resources and support available to them, their rights, WVWC's Policies and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment, and the outcome of any institutional proceedings in writing.

West Virginia Wesleyan College encourages victims of sexual misconduct, dating and domestic violence, and stalking to talk to somebody about what happened so victims can get the support they need and so that WVWC can respond appropriately. West Virginia Wesleyan College recognizes that deciding how to respond to an incident of Sexual or Gender-Based Misconduct can be difficult and encourages all individuals to seek the immediate use and support of all available resources on and off campus, regardless of when or where the incident occurred. Confidential and non-confidential care and support resources, which are listed below, are available both on and off campus on an immediate and ongoing basis.

The College provides a prompt, fair and impartial process that is consistent with the College's policies and procedures which are provided to both the Complainant and the Respondent.

Privacy and Confidentiality²⁹

West Virginia Wesleyan College recognizes that privacy is important. West Virginia Wesleyan College will attempt to protect parties' privacy to the extent reasonably possible. The Title IX Coordinator, investigators, advisors, facilitators of informal resolution, hearing officers, and any others participating in the process on behalf of West Virginia Wesleyan College shall keep the information obtained through the process private and, to the extent possible, confidential. All other participants in the process (including the Complainant, Respondent, and witnesses) are encouraged to respect the privacy of the parties and the confidentiality of the proceedings and circumstances giving rise to the dispute and to discuss the matter only with those persons who have a genuine need to know.

While West Virginia Wesleyan College is committed to respecting the confidentiality of all parties involved in the process, it cannot guarantee complete confidentiality. Examples of situations in which absolute confidentiality cannot be maintained include, but are not limited to, the following:

- When West Virginia Wesleyan College is required by law to disclose information (such as in response to a subpoena or court order).
- When disclosure of information is determined by the Title IX Coordinator to be necessary for conducting an effective resolution or investigation of the allegations.
- When confidentiality concerns are outweighed by West Virginia Wesleyan College interest in protecting the safety or rights of others.
- When a Formal Complaint is filed.

Advisors, whether West Virginia Wesleyan College appointed or not, are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by West Virginia Wesleyan College. Advisors will be asked to sign Non-Disclosure Agreements (NDAs). West Virginia Wesleyan College may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by privacy expectations.

West Virginia Wesleyan College will maintain our daily crime logs and other possible publicly available record keeping in such a way that does not include personally identifying information about the victim.

Timelines³⁰

WVWC will make a good faith effort to complete the resolution of reports of Prohibited Conduct that includes Dating Violence, Domestic Violence, Sexual Assault, and Stalking as promptly and thoroughly as circumstances permit and will communicate regularly with the Parties to update them on progress and timing of the process to ensure a fair process.

WVWC anticipates the following timelines for different steps of the process and procedures.

²⁹ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

³⁰ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

Initial Evaluation: The Initial Evaluation typically takes five (5) to ten (10) Days.

Supportive Measures: Supportive Measures are available when Prohibited Conduct is reported and whether or not a Formal Complaint is filed. Supportive Measures are available throughout the entire Resolution Process, and in some cases after a Resolution Process; however, Supportive Measures are first offered during the Initial Evaluation which typically takes five (5) to ten (10) Days. See Section XV for more information about Supportive Measures.

Informal Resolution: Informal Resolutions can occur at any time prior to a Decision Outcome, and typically take anywhere from five (5) to twenty (20) Days to complete after the request to pursue an Informal Resolution has been made. See Section XVI for more information about Informal Resolutions.

Formal Resolution: The overall Formal Resolution Process takes between sixty (60) and ninety (90) Days depending on how long each step from Report to Formal Complaint to Decision Outcome takes. See Section XVII and XVIII for more information about Formal Resolutions.

Investigation: Investigations typically take approximately sixty (60) Days to complete.

Live Hearing: The Live Hearing, which includes, a ten (10) day review period of the evidence and another ten (10) day review period of the final investigation report, typically takes twenty (20) to forty (40) Days to complete.

Administrative Hearing: The Administrative Hearing, which includes the final review and questioning process, take twenty (20) to thirty (30) Days to complete.

Decision Outcome: Once an Administrative or Live Hearing has concluded, it takes approximately five (5) Days for a Decision to be rendered and communicated to the Parties in writing.

Appeals: Appeals are possible at several stages in the Resolution Process: each time a Dismissal is made and after a Decision Outcome has been made. Each appeal window is five (5) Days and may take longer in instances where Appeals are challenged. See Section XX for more information about Appeals.

WVWC will make a good faith effort to complete the procedures outlined in this Policy within in sixty (60) to ninety (90) Days, including any appeals, which can be extended as necessary. The Title IX Coordinator has authority to extend such timelines for good cause. Good cause may include, without limitation, considerations such as the absence of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; health conditions of a Party or Title IX Administrator, or the need for language assistance or accommodation of disability. The Parties will receive regular updates on the progress of the Resolution Process to explain any extension or delays and next steps in the process.

WVWC's action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Intakes of Reports Of Prohibited Conduct, Which Includes Sexual Assault, Dating And Domestic Violence, And Stalking³¹

Once a relevant report is received by the Title IX Coordinator, the Title IX Coordinator shall review the report to determine the appropriate next steps. After receiving a report of conduct that, if true, would constitute a violation of the College's Policy and Procedure on Discrimination, Harassment, and Title IX Sexual Harassment, the Title IX Coordinator will contact the Complainant and request to meet with Complainant. The Complainant will be provided resources, rights, and options available and provided a copy the College's VAWA brochure and of the College policy which does the following in writing:

- explains the availability of Supportive Measures and on campus resources that provide support;
- provides information about off campus resources that provide mental health support, victim advocacy, and legal assistance;
- explains that Supportive Measures are available with or without filing a Formal Complaint with WVWC or law enforcement;
- informs the Complainant that even if they decide not to file a Formal Complaint, the Title IX Coordinator may do so by filing a Formal Complaint;
- explains that they have the option to seek Supportive Measures regardless of whether they choose to participate in a WVWC-related proceeding or Investigation;
- explains the option to seek medical treatment and information on preserving potentially key forensic and other evidence that may be helpful in obtaining an order of protection or in other legal processes;
- explains the process for filing a Formal Complaint of and the Resolution Processes for Prohibited Conduct;
- includes WVWC's procedural options for Formal and Informal Resolutions;
- explains the right to and Advisor of their choosing; and,
- includes WVWC's prohibition of Retaliation against the Complainant, Respondent, the witnesses, reporting Parties, and that WVWC will take prompt action when Retaliation is reported.

If the allegations reported, if true, would **not** constitute Prohibited Conduct as defined in this Policy, the Title IX Coordinator will not proceed under this Policy. Instead, if the allegations reported, if true, would **not** constitute Prohibited Conduct as defined in this Policy, the Title IX Coordinator may take one of the following actions: implement a remedy that is not punitive to the Respondent, an Informal Resolution (contingent upon the voluntary agreement of both Parties to participate), refer the matter to the

³¹ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

appropriate office for discussion, education, or resolution under a different Policy or process, or if the reported conduct would not constitute a violation of any WVWC Policy, take no further action. The Title IX Coordinator will notify the Complainant of any referral.

Supportive Measures³²

Supportive Measures are non-disciplinary, nonpunitive individualized services, accommodations, and other assistance that WVWC offers and may put in place, without fee or charge, after receiving notice of Prohibited Conduct via a report to the Title IX Coordinator. Supportive Measures are designed to restore or preserve access to a WVWC Program and Activity, to protect the safety of all Parties and WVWC's campus environment, and/or to deter Prohibited Conduct, while not being punitive in nature or unreasonably burdening any Party.

Supportive Measures are available regardless of whether the matter was reported to law enforcement or to WVWC for the purpose of initiating any Formal Resolution Process and before, after, and regardless of whether a Formal Complaint is filed. A Complainant who requests Supportive Measures retains the right to file a Formal Complaint of Title IX Sexual Harassment, either at the time a Supportive Measure is requested or at a later date.

The Title IX Coordinator will contact a Complainant after receiving a report of possible Prohibited Conduct to discuss the availability of Supportive Measures and to explain that Supportive Measures are available with or without the filing of a Formal Complaint of Prohibited Conduct. The Title IX Coordinator will consider the Complainant's wishes with respect to implementation of Supportive Measures. Supportive Measures may also be requested by and made available to Respondents, witnesses, and other impacted members of the WVWC community.

The Title IX Coordinator will ultimately serve as the point of contact for any individual requesting Supportive Measures. To determine the appropriate Supportive Measure(s) to be implemented, WVWC will conduct an individualized assessment based on the unique facts and circumstances of a situation. The Title IX Coordinator may work with other administrators and offices when necessary to determine and implement Supportive Measures. Whether a possible Supportive Measure would unreasonably burden the other Party is a fact determination made by WVWC in its sole and absolute discretion that takes into account the specific nature of the education programs, activities, opportunities and benefits in which an individual is participating.

Examples of Supportive Measures include, without limitation, the following:

- Academic support services and accommodations, including the ability to reschedule classes, exams and assignments, transfer course sections, or withdraw from courses without penalty;
- Academic schedule modifications (typically to separate Complainant and Respondent);
- Work schedule or job assignment modifications (for WVWC employment);
- Changes in work or housing location;

³² [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

- An escort or transportation to ensure safe movement on campus;
- Safety Planning;
- On-campus counseling services and/or assistance in connecting to community-based counseling services;
- Assistance in connecting to community-based medical services;
- Student Financial Aid Counseling;
- VISA and immigration assistance;
- No contact directives (to instruct individuals to stop all attempts at communication or other interactions with one another);
- Placing limitations on an individual's access to certain WVWC facilities or activities;
- Work schedule or job assignment modifications, including suspending employment with or without pay consistent with any applicable written procedures (for WVWC positions);
- Information about and/or assistance with obtaining personal protection orders;
- Leaves of absence;
- Increased monitoring and security of certain areas of the campus; or,
- A combination of any of these measures.

WVWC will maintain Supportive Measures provided to the Complainant or Respondent as confidential to the extent that maintaining such confidentiality would not impair WVWC's ability to provide the Supportive Measures.

WVWC is committed to providing reasonable accommodations and support to qualified individuals. Anyone needing such accommodations or support should contact the Title IX Coordinator, who will work with the Director of Disability Services and/or the Director of Human Resources and in consultation with the person requesting the accommodation, to determine what accommodations are reasonable and appropriate for full participation under procedures in this Policy.

Advisor of Choice³³

Throughout the resolution process for Title IX Sexual Harassment or other forms of Prohibited Conduct to include Dating Violence, Domestic Violence, Sexual Assault, and Stalking, as defined in the College's policy, the Complainant and a Respondent may each have an advisor of their choice to provide support and guidance. An advisor may accompany the Complainant/Respondent to any meeting with the Title IX Coordinator, the investigator, or to a hearing. An advisor of choice may be but is not required to be an attorney.

Bias and Conflict of Interest³⁴

All Administrators participating in a resolution process must be impartial and free from bias or conflict of interest, including bias for or against a specific Complainant or Respondent or for or against

³³ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

³⁴ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

complainants and respondents generally. If an acting Administrator has concerns that they cannot conduct a fair or unbiased process, they must report those concerns to the Title IX Coordinator.

A Complainant and/or Respondent may challenge the participation of a specific Title IX Administrator because of perceived conflict of interest, bias, or prejudice. Such a challenge, including the rationale must be made in writing to the Title IX Coordinator as soon as possible or within 48 hours of notice of the name of the Title IX Administrator.

Preponderance of the Evidence Standard³⁵

A standard of proof used by West Virginia Wesleyan College to determine whether or not the evidence provided indicates that a policy violation was more likely to have occurred than to not have occurred in order to find a respondent responsible for violating a policy.

Informal Resolutions³⁶

Informal Resolution is an alternative Resolution Process that does not include an Investigation or Hearing. Informal Resolution is typically a spectrum of facilitated, or structured, and adaptable processes between the Complainant, the Respondent, and/or other affected community members that seeks to identify and meet the needs of the Complainant while providing an opportunity for the Respondent to acknowledge harm and seek to repair the harm (to the extent possible) experienced by the Complainant and/or the WVWC community. Informal Resolutions may include, without limitation, Education, Mediation (including shuttled mediation), Restorative Practice, Supportive Resolution, and instances when a Respondent accepts responsibility for Prohibited Conduct.

Informal Resolution may be administered by the Title IX Coordinator or their designee.

Admission of responsibility for a Policy violation is not required for participation in Informal Resolution Processes, but Parties must agree to end the behavior, prevent its recurrence, and address its effects through Informal Resolution.

Informal Resolution may be available, under appropriate circumstances, at any time prior to reaching a determination regarding responsibility through a Formal Resolution Process. It is not necessary to pursue an Informal Resolution prior to an Investigation or Formal Resolution Process.

When the reported allegations are of Title IX Sexual Harassment, Informal Resolution process may not begin unless and until a Formal Complaint of Title IX Sexual Harassment is filed and Informal Resolution is not available in cases involving a Student-Complainant and Employee-Respondent.

³⁵ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

³⁶ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

The Title IX Coordinator reserves the right to determine whether Informal Resolution is appropriate in a specific case. The Title IX Coordinator may consider the following factors to assess whether or not an Informal Resolution is appropriate:

- the likelihood of potential resolution;
- power dynamics between the Parties;
- the nature and severity of the misconduct;
- Respondent's disciplinary history;
- whether an emergency removal or other interim actions are needed;
- the skill of the Informal Resolution facilitator with the type of Complaint;
- the Formal Complaint complexity; and,
- goals of the Parties.

Before the Title IX Coordinator begins the Informal Resolution Process, both Parties must provide informed consent in writing. In addition, where both Parties and WVWC determine that Informal Resolution is worth exploring, WVWC will provide the Parties with a written notice disclosing:

- the allegations;
- the requirements of the Informal Resolution Process;
- any consequences resulting from participating or withdrawing from the process; and,
- information about the records relating to an Informal Resolution that may be maintained by WVWC.

At any time prior to reaching a resolution, either Party may withdraw from the Informal Resolution Process and proceed with the appropriate Formal Resolution Process. The Complainant may also request that a Complaint be dismissed.

Once an Informal Resolution is agreed to by all Parties, the resolution is binding, and the Parties generally are precluded from resuming or starting the applicable formal grievance process related to specific misconduct that was alleged. Any breach of the terms of an Informal Resolution agreement may result in disciplinary action.

The Title IX Administrator facilitating an Informal Resolution must be trained and cannot be the Investigator, Decision Maker, or an Appeal Officer in the same case. In instances when a Title IX Administrator has a conflict of interest or bias, the Informal Resolution will be facilitated by the Vice President of Student Affairs.

Formal Complaints of Title IX Sexual Harassment which includes Dating Violence, Domestic Violence, Sexual Assault, and Stalking that occur within the Title IX Jurisdiction³⁷

After a report has been received by the Title IX Coordinator, a Complainant has the option to file a Formal Complaint against a Respondent alleging Title IX Sexual Harassment and requesting that WVWC investigate those allegations. In order to file a Formal Complaint, the Complainant must notify the Title IX Coordinator in writing of the allegations and request that WVWC investigate or otherwise resolve those allegations in accordance with this Policy and Procedures. This may be done online, in person, or by email to the Title IX Coordinator.

When a Complainant does not wish to File a Formal Complaint on their own behalf, the Title IX Coordinator may, in their sole and absolute discretion, file a Formal Complaint.

When deciding to File a Formal Complaint, the Title IX Coordinator will consider the risk that the Respondent might commit additional acts of Prohibited Conduct; whether or not there have been additional reports against the same Respondent for the same or similar conduct; whether or not the Prohibited Conduct was committed by multiple Respondents; the seriousness of the alleged misconduct; and, whether or not the Complainant is a minor.

When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a Party to the resolution process. While the Complainant may choose not to participate in the resolution process initiated by the Title IX Coordinator signing a Formal Complaint, the Complainant will still be treated as a Party entitled to inspect and review evidence and to receive all notices, including the Notice of Allegations, the Notice of Hearing, and the Notice of Outcome.

For reports of Title IX Sexual Harassment, a Formal Complaint **must** be filed before WVWC can commence the investigation or the Informal Resolution process.

In instances in which there is no Formal Complaint, WVWC may still be obligated to stop, remedy, or prevent any concerns or possible hostile or discriminatory environments. However, individual discipline may not be issued unless the Investigation and Hearing have occurred.

Dismissal

Mandatory Dismissal of Formal Complaints of Title IX Sexual Harassment

When the Title IX Coordinator receives a Formal Complaint alleging conduct, which if true, would meet the definition of Title IX Sexual Harassment, the Title IX Coordinator will evaluate the allegations in the Formal Complaint to determine whether the allegations satisfy the following conditions:

³⁷ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

- The Title IX Sexual Harassment conduct is alleged to have been perpetrated against a person in the United States;
- The Title IX Sexual Harassment conduct is alleged to have taken place within the WVWC's Programs and Activities; and,
- At the time of the filing or signing of the Formal Complaint, the Complainant is not participating in or attempting to participate in WVWC's Programs or Activities.

If the Title IX Coordinator determines that all of the above conditions are satisfied, WVWC will address the allegations in the Formal Complaint under these procedures for Formal Resolution of Reports of Title IX Sexual Harassment. If the Title IX Coordinator determines that the allegations in the Formal Complaint do not meet the definitions of Title IX Sexual Harassment or that not all of the conditions above are satisfied, the Title IX Coordinator will dismiss the Formal Complaint for Title IX purposes. However, if the Title IX Coordinator dismisses the Formal Complaint for Title IX purposes, it may resolve the Formal Complaint under this Policy as Prohibited Conduct that is not Title IX Sexual Harassment or other WVWC Policy and procedures as appropriate.

Additionally, if the Title IX Coordinator initiates the investigative process as a Title IX Sexual Harassment matter based on the allegations in the Formal Complaint, but, during the course of the investigation, the Title IX Coordinator determines that all of the above conditions are no longer satisfied, The Title IX Coordinator will dismiss the Formal Complaint for Title IX purposes and instead pursue the matter under this Policy as Prohibited Conduct that is not Sexual Harassment, other WVWC Policy and procedures as appropriate, or as appropriate and applicable, dismiss the Formal Complaint in its entirety.

If the Title IX Coordinator determines that Formal Complaint of Title IX Sexual Harassment will not be adjudicated under the Formal Resolution of Reports of Title IX Sexual Harassment for one or more of the reasons outlined above, either at the outset after reviewing the Formal Complaint or during the course of the investigation, the Parties will receive written notice of the dismissal and the reasons for that dismissal. Complainants and Respondents may appeal the decision to dismiss a Formal Complaint as explained below in Section XX.

Discretionary Dismissals of Formal Complaints of Title IX Sexual Harassment

In addition, the reasons discussed above under Mandatory Dismissals, WVWC may, in its sole and absolute discretion, choose to dismiss a Formal Complaint or any allegations therein, if at any time during the Formal Resolution of Title IX Sexual Harassment Report, if:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- The Respondent is no longer enrolled or employed by WVWC; or,
- Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

The Title IX Coordinator retains discretion on a case by case basis to determine if they will dismiss a Formal Complaint for Title IX purposes based on any of the above reasons. Just because one or all of the

conditions above are satisfied, does not mean that the Title IX Coordinator will automatically dismiss the Formal Complaint; instead the Title IX Coordinator will determine is appropriate under the circumstances.

The Parties will receive simultaneous written notice of the dismissal and the reasons for that dismissal. Complainants and Respondents may appeal the decision to dismiss a Formal Complaint as explained below in Sections XX.

Consolidation of Formal Complaints of Title IX Sexual Harassment

In their discretion, the Title IX Coordinator may consolidate multiple Formal Complaints for resolution under this Policy. Consolidation might involve a single Complainant or multiple Complainants, a single Respondent or multiple Respondents, and allegations of conduct that is temporally or logically connected (even where some of that alleged conduct is not Title IX Sexual Harassment or where the above conditions are not met with respect to some of the alleged conduct). The decision to consolidate Formal Complaints is not subject to appeal.

Counterclaims

West Virginia Wesleyan College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. West Virginia Wesleyan College permits the filing of counterclaims but will assess to ensure that the allegations in the counterclaim are made in good faith.

Counterclaims may also be resolved through the same investigation as the underlying complaint or investigated separately, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Notice of Allegations

If a Complainant files, or the Title IX Coordinator signs, a Formal Complaint of Title IX Sexual Harassment within the scope of this Policy, the Title IX Coordinator will simultaneously send both parties a written Notice of Allegations that contains the following:

- Notice that the Informal and Formal Resolution processes comply with the requirements of Title IX;
- Notice of the allegations potentially constituting Title IX Sexual Harassment, providing sufficient detail for a response to be prepared before any initial interview, including (1) identities of the parties, if known; (2) the conduct allegedly constituting Title IX Sexual Harassment; and (3) the date and location of the alleged incident, if known;
- A statement that the Respondent is presumed not responsible for the alleged Title IX Sexual Harassment and a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that each party may have an advisor of their choice who may be, but is not required to be, an attorney and who may inspect and review evidence;

- Information regarding the availability of support and assistance through College resources and the opportunity to meet with the Title IX Coordinator in person to discuss resources, rights, and options;
- Notice of the College's prohibition of Retaliation of the Complainant, the Respondent, and witnesses; that the College will take prompt action when Retaliation is reported; and how to report acts of Retaliation; and
- Notice that the West Virginia Wesleyan College Policy Manual Volume VI: Student Life Policies 6.4.6 Code of Conduct prohibits knowingly making false statements and knowingly submitting false information during the grievance process.

If, during the course of an investigation, the Title IX Coordinator decides to investigate additional allegations about the Complainant or Respondent relating to the same facts or circumstances but not included in the earlier written notice, the Title IX Coordinator will provide an amended Notice of Allegations to the parties.

Investigation of Formal Complaints of Title IX Sexual Harassment

Once a Formal Complaint has been signed, and there is no Informal Resolution, an investigation will be conducted. An investigation affords Complainants and Respondents an opportunity to submit information and other evidence and to identify witnesses. Although the parties have the option to submit evidence and suggest witnesses to be interviewed, the burden of gathering information in the investigation is with West Virginia Wesleyan College.

When the Formal Resolution process is initiated, the Title IX Coordinator will designate an investigator or an investigative team who will be responsible for gathering evidence directly related to the allegations raised in a Formal Complaint of Title IX Sexual Harassment.

A Notice of a Title IX Sexual Harassment Investigation

If there is no Informal Resolution, a Notice of Investigation will be issued simultaneously to Complainants and Respondents. That correspondence will include the following:

- An overview of the Investigation/Formal Resolution process;
- A reminder that Informal Resolution process is available until which time a finding of responsibility is rendered;
- Information about Complainants and Respondents Rights, which includes a right to an Advisor;
- A reminder that the burden of proof and burden of evidence gathering sufficient to reach a determination regarding responsibility rests on West Virginia Wesleyan College and not on the parties;
- That West Virginia Wesleyan College cannot access, consider, disclose, or otherwise use a Complainant's or Respondent's records that are made or maintained under legal privilege without voluntary written consent from the person who is protected by that privilege;
- That Complainants and Respondents will have equal opportunity to present witnesses, including fact and expert witnesses, and other evidence;
- Notice that while parties are expected to respect the private and serious nature of the Resolution Process and to refrain from engaging in behavior that could be seen as Retaliation,

neither Complainants or Respondents are restricted from discussing the allegations or gathering or presenting evidence; and,

- The Investigator (s) name and contact information.

Notice of Allegations and Notice of Investigation may be combined as appropriate at the discretion of the Title IX Coordinator.

Interviews and Gathering Evidence in a Title IX Sexual Harassment Investigation

Interviews

The Investigator(s) will interview the parties and relevant witnesses in order to review the disciplinary process and to hear an overview of each party's account of the incident. Before any interview, the individual being interviewed will be informed in writing of the date, time, location, participants, and purpose of the interview. Such notice will be provided with sufficient time for the individual to prepare for the interview. The Respondent will be informed in writing if, during the investigation, additional information is disclosed that may constitute additional Title IX Sexual Harassment under the Policy. Following the interview, each party will be provided with a draft summary of their statement so that they have the opportunity to comment on the summary and ensure its accuracy and completeness. The parties' feedback may be attached or otherwise incorporated into the final investigative report to the extent deemed relevant by the Investigator(s).

Evidence

During the interview, and while gathering evidence, Complainants and Respondents will be given the opportunity to identify witnesses and to provide other information, such as documents, communications, photographs, and other evidence. Although West Virginia Wesleyan College has the burden of gathering evidence sufficient to reach a determination regarding responsibility, all parties are expected to share any relevant information and/or any information that is requested by the Investigator(s). Such information shared by the parties with the Investigator(s) may include both inculpatory and exculpatory evidence.

The Investigator(s) will review all information identified or provided by the parties, as well as any other evidence they obtain. Evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint will be shared with the parties for their review and comment, as described more fully below.

All evidence must be provided to the investigator during the scope of the investigation.

Draft Investigation Report and Opportunity to Inspect and Review Evidence of Title IX Sexual Harassment

Both parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which West Virginia Wesleyan College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained through a party or

another source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

After all the evidence is gathered, and the Investigator has completed witness interviews, the Investigator will prepare a draft investigative report. The Investigator(s) will send each party, and the party's advisor, if any, the draft investigative report.

The Investigator(s) will also provide the parties, and their advisors, if any, with copies of all evidence directly related to the allegations of the Formal Complaint that was gathered during the investigation. Before doing so, the Investigator(s) may redact information in the evidence that is not directly related to the allegations of the Formal Complaint; information prohibited from disclosure pursuant to a recognized legal privilege; and/or a party's medical or mental health information/records unless the party consents in writing to the disclosure. The evidence may be provided in either an electronic format or a hard copy. Parties and their advisors may not disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process. Disseminating evidence in such a way could be considered Retaliation under this policy.

The parties will have ten (10) days to review the draft investigative report and evidence and to submit a written response. The parties' written responses must include any comments, feedback, additional documents, evidence, requests for additional investigation, names of additional witnesses, or any other information they deem relevant to the investigation. Any party providing new evidence in their written response should identify whether that evidence was previously available to them, and if so, why it was not previously provided. The parties' feedback will be attached to the final investigation report.

Generally, only information that is provided to, or otherwise obtained by, the Investigator(s) during the course of the investigation will be considered in the determination of whether a Policy violation occurred. Any and all information for consideration by the Hearing Panel must be provided to the Investigator(s) prior to the final investigation report and will not be allowed during the hearing unless it can be clearly demonstrated that such information was not reasonably available to the parties at the time of the investigation or that the evidence has significant relevance to a material fact at issue in the investigation. If, after the final investigation report is issued, a party provides or identifies evidence that they did not previously provide or identify despite that evidence being reasonably available to them during the investigation process, the Hearing Officer may, at their discretion, draw a negative inference from the party's delay in providing or identifying the evidence. At the Title IX Coordinator's discretion, new evidence submitted after the Draft Investigation Report is issued, may result in additional investigation.

The Investigator(s) will review the feedback to the report, interview additional relevant witnesses (as deemed appropriate).

Final Investigation Report

After the time has run for both parties to provide any written response to the draft investigative report and evidence, and after the Investigator(s) complete(s) any additional investigation, the Investigator(s)

will complete a final investigative report. The Investigator(s) will submit the final investigative report of relevant information to the Title IX Coordinator. The Title IX Coordinator will review the report for completeness and relevance, and direct further investigation as necessary before the report is provided to the Complainant and Respondent.

The Investigator(s) and/or Title IX Coordinator, as appropriate, may exclude and/or redact information or evidence from the final investigative report as follows:

- Information that is not relevant to the allegations raised in the Formal Complaint;
- Information about a Complainant's prior or subsequent sexual activity, unless such information about the Complainant's prior sexual behavior is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent; and
- Medical or mental health information, treatment and/or diagnosis, unless the party voluntarily consents.

After the Title IX Coordinator reviews the report and any further investigation, if necessary, is completed, the final report will be shared with the Complainant, Respondent, and their advisors. The parties will have ten (10) business days to respond in writing to the final investigative report. The Complainant and Respondent must also submit in writing by that time the names of any witnesses the Complainant/Respondent wishes to testify and a summary of information each witness would provide through their testimony. Names of witnesses provided by the Complainant/Respondent will be shared with the other party.

After the ten-business-day deadline, the Complainant and Respondent may not provide any additional written information for the hearing, unless that information was not reasonably available prior to the closing of the ten-business-day window. The Hearing Officer determines whether to grant exceptions to this ten-business-day deadline.

The Title IX Coordinator will determine what, if any, final changes or additions are made to the final investigative report based upon its review of the report and feedback as described above from the Complainant and Respondent. The matter will then be referred to a Hearing Officer

Hearing on Title IX Sexual Harassment

Hearings that occur for the purpose of formally resolving Formal Complaints of Title IX Sexual Harassment will be live and occur in real time. Complainants, Respondents, and Witnesses will answer questions posed by the Hearing Officer and Advisors in front of the Hearing Panel. Questions regarding Prohibited Conduct that does not constitute Title IX Sexual Harassment but is also being heard by the Hearing during the same hearing will be handled at the discretion of the Hearing Officer.

Hearing Panel

The Hearing Officer Panel will be formed by the Title IX Deputy Coordinators minus the Deputy Coordinator who is designated as the Appeal Officer. See Section XX on Appeals for more information.

The Title IX Deputy Coordinators at West Virginia Wesleyan College are:

Alisa Suttle

Deputy Title IX Coordinator

Dean of Students

Student Development Office: Benedum Center for Campus Life

304-473-8443

Lively_a@wwwc.edu

Lynn Linder

Deputy Title IX Coordinator

Provost

Academic Affairs Office: 1st Floor, Administration Building

304-472-8042

linder_l@wwwc.edu

Vickie Crowder

Deputy Title IX Coordinator

Director of Human Resources

Human Resources Office: 1st Floor, Administration Building

304-473-8032

Crowder_v@wwwc.edu

Jackie Hinton

Deputy Title IX Coordinator

Director of Compliance and Academic Advising

Room 115: Rockefeller Center

304-473-8507

Hinton.j@wwwc.edu

The Chair will be determined by the following:

- If the Respondent is a student: The Chair will be the Vice President for Student Affairs.
- If the Respondent is an employee: The Chair will be the Director of Human Resources.
- If the Respondent is a member of Faculty: The Chair will be the Provost & Vice President for Academic Affairs.

The Deputy Coordinator that will serve the designated appellate decision-maker will not participate in the hearing.

Notice of Title IX Sexual Harassment Hearing

Both the Complainant and the Respondent will be notified in writing of the date and time of the hearing and the name of the Hearing Officer at least five business days in advance of the hearing, with the hearing to occur no fewer than ten days after the parties are provided with the final investigative report.

Pre-hearing Procedures and Ground Rules for Title IX Sexual Harassment Hearing

The Hearing Officer and/or the Title IX Coordinator may establish pre-hearing procedures relating to issues such as scheduling, hearing structure and process, witness and advisor participation and identification, and advance determination of the relevance of certain topics. The Hearing Officer will communicate with the parties prior to the hearing with respect to these issues and establish reasonable, equitable deadlines for party participation/input.

The Hearing Officer also has wide discretion over matters of decorum at the hearing, including the authority to excuse from the hearing process participants who are unwilling to observe rules of decorum

Participation of Advisors in a Title IX Sexual Harassment Hearing

Both parties must be accompanied by an advisor to the hearing. If a party does not have an advisor for the hearing, the West Virginia Wesleyan College will provide an advisor of West Virginia Wesleyan College's choice for that party. Each party's advisor must conduct any cross-examination of the other party and any witnesses. Apart from conducting cross-examination, the parties' advisors do not have a speaking role at the hearing; an advisors' participation is limited to conferring with the party at intervals set by the Hearing Officer.

Participation of Parties and Witnesses in a Title IX Sexual Harassment Hearing

A party or witness who elects to participate in the process is expected, although not compelled, to participate in all aspects of the process (e.g., a witness who chooses to participate in the investigation is expected to make themselves available for a hearing if requested to do so).

If a party does not appear for the hearing, their advisor may still appear for the purpose of asking questions of the other party and witnesses. If a non-participating party's advisor also does not appear for the hearing, West Virginia Wesleyan College will appoint an advisor to participate in the hearing for the purpose of asking questions of the other party on behalf of the nonparticipating party.

Parties are reminded that, consistent with the prohibition on Retaliation, intimidation, threats of violence, and other conduct intended to cause a party or witness to not appear for a hearing are expressly prohibited.

The Hearing Officer may, at their discretion, exclude witnesses or witness testimony the Hearing Officer considers irrelevant or duplicative. The Hearing Officer will explain any decision to exclude a witness or testimony as not relevant.

Recording the Title IX Sexual Harassment Hearing

A Respondent, Complainant, advisor, and/or witness may not bring electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) into a hearing room, unless authorized by the Hearing Officer.

The Title IX Coordinator will arrange for there to be an audio recording, or audiovisual recording, or transcript (or combination) of the hearing, which will be made available to the parties for review and kept on file by West Virginia Wesleyan College for seven years.

Reasonable care will be taken to create a quality recording or transcript and if making recording minimize technical problems, however, technical problems that result in no recording or an inaudible recording are not a valid basis for appeal.

Hearing Location and Use of Technology in a Title IX Sexual Harassment Hearing

The hearing will be live, with all questioning conducted in real time. Upon request, the parties may be located in separate rooms (or at separate locations) with technology enabling the Hearing Officer and the parties to simultaneously see and hear the party or witness answering questions. A hearing may be conducted entirely virtually through the use of remote technology so long as the parties and Hearing Officer are able to hear and see one another in real time.

Title IX Sexual Harassment Hearing Structure

The Hearing Officer has general authority and wide discretion over the conduct of the hearing. Although the Hearing Officer has discretion to modify the hearing structure, the general course of procedure for a hearing is as follows:

- Introductions;
- Respondent's statement accepting or denying responsibility;
- Opening Statement from the Complainant (optional);
- Opening Statement from the Respondent (optional);
- Questioning of the Complainant by the Hearing Officer;
- Cross-examination of the Complainant by the Respondent's advisor;
- Questioning of the Respondent by the Hearing Officer;
- Cross-examination of the Respondent by the Complainant's advisor;
- Hearing Officer questioning of other witnesses (if applicable);
- Cross-examination of other witnesses by the parties' advisors;
- Additional question of the Complainant and Respondent by the Hearing Officer at their discretion;
- Closing comments from the Complainant (optional); and,
- Closing comments from the Respondent (optional).

A Complainant or Respondent may not question each other or other witnesses directly; they must conduct the cross-examination through their advisors. Before a party or witness answers a cross-examination or other question, the Hearing Officer will first determine whether the question is relevant. The Hearing Officer may exclude irrelevant information and/or questions. The Hearing Officer will explain any decision to exclude a question or information as not relevant.

The evidence collected as part of the investigative process will be made available at the hearing to give each party an equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege are not admissible, unless the person holding the privilege has waived the privilege.

Determination Following a Title IX Sexual Harassment Hearing

Following the Hearing, the Hearing Panel, by way of a majority vote will consider all relevant evidence and make a determination, by Preponderance of Evidence standard, whether the Respondent has violated the Policy. While the Title IX Coordinator will be present, they are not a decision-maker.

Written Notice Regarding an Outcome of a Title IX Sexual Harassment Hearing

After a determination regarding responsibility and, if applicable, a determination regarding appropriate remedies and/or sanction has been made, Complainants and Respondents will receive a simultaneous written notification including the decision regarding responsibility and, as applicable, remedies and sanctions. The written notification will include the following:

- Identification of the allegations potentially constituting Title IX Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint of Title IX Sexual Harassment, with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings supporting the determination using a preponderance of the evidence standard;
- Conclusions regarding the application of West Virginia Wesleyan College code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions West Virginia Wesleyan College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's Education Program or Activity will be provided by West Virginia Wesleyan College to the Complainant; and
- West Virginia Wesleyan College's permissible basis for the Complainants and Respondents to appeal, and instructions on how to do so. The written notification of outcome becomes final seven days after it is sent to the Parties, unless an appeal is filed on or before that day.

Formal Resolution of Reports of Prohibited Conduct that is not Title IX Sexual Harassment, To Include Reports of Dating and Domestic Violence, Sexual Assault, and Stalking that occur outside of the Title IX Jurisdiction³⁸

Once a report of Prohibited Conduct has been received by the Title IX Coordinator, and when Informal Resolution is not elected or is unsuccessful, a Complainant has the option to file a Formal Complaint against a Respondent alleging Prohibited Conduct and requesting that WVWC resolve those allegations through an Investigation. To file a Complaint, the Complainant may do so orally, in writing, online, in person, or by email to the Title IX Coordinator.

If the Complainant does not wish to File a Formal Complaint on their own behalf, the Title IX Coordinator may, in their discretion, file a Formal Complaint if they determine that WVWC is on notice that it would be legally required to respond.

When deciding to File a Complaint, the Title IX Coordinator will consider the following:

- WVWC's legal obligations to provide a safe, non-discriminatory educational or work environment;
- risk that the Respondent might commit additional acts of Prohibited Conduct;
- whether or not there have been additional reports against the same Respondent for the same or similar conduct;
- the scope of the alleged Prohibited Conduct, including possible patterns, possible ongoing discrimination or harassment, and/or whether or not the alleged Prohibited Conduct impacts multiple individuals;
- whether or not the Prohibited Conduct was committed by multiple Respondents;
- the seriousness of the alleged misconduct;
- the age and relationship of the Parties, including whether or not the Respondent is a WVWC employee;
- the Complainant's request not to proceed;
- the Complainant's reasonable safety concerns about initiating a Complaint; and,
- the availability of evidence to assist a Decision-Maker reaching a determination.

When the Title IX Coordinator files a Complaint, the Title IX Coordinator is not a Complainant or otherwise a Party to the Resolution Process. When the Complainant may choose not to participate in the resolution initiated by the Title IX Coordinator, the Complainant may still be treated as a Party entitled to inspect and review evidence and to receive all notices, including the notice of allegations, the notice of hearing, and the notice of outcome. At no time, will WVWC retaliate against a Complainant to force participation in the grievance process.

If a Party chooses not to participate in the Resolution Process or becomes unresponsive, the Recipient reserves the right to continue without their participation to ensure a prompt resolution.

³⁸ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process. Employee witnesses may be compelled to participate.

In instances in which there is no Complaint, WVWC may still be obligated to stop, remedy, or prevent any concerns or possible hostile or discriminatory environments.

Dismissal

If a Complainant files a Complaint, WVWC may, in its discretion, choose to dismiss a Formal Complaint of Prohibited Conduct or any allegations therein, if at any time during the Resolution Process:

- WVWC is unable to identify the Respondent after taking reasonable steps to do so;
- the Respondent is no longer enrolled or employed by WVWC;
- specific circumstances prevent the recipient from gathering the evidence sufficient to reach a determination in regards to the allegations in the Complaint; and/or,
- WVWC determines the conduct alleged would not constitute a policy violation, if proven.

Dismissal decisions are appealable by the Parties.

Consolidation of Formal Complaints of That is Not Title IX Sexual Harassment

In their discretion, the Title IX Coordinator may consolidate multiple Formal Complaints for resolution under this Policy. Consolidation might involve a single Complainant or multiple Complainants, a single Respondent or multiple Respondents, and allegations of conduct that is temporally or logically connected (even where some of that alleged conduct is not Prohibited Conduct). The decision to consolidate Formal Complaints is not subject to appeal.

Counterclaims of Prohibited Conduct That is Not Title IX Sexual Harassment

West Virginia Wesleyan College is obligated to ensure that the grievance process is not abused for retaliatory purposes, thus counterclaims made with retaliatory intent will not be permitted. West Virginia Wesleyan College permits the filing of counterclaims but will assess to ensure that the allegations in the counterclaim are made in good faith.

Counterclaims may also be resolved through the same investigation as the underlying complaint or investigated separately, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Notice of Allegations of Prohibited Conduct Is Not Title IX Sexual Harassment

If a Complainant or the Title IX Coordinator files a Formal Complaint of Prohibited Conduct within the scope of this Policy, the Title IX Coordinator will simultaneously send both Parties a written Notice of Allegations that contains the following:

- sufficient detail for a person to be prepared before any initial interview, including identities of the Parties, if known; the conduct allegedly constituting Prohibited Conduct; the date and location of the alleged incident, if known;
- the specific policies and offenses implicated;

- a statement that the Respondent is presumed not responsible for the alleged Prohibited Conduct and a determination regarding responsibility is made at the conclusion of the grievance process;
- a statement that the Parties are entitled to an equal opportunity to assess the relevant and not otherwise impermissible evidence;
- a statement the Parties are entitled to an Advisor of their choosing who may accompany them throughout all steps of the Formal Resolution Process;
- instructions to preserve any evidence that is directly related to the allegations;
- notice that WVWC prohibits knowingly making false statements, including submitting false information during the Formal Resolution Process;
- information about the confidentiality of the process, including the expectations of the Parties and their Advisors regarding information learned through the process;
- information regarding the availability of support and assistance through WVWC resources and the opportunity to meet with the Title IX Coordinator in person to discuss resources, rights, and options; and,
- notice of WVWC's prohibition of Retaliation of the Complainant, the Respondent, and witnesses; that WVWC will take prompt action when Retaliation is reported; and how to report acts of Retaliation.

In instances institutional discrimination, disparate policies, or in which climate or culture Investigations are required and that do not have an identifiable Respondent, the Notice of Allegations will be provided to the Cabinet Member that oversees the area being investigated.

If, during the course of an Investigation, the Title IX Coordinator decides to investigate additional allegations about the Complainant or Respondent relating to the same facts or circumstances but not included in the earlier written notice, the Title IX Coordinator will provide an amended Notice of Allegations to the Parties.

If, during the course of an investigation, the Title IX Coordinator decides to investigate additional allegations about the Complainant or Respondent relating to the same facts or circumstances but not included in the earlier written notice, the Title IX Coordinator will provide an amended Notice of Allegations to the parties.

Investigation of Prohibited Conduct

Once a Formal Complaint has been signed, and there is no Informal Resolution, an investigation will be conducted. An investigation affords Complainants and Respondents an opportunity to submit information and other evidence and to identify witnesses. Although the parties have the option to submit evidence and suggest witnesses to be interviewed, the burden of gathering information in the investigation is with West Virginia Wesleyan College.

When the Formal Resolution process is initiated, the Title IX Coordinator will designate an Investigator or an investigative team who will be responsible for gathering evidence directly related to the allegations raised in a Formal Complaint of Prohibited Conduct.

Interviews and Gathering Evidence

Interviews

The Investigator(s) will interview the parties and relevant witnesses in order to review the disciplinary process and to hear an overview of each party's account of the incident. Before any interview, the individual being interviewed will be informed in writing of the date, time, location, participants, and purpose of the interview. Such notice will be provided with sufficient time for the individual to prepare for the interview. The Respondent will be informed in writing if, during the investigation, additional information is disclosed that may constitute additional Title IX Sexual Harassment under the Policy. Following the interview, each party will be provided with a draft summary of their statement so that they have the opportunity to comment on the summary and ensure its accuracy and completeness. The parties' feedback may be attached or otherwise incorporated into the final investigative report to the extent deemed relevant by the Investigator(s).

Evidence

During the interview, and while gathering evidence, parties will be given the opportunity to identify witnesses and to provide other information, such as documents, communications, photographs, and other evidence. Although West Virginia Wesleyan College has the burden of gathering evidence sufficient to reach a determination regarding responsibility, all parties are expected to share any relevant information and/or any information that is requested by the Investigator(s). Such information shared by the parties with the Investigator(s) may include both inculpatory and exculpatory evidence.

The Investigator(s) will review all information identified or provided by the parties, as well as any other evidence they obtain. Evidence obtained as part of the investigation that is directly related to the allegations in the Formal Complaint will be shared with the parties for their review and comment, as described below.

All evidence must be provided to the investigator during the scope of the investigation.

Draft Investigation Report and Opportunity to Inspect and Review Evidence

After all the evidence is gathered, and the investigator has completed witness interviews, the investigator will prepare a draft investigative report. The Investigator(s) will send each party, and the party's advisor, if any, the draft investigative report.

The Investigator(s) will also provide the parties, and their advisors, if any, with copies or descriptions of all evidence directly related to the allegations of the Formal Complaint that was gathered during the investigation. Before doing so, the Investigator(s) may redact information in the evidence that is not directly related to the allegations of the Formal Complaint; information prohibited from disclosure pursuant to a recognized legal privilege; and/or a party's medical or mental health information/records unless the party consents in writing to the disclosure. The evidence may be provided in either an electronic format or a hard copy. Complainants, Respondents, and their advisors may not disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to

the formal resolution process as described in this policy. Disseminating evidence in such a way could be considered Retaliation under this policy.

The parties will have ten (10) days to review the draft investigative report and evidence and to submit a written response. The parties' written responses must include any comments, feedback, additional documents, evidence, requests for additional investigation, names of additional witnesses, or any other information they deem relevant to the investigation. Any party providing new evidence in their written response should identify whether that evidence was previously available to them, and if so, why it was not previously provided. The parties' feedback will be attached to the final investigation report.

After the ten (10) day window has closed and all feedback is received, the investigator will prepare a final investigation report.

Generally, only information that is provided to, or otherwise obtained by, the Investigator(s) during the course of the investigation will be considered in the determination of whether a Policy violation occurred. Any and all information for consideration by the Hearing Panel must be provided to the Investigator(s) prior to the final investigation report and will not be allowed during the hearing unless it can be clearly demonstrated that such information was not reasonably available to the parties at the time of the investigation or that the evidence has significant relevance to a material fact at issue in the investigation.

At the Title IX Coordinator's discretion, new evidence submitted after the Draft Investigation Report is issued, may result in additional investigation.

Administrative Hearing of Prohibited Conduct

After the time has run for both parties to provide any written response to the draft investigative report and evidence, and after the Investigator(s) complete(s) any additional investigation, the Investigator(s) will complete a final investigative report. The Investigator(s) will submit the final investigative report of relevant information to the Title IX Coordinator. The Title IX Coordinator will review the report for completeness and relevance, and direct further investigation as necessary before the report is provided to the Administrative Hearing Panel.

After the Title IX Coordinator reviews the report and any further investigation, if necessary, is completed, the final report will be provided to the Administrative Hearing Panel which is comprised of the Deputy Coordinators (minus the Deputy Coordinator who will serve as the Appeal Officer). The lead investigator will present the report to the Title IX Coordinator and Hearing Panel. While Complainants and Respondents will be notified in advance of the Administrative Hearing, they will not be present.

The Hearing Panel, by way of a majority vote will consider all relevant evidence and make a determination, by preponderance of evidence standard, whether the Respondent has violated the Policy. The Title IX Coordinator is not a decision-maker in the Administrative Hearing.

If it is determined that the preponderance of evidence standard cannot be met or that there is no reasonable cause to determine a Policy violation, the matter will be closed subject to a final appeal.

Written Notice Regarding an Outcome of Prohibited Conduct

After a determination regarding responsibility and, if applicable, a determination regarding appropriate remedies and/or sanction has been made, Complainants and Respondents will receive a simultaneous written notification including the decision regarding responsibility and, as applicable, remedies and sanctions. The written notification will include the following:

- Identification of the allegations potentially constituting Prohibited Conduct;
- Information about the policies and procedures used to evaluate the allegations.
- Findings supporting the determination using a preponderance of the evidence standard;
- Conclusions regarding the application of this Policy to the evidence;
- A statement of and rationale for the result as to each allegation, including a determination regarding responsibility;
- Any disciplinary sanctions imposed on the Respondent that WVWC is permitted to share pursuant to state or federal law;
- Whether or not remedies will be provided; and,
- WVWC's procedures and permissible bases for the Complainants and Respondents to appeal.

Remedies and Sanctions for Policy Violations³⁹

In the event the Decision Makers find the Respondent responsible for a violation of WVWC's policies, appropriate remedies and sanctions will be determined by the Deputy Title IX Coordinator as listed below in conjunction with the Title IX Coordinator. Remedies are designed to restore or preserve equal access to the College's Education Program or Activity and may be disciplinary or punitive.

- If the Respondent is a student: The sanction will be administered by the Dean of Students.
- If the Respondent is an employee: The sanction will be administered by the Director of Human Resources.
- If the Respondent is a member of Faculty: The sanction will be administered by the Vice President for Academic Affairs.

Upon a finding of responsibility, the Complainant will be provided with remedies designed to restore access to WVWC's educational and employment Programs and Activities.

Sanctions for a finding of responsibility for Student Respondents include any of the sanctions outlined in the WVWC Student Handbook, education, growth plans, community service, referral to counseling, warnings, probation, suspension, suspension from participation in activities or privileges, suspension from the WVWC or the residence halls, or expulsion. In determining (a) sanction(s), the designated Deputy Coordinator will consider whether the nature of the conduct at issue warrants removal from WVWC, either permanent (expulsion) or temporary (suspension).

³⁹ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

Sanctions for the finding of responsibility for student groups and organizations include any of the sanctions outlined in the WVWC Student Handbook, warnings, probation, suspension, termination of the group, expulsion, loss of privileges, or other actions determined to be appropriate.

Sanctions for findings of responsibility for Employee and Faculty Respondents include education, referral to counseling, and disciplinary actions such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, restriction in activities or privileges, temporary suspension without pay, compensation adjustments, or termination.

Other factors pertinent to the determination of what sanction applies include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the Respondent, previous WVWC response to similar conduct, and WVWC interests (e.g., in providing a safe environment for all).

Third Parties, such as visitors, contractors, consultants, vendors providing services to WVWC may be subject to appropriate corrective action, including, but not limited to, issuance of a no trespass order or cancellation of relationship with WVWC.

Appeals⁴⁰

A Complainant and Respondent both have the right to appeal the following:

- Title IX Coordinator's decision to dismiss a Formal Complaint of Prohibited Conduct;
- Emergency Removal decisions; and,
- decisions regarding responsibility for policy violation or outcome.

Appeals may only be made by Complainants and Respondents and not Advisors or other third Parties.

A Party wishing to appeal the Title IX Coordinator's decision to dismiss a Formal Complaint of Prohibited Conduct must file a written appeal statement within five (5) business Days of the date the decision to dismiss is communicated to the Parties.

A Party wishing to appeal a decision regarding responsibility or outcome must file a written appeal statement within five (5) business Days of the date the written decision is sent to the Parties.

The written appeal statement must identify the ground(s) upon which the appeal is being made. The only grounds for appeal are:

- new information not reasonably available at the time of the decision that could affect the outcome of the matter;
- the Title IX Coordinator or other Title IX Administrator had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent specifically that affected the outcome of the matter;

⁴⁰ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

- the Sanction is excessively severe considering the cumulative conduct/disciplinary record of the Respondent; and/or,
- procedural error(s) that affected the outcome of the matter. An appeal is not a re-hearing of the case.

WVWC may deny an appeal if it is not based on one of the grounds for appeal outlined above.

Appeal Officer

- If the Respondent is a student: The written appeal shall be submitted to the Vice President for Academic Affairs.
- If the Respondent is an employee: The written appeal shall be submitted to the Dean of Students for Student Affairs.
- If the Respondent is a faculty member: The written appeal shall be submitted to the Director of Human Resources.

The Appeal Officer's role is limited to reviewing the underlying record of the Investigation and hearing, the appealing Party's ("Appellant") written appeal statement, any response to that statement by the non-appealing Party.

Response to Appeal

The Appeal Officer will provide written notice to the non-appealing Party that an appeal has been submitted and will give the non-appealing Party an opportunity to review the appeal statement. The non-appealing Party may submit a written response to the appeal. The written response is due two (2) Days from the date WVWC provides written notice of the appeal to the non-appealing Party. WVWC will provide the Appellant an opportunity to review non-Appealing Party's response, but no further submissions are permitted.

Written Decision

The Appeal Officer will provide written notification of the final decision to the Appellant and non-appealing Party simultaneously. The Appeal Officer will typically notify the Parties of its decision regarding an appeal in writing within five (5) business Days from receipt of the appeal statement. If the decision will take longer, the Parties will be informed. The decision of the Appeal Officer will be final, and no subsequent appeals are permitted.

Training and Prevention Programs⁴¹

WVWC is committed to creating a safe and respectful campus environment by implementing comprehensive prevention programs that address sexual assault, domestic violence, dating violence, and stalking. In accordance with the Jeanne Clery Act requirements, the College provides ongoing education and awareness initiatives for all students, faculty, and staff, including bystander intervention training with

⁴¹ [West Virginia Wesleyan College Policy and Procedures on Discrimination, Harassment, and Title IX Sexual Harassment](#)

the goal of promoting healthy relationships and a safe campus environment that empowers individuals to report incidents promptly.

All Title IX Administrators, which includes investigators and decision makers, and individuals who are responsible for the implementation, modification, or termination of Supportive Measures will be trained on the following on an annual basis:

- definitions of Prohibited Conduct;
- how to apply those definitions consistently and impartially;
- issues related to Prohibited Conduct;
- scope of WVWC's Education Program and Activities;
- Jurisdiction of this Policy;
- Reporting, confidentiality, and privacy requirements;
- Supportive Measures and Reasonable Modifications;
- Informal Resolutions;
- the Investigation process and how to conduct an investigation process that protects the safety of Complainants;
- how to assess credibility;
- Administrative Hearings;
- Remedies and Sanctions;
- Appeals;
- Relevance and Permissibility of Evidence;
- Record Keeping requirements related to this Policy; and,
- how to serve equitability and impartially to avoid Bias and Conflicts of Interest.

If needed, Decision Makers will also be trained on any technology that might be used during an Administrative Hearing.

All Confidential Employees will be trained on the following on an annual basis:

- to provide the Title IX Coordinator's contact information when a student or employee discloses information that may involve Prohibited Conduct; and,
- how to provide and document any Supportive Measures or off campus resources that are offered or provided.

At a minimum, all employees will be trained on the following on an annual basis:

- WVWC's obligation to address Discrimination and Harassment in its Education Program or Activity;
- definitions of Prohibited Conduct;
- scope of WVWC's Education Program and Activities;
- how to report instances of Prohibited Conduct to the Title IX Coordinator; and,
- to provide the Title IX Coordinator's information to an individual who discloses pregnancy.

At a minimum, all students are trained on the following during their time as a student at West Virginia Wesleyan College.:

- Title IX Sexual Harassment and related issues specific to Dating & Domestic Violence, Sexual Misconduct, Stalking;
- Consent;
- Hazing;
- Bystander Intervention;
- Alcohol & Other Drugs; and,
- Active Shooter.

All training materials are available upon request and do not rely on sex stereotypes.

Annual Fire Safety Report

At West Virginia Wesleyan College, the safety and security of our campus community are of utmost importance. This Annual Fire Safety Report provides a comprehensive overview of the measures in place to protect students, faculty, staff, and visitors from fire-related emergencies. Through regular education, training, fire drills, and ongoing facility maintenance, we strive to create a secure environment conducive to learning and living.

The College's proactive approach to fire safety includes detailed emergency evacuation procedures, scheduled fire drills across all campus buildings, and hands-on training for residence life staff and emergency responders. Our commitment extends to continuous fire safety education and ensuring that fire protection systems and safety equipment are maintained at the highest standards. This report also highlights the essential role that community cooperation plays in enhancing campus safety, along with steps to follow in the event of a fire emergency.

Emergency Evacuation Procedures

In the event that smoke or fire is detected, it is imperative to remain calm and exit the building via the closest exit. Should the building's alarm system fail to activate, take the initiative to pull the fire alarm while exiting. It is important to note that all residence hall rooms are equipped with an exit diagram prominently displayed on the inside of the door.

The Evacuation Coordinators (HR director/Dean of Students) will be stationed at the relocation area to assist with the transporting of community members to safety due to being threatened by or displaced by an incident of concern. A temporary shelter or facility will be designated by the Emergency Director in consultation with the VP for Academic Affairs. The Evacuation Coordinators will assess the need for certain equipment and supplies as needed to comfort our students and employees until the "All clear" is given.⁴²

⁴² [Critical Incident Response Plan](#)

In residence halls, it is verified each August that emergency evacuation plans are posted on each room's door.

Fire Safety Education and Training

The WVWC Fire Safety Program aims to safeguard lives and property through education on fire safety and emergency response procedures. This encompasses hands-on training with fire extinguishers and comprehensive training sessions for resident advisors and directors, focusing on emergency situation management, including fire, natural disasters, and other crises.

Residence Life staff discuss fire safety protocol at their beginning of the semester floor meetings, noting locations of the evacuation procedures and routes to exit the residence halls. Every residence hall room has an evacuation plan on the inside of the door that must remain there at all times. Likewise, hallways have evacuation routes noted as well.

Fire Incident Reporting

IN EMERGENCIES, DIAL 911.

For non-emergency incidents, please contact the below offices regarding the fire incident as soon as possible/safe to do so. This notification will also allow for proper inclusion of incidents in fire safety statistics.

- Campus Safety and Security: 304-473-8011
- Office of Campus Life: 304-473-8431
- WVWC Physical Plant: 304-473-8367

Fire Incident Record Keeping

West Virginia Wesleyan College Security Staff is responsible for maintaining detailed records of all fire alarms, fire incidents, and visits from the local fire department.

Fire Procedures⁴³

In all cases of fire, the Buckhannon Fire Department must be notified immediately: Dial 9 – 911

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
2. Always call 911 or 9-911 (from the office phone) to alert the fire department. In case of a minor fire that appears controllable, discharge the fire extinguisher toward the base of the flames. In large fires that do not appear controllable, contact the fire department and Campus Safety and Security. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. Do not lock doors!
3. If necessary, activate the building alarm. Caution: If the building alarm does not operate, make sure you have alerted Campus Safety and Security.
4. In large fires that do not appear controllable, contact the fire department and Campus Safety

⁴³ [Critical Incident Response Plan](#)

and Security. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. Do not lock doors!

5. When the building evacuation alarm is sounded, or when you are told to leave by law enforcement or similar authority, walk quickly to the nearest marked exit and ask others to do the same.
6. Assist people with disabilities in exiting the building! Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, move to your designated assembly area. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
8. When the fire department arrives on campus to respond to a residence hall fire, Campus Safety and Security shall grant them access to the building and the RA control room where all the keys are kept. The police and the lead officer from the fire department shall assign keys as needed and log who has the keys. When the call is completed, the same two officers shall check all the keys back in and sign the log sheet. This will allow the fire department all access necessary while limiting and documenting the distribution of keys.
9. If requested, assist emergency crews.
10. An Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have emergency response duties.

Do not return to an evacuated building unless told to do so by the local Fire Marshall. He/she will have the final authority to determine if the college will be able to return safely.

Note: if you become trapped in a building during a fire and a window is available, wave an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic!

Important: After evacuation, report to your designated assembly area. Stay there until an accurate headcount is taken. A Building/Facility Coordinator will take attendance and assist in accounting for all building occupants.

Prohibited Items⁴⁴

The following items are not permitted to be used or stored in the residence halls. This is not an exhaustive list, and the Office of Campus Life reserves the right to confiscate items it deems to be unsafe for community living. The Office of Campus Life also reserves the right to determine if a student should or should not be fined for an item confiscated that is not specifically stated on this list.

- Illegal substances including, but not limited to: alcohol (if under 21), drugs and other controlled substances, and alcohol and drug paraphernalia. See the Alcohol and Drug policies for specific policies on prohibited items.
- Weapons including, but not limited to: firearms, BB guns, paintball guns, knives larger than a pocket knife, pellet and air guns, pepper spray, mace, tasers, stun guns, or any type of weapon or

⁴⁴ [Residence Hall Accommodations and Policy Agreement](#)

ammunition. Any student found to be in possession of a weapon will also be referred to the College student conduct system.

- Heat-producing appliances including, but not limited to: hot plates, heating/immersion coils, electric fry pans or grills, air fryers, toaster ovens, toasters, electric heaters, halogen lamps, and fog machines. Additionally, the following items are only permitted if they have an automatic shut-off feature: coffeemakers, irons, and hot water pots/rice cookers.
- Other fire/safety hazards, including but not limited to: decorative lights that are not LED classified, non-surge protected extension cords and non-UL approved electrical products, fireworks or explosives of any kind, propane, gasoline, kerosene, gas grills, acid, other hazardous chemicals, motorcycles, mopeds, and other gas-powered vehicles. Additionally, candles, wax warming burners, and incense, even if unlit and used decoratively, are prohibited.
- Large appliances, including but not limited to: smokers, chest freezers, and refrigerators larger than 3.2 cubic feet; additionally, air conditioners, including portable air conditioning units and humidifiers acting as a cooling unit, are prohibited unless approved by the Office of Campus Life as a special accommodation.
- Other miscellaneous items including, but not limited to: bullhorns, hoverboards, megaphones, hookahs, waterbeds, hot tubs, dart boards/darts, traffic signs, ceiling fans, and wireless routers.

All prohibited items will be confiscated and held by members of the residence life staff. Confiscated items will be returned to the student when they leave for the next break or closing, except in cases where it is illegal for the student to have the item. Confiscated items that are not collected by the student before end-of-year closing will be treated as abandoned property (see Cancellation Policy after Occupancy).

In addition to confiscation, students who possess prohibited items may also receive fines and others sanctions for violating the Prohibited Item policy. See the Housing and Residence Life Fees, Fines, and Other Sanctions list for information.

Smoking Policy⁴⁵

West Virginia Wesleyan College campus and property shall be a tobacco free and smoke free environment. This affects all buildings including residence halls, the grounds, exterior open spaces, parking lots, on-campus sidewalks, streets, driveways, athletic facilities, recreational spaces, practice facilities, and in all WVWC-owned or leased vehicles.

Tobacco use includes but is not limited to the personal use of any tobacco product whether intended to be lit or not, including smoking tobacco, nicotine, or other substances that are lit and smoked, as well as the use of electronic cigarettes, pipes, hookahs, or any other device intended to simulate smoking or vaporizing, and the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, any form of loose leaf, smokeless tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco.

⁴⁵ [Student Handbook](#)

Fire Systems & Drills: Student Housing Facilities			
Residence Hall	Type of Fire Safety System	Fire Extinguishers	Fire Drills in 2024
Agnes Howard Hall 60 Meade St	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Benedum Hall 70 Meade St.	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Doney Hall 68 Cebe Ross Drive	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Dunn Hall 76 Camden Ave.	Hard wired central system with smoke detectors, pull stations and sprinklers	Yes	2
Fleming Hall 92 Cebe Ross Drive	Hard wired central system with smoke detectors, pull stations and sprinklers	Yes	2
Holloway Hall 76 Meade St.	Hard wired smoke detectors in sleeping rooms that are not tied into the building	Yes	2
Jenkins Hall 62 Meade St.	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
McCuskey Hall 34 Cebe Ross Drive	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Student House 52 Randolph St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 60 Randolph	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 72 Braxton St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 48 Meade St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 57 Meade St.	Wet pipe sprinkler system/ self-contained water tanks with pumps, fire alarm/carbon monoxide system/detection – notification	Yes	2
Student House 59 Meade St.	Wet pipe sprinkler system/ self-contained water tanks with pumps, fire alarm/carbon monoxide system/detection – notification	Yes	2
Student House 75 Meade St.	Wet pipe sprinkler system/ self-contained water tanks with pumps, fire alarm/carbon monoxide system/detection – notification	Yes	2
Student House 82 Barbour St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 84 Barbour St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 51 College Ave.	Wet pipe sprinkler system/ self-contained water tanks with pumps, fire alarm/carbon monoxide system/detection – notification	Yes	2
Student House 53 College Ave.	Wet pipe sprinkler system/ self-contained water tanks with pumps, fire alarm/carbon monoxide system/detection – notification	Yes	2
Student House 18 Baxter St. *	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2

Fire Systems & Drills: Student Housing Facilities Continued			
Residence Hall	Type of Fire Safety System	Fire Extinguishers	Fire Drills in 2024
Student House 63 Wood St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2
Student House 44 Sedgwick	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	2

**This property was sold on July 1, 2024 and is no longer owned or utilized by West Virginia Wesleyan College*

Fire Systems & Drills: Non-Residential Facilities			
Facility	Type of Fire Safety System	Fire Extinguishers	Fire Drills in 2024
Wesley Chapel 65 Wesley Drive	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Haymond Hall 118 Cebe Ross Dr.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Rockefeller - Gym 151 Cebe Ross Dr.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Christopher Hall 187 Cebe Ross Dr.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Reemsnyder 186 Cebe Ross Dr.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Library 198 Cebe Ross Dr.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Performing Arts Center 58 College Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
English Annex 61 College Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Administration Building 59 College Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Welcome Center 52 College Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Campus Center 67 Camden Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
French See - Dinning 69 Camden Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Middleton 66 Camden Ave.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Loar Hall 66 Meade St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1
Erickson Alumni Center 55 Meade St.	Hard wired smoke detectors in each room/carbon monoxide detection	Yes	1

Fire Evacuation Locations: Student Housing Facilities		
<i>NOTE: Always use the stairs when evacuating the building. Never use the elevator.</i>		
Housing Name & Address	Evacuation location	Relocate Location in case of no re-entry
Agnes Howard Hall 60 Meade St	Residents need to evacuate to the Erickson Alumni parking lot	Chapel
Benedum Hall 70 Meade St.	Residents need to evacuate to the Chapel oval	Chapel
Doney Hall 68 Cebe Ross Drive	Residents need to evacuate to the Lily Garden area	Gym- Green Room
Dunn Hall 76 Camden Ave.	Residents need to evacuate to the fountain area	Chapel
Fleming Hall 92 Cebe Ross Drive	Residents need to evacuate to the Lily Garden area	Gym - Green Room
Holloway Hall 76 Meade St.	Residents need to evacuate to the Chapel oval	Chapel
Jenkins Hall 62 Meade St.	Residents need to evacuate to the Chapel oval	Chapel
McCuskey Hall 34 Cebe Ross Drive	Residents need to evacuate to the Lily Garden area	Gym- Green Room
Student House 52 Randolph	Residents need to evacuate to the Camden parking lot	Gym - Green Room
Student House 60 Randolph	Residents need to evacuate to the Camden parking lot	Dunn Hall lobby
Student House 72 Braxton	Residents need to evacuate to the lawn of Holloway Hall	Holloway Hall lobby
Student House 48 Meade	Residents need to evacuate to the lawn of Agnes Howard Hall	Agnes Howard Lobby
Student House 57 Meade	Residents need to evacuate to the lawn of Agnes Howard Hall	Agnes Howard Lobby
Student House 59 Meade	Residents need to evacuate to the lawn of Agnes Howard Hall	Agnes Howard Lobby
Student House 75 Meade	Residents need to evacuate to the lawn of Holloway Hall	Agnes Howard Lobby
Student House 82 Barbour	Residents need to evacuate to the lawn of Agnes Howard Hall	Holloway Lobby
Student House 84 Barbour	Residents need to evacuate to the lawn of Agnes Howard Hall	Agnes Howard Lobby
Student House 51 College	Residents need to evacuate to Agnes Howard Hall	Agnes Howard Lobby
Student House 53 College	Residents need to evacuate to Agnes Howard Hall	Agnes Howard Lobby
Student House 63 Wood	Residents need to evacuate to the Camden parking lot	Dunn Hall lobby
Student House 44 Sedgwick	Residents need to evacuate to the library lawn	Library lobby

Fire Evacuation Locations: Non-Residential Facilities		
<i>NOTE: Always use the stairs when evacuating the building. Never use the elevator.</i>		
Facility Name & Address	Evacuation location	Relocate Location in case of no re-entry
Wesley Chapel 65 Wesley Drive	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Social Hall
Haymond Hall 118 Cebe Ross Dr.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Rockefeller - Gym 151 Cebe Ross Dr.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Christopher Hall 187 Cebe Ross Dr.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Reemsnyder 186 Cebe Ross Dr.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Library 198 Cebe Ross Dr.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Performing Arts Center 58 College Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Social Hall or Chapel
English Annex 61 College Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Social Hall
Administration Building 59 College Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Social Hall
Welcome Center 52 College Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Chapel
Campus Center 67 Camden Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Chapel
French See - Dining 69 Camden Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Chapel or PAC
Middleton 66 Camden Ave.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	Social Hall or Chapel
Loar Hall 66 Meade St.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Chapel
Erickson Alumni Center 55 Meade St.	Faculty, Staff & Students will need to evacuate to the Green Space away from Fire, Police, and EMS First Responders	PAC or Chapel

Fire Statistics: Student Housing Facilities															
Housing Name & Address	2022					2023					2024				
	Fires	Injuries	Deaths	Value of Damage	Cause	Fires	Injuries	Deaths	Value of Damage	Cause	Fires	Injuries	Deaths	Value of Damage	Cause
Agnes Howard 60 Meade St	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Benedum Hall 70 Meade St.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Doney Hall 68 Cebe Ross Dr.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Dunn Hall 76 Camden Ave.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
McCuskey Hall 34 Cebe Ross Dr.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Fleming Hall 92 Cebe Ross Dr.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Holloway Hall 76 Meade St.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Jenkins Hall 62 Meade St.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 52 Randolph	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 60 Randolph	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 72 Braxton	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 48 Meade	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 57 Meade	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 59 Meade	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 75 Meade	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 82 Barbour	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 84 Barbour	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 51 College	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 53 College	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 18 Baxter*	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 63 Wood	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Student House 44 Sedgwick	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Totals	0	0	0	0		0	0	0	0		0	0	0	0	

**This property was sold on July 1, 2024 and is no longer owned or utilized by West Virginia Wesleyan College*

Fire Statistics: Non-Residential Facilities															
	2022					2023					2024				
Facility Name & Address	Fires	Injuries	Deaths	Value of Damage	Cause	Fires	Injuries	Deaths	Value of Damage	Cause	Fires	Injuries	Deaths	Value of Damage	Cause
Wesley Chapel 65 Wesley Drive	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Haymond Hall 118 Cebe Ross Dr.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Rockefeller - Gym 151 Cebe Ross Dr.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Christopher Hall 187 Cebe Ross Dr.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Reemsnyder 186 Cebe Ross Dr.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Library 198 Cebe Ross Dr.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Performing Arts Center 58 College Ave.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
English Annex 61 College Ave.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Administration Building 59 College Ave.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Welcome Center 52 College Ave.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Campus Center 67 Camden Ave.	0	0	0	0	N/A	0	0	0	0	N/A	1	0	0	390K	Arson
French See - Dinning 69 Camden Ave.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Middleton 66 Camden Ave.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Loar Hall 66 Meade St.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A
Erickson Alumni Center 55 Meade St.	0	0	0	0	N/A	0	0	0	0	N/A	0	0	0	0	N/A