



2017

WEST VIRGINIA WESLEYAN COLLEGE

# **Annual Fire Safety and Security Report**

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West Virginia Wesleyan College does not discriminate on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, or family and genetic information in its programs and activities as required by Title IX of the Education Amendments of 1972; the Americans with Disabilities Act of 1990, as amended; Section 504 of the Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; and other applicable statutes and College policies.

West Virginia Wesleyan College prohibits sexual and gender-based harassment, including sexual assault and other forms of interpersonal violence.

The following person has been designated as the overall coordinator for purposes of Title IX compliance: Meghan Kroll, Title IX Coordinator, Campus Center, Campus Life Office, 59 College Ave, Buckhannon, WV 26201, [titleix@wwwc.edu](mailto:titleix@wwwc.edu), 304-473-8104. The Deputy Title IX Coordinator is Vickie Crowder, Administration Building, 59 College Ave, Buckhannon, WV 26201, 304-473-8032, [crowder\\_v@wwwc.edu](mailto:crowder_v@wwwc.edu).

The following person has been designated to handle inquiries regarding non-discrimination policies: Vickie Crowder, Director of Human Resources and Deputy Title IX Coordinator, 59 College Ave., Buckhannon, WV 26201, 304-473-8032, [crowder\\_v@wwwc.edu](mailto:crowder_v@wwwc.edu).

The following person has been designated to handle inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act and related statutes and regulations: Dr. Shawn Kuba. Director of the Learning Center and ADA Compliance, 59 College Ave, Buckhannon, WV 26201, 304-473-8563, [kuba\\_s@wwwc.edu](mailto:kuba_s@wwwc.edu).

Complaints of discrimination, harassment and retaliation may be directed to the Human Resources Office at [crowder\\_v@wwwc.edu](mailto:crowder_v@wwwc.edu). Complaints may also be filed with the Department of Education Office for Civil Rights, the Equal Employment Opportunity Commission, and the Department of Human Resources Management.





## Table of Contents

Annual Disclosure of Crime Statistics	1
Reportable crimes	1
Who prepares the report	2
Office of Campus Safety and Security	2
Security Officer Responsibilities	2
Emergency phones	3
Daily Crime Log	3
Emergency Management and Evacuation Plan	3
Emergency Notification Statement	4
Crisis Incident Response Team	4
Emergency Evacuation Procedures	4
Campus SaVE	5
Diversity and Inclusion Statement	5
Sexual or Gender Based Misconduct Policy	6
Title IX Oversight	6
Confidentiality and Reporting of Offenses	6
Confidential Reporting	6
Formal Reporting	6
Responsible Employees	7
Campus Security Authorities	7
Prohibited Conduct and Definitions	7
Sexual Harassment	7
Non-Consensual Sexual Contact	8
Non-Consensual Sexual Intercourse	8
Sexual Exploitation	8
Other Misconduct Offenses- when sex or gender based	8
Discrimination	8
Intimidation	8
Hazing	8
Bullying	8
Dating Violence	9
Domestic Violence	9
Stalking	9
Retaliation	9
Consent	9
Incapacitation	9
Force	9
Investigation and Review Procedures	10
Sanctioning Decisions	10
Reporting and Responding Parties Bill of Rights	10
Timely Warnings	10
Awareness, Risk Reduction and Bystander Intervention Programs	11
Social Responsibility Statement	12
Protective Measures and Accommodations	13
Code of Conduct	14
Alcohol and Drug Policies	15
Off Campus Resources	17

Hazing Policy for Organizations	17
Judicial System	18
Judicial Board	18
Procedural Standards	19
Sanctions	20
Appeals	21
Administrative Withdrawal	22
Employee Discipline	23
Crimes Statistics- January 1- December, 31, 2016	24
<b>Fire Safety Report</b>	27
Evacuation Procedures	27
Fire Safety Education Training	27
Fire Evacuation Protocol	28
Fire Systems in On-Campus Residential Housing	28
Electric Appliance Usage	28
Fire Safety Statistics (January 1 – December 31, 2016)	29

# WVWC Annual Security Report - 2017

(Statistics for January 1 – December 31, 2016; filed by October 1, 2017)

## ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses as described by Clery geography. WVWC maintains a close relationship with local police departments where the WVWC owns or controls property. This ensures Campus Safety and Security awareness of crimes reported to these police departments that involve the College. The Office of Campus Safety and Security, the Judicial Affairs Office and the Title IX Office collect the crime statistics disclosed in the charts attached through a number of methods. Campus Security enters all reports of crime incidents made directly to an officer enters the report in the system, a department administrator verifies the report is appropriately classified in the correct crime category. The statistics below also include crimes that were reported to various campus security authorities, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

### Definitions of Reportable Crimes

**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.

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

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

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

C. Incest—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. Statutory Rape—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to

produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used, which could and probably would result in serious personal injury if the crime were successfully completed)

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (This includes all cases where automobiles are taken by persons not having lawful access, even if the vehicles are later abandoned— including joyriding.)

**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.

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

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. These statistics include arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Weapons:** Carrying, Possessing, Etc.—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Referred for campus disciplinary action (Liquor Laws, Drugs and Weapons Violations)—The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected

from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress. For the purpose of this definition "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" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

**Hate crime:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability. The crimes of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property are also reported under Clery Act requirements if it is determined the victim was intentionally selected because of the perpetrator's bias against the victim.

**Larceny-Theft (Except Motor Vehicle Theft):** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another, including attempted larcenies; embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### **Who prepares this report and where do the statistics come from:**

West Virginia Wesleyan College's Annual Security Report is prepared by the Director of Campus Safety and Security and the Director of Campus Life, with consultation by the Vice President for Student Development and the local police.

The statistics for this report are obtained from the judicial records of the Office of Campus Safety and Security, the

Office of Campus Life (Housing, Residence Life, and Judicial Affairs), the Office of Greek Affairs and reports from the Title IX Coordinator, with consultation and reports from the Buckhannon Police Department for the period of time, January 1 – December 31, 2016.

All policies and procedures are updated annually in July, the last update was July 2017. The statistics for the Annual Security Report (Crime Statistics Report) were last updated on August 1, 2017.

Complete policy statements related to the information contained herein are found in the 2017-2018 Student Handbook.



### **Office of Campus Safety and Security**

The primary purpose of West Virginia Wesleyan College's Campus Safety and Security program is to provide a safe and secure living environment for members of the college community and its guests and to educate our students, faculty and staff on how to maintain a safe campus community. WVWC operates its own Campus Safety and Security force staffed by full and part-time professional security personnel as well as several carefully selected and trained student officers.

Wesleyan security officers do not have police authority, including arrests, or carry weapons, but do cooperate fully with local law enforcement agencies in response to on and off campus incidents. 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, in addition to the Office of Judicial Affairs, cooperates fully with local authorities for any related investigations and in good faith, 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.

### **Security Officer Responsibilities Include:**

- Monitoring and securing all campus- owned buildings, parking areas and walkways
- Campus crime deterrence through regular patrols of college property
- Enforcement of college policies

- Investigation and documentation of policy violation
- Cooperation with residence life staff in promoting a safe and secure environment
- Traffic regulation
- Escort service when requested
- Compiling information from daily incident logs, residence hall reports and police data for annual reporting of crime statistics
- Liaison with local police in crime prevention efforts, referral for crime investigation and general safety education
- Assisting students, faculty and staff with practices and procedures for their own security and the security of others, through collaboration with the residence life staff, the counseling staff, informative signage and campus emails.

### Locking of buildings

The Campus Safety and Security Office is open on a 24-hour basis. Officers are in radio contact while patrolling, by calling 304-473-8011 and are in direct contact with emergency services through the county-wide Communications Center.

- Campus buildings are on a regular locking schedule.
- Residence hall doors are kept locked at all times; residents have access to their own residence hall through door swipe cards.
- Visitors to residence halls are escorted.
- Physical Plant staff are identified and have access to campus buildings only as supervised employees.
- Courtesy phones are located outside all residence halls and emergency phones are available in the Middleton parking area and in selected campus locations.
- Residence Life Staff patrols all residence halls Sunday through Thursday nights until midnight and until 2:00 a.m. on Fridays and Saturdays.

The Security Office is located on the 1st floor of Rockefeller Center.

### Emergency Phones

The following emergency phones are located on campus and have a direct dial button to the Office of Campus Safety and Security. If no one is in the office, the call will go directly to the on duty officer's walkie-talkie.

#### Building Entry Terminals/Emergency Phones

- |               |             |
|---------------|-------------|
| • Camden East | Camden West |
| • Holloway    | Benedum     |
| • Benedum     | Fleming     |
| • Jenkins     | McCuskey    |

#### Emergency Phones – on campus property

- Administration Building
- Campus Entrance
- Rear Middleton
- Rear Camden West – parking lot

### Academic Building Emergency Phones (where all emergency phone numbers are posted)

- Gym 1<sup>st</sup> floor by Security office
- Campus Center 3<sup>rd</sup> Floor by Commuter Lounge
- Martin Religious Center by Chapel Office
- Middleton Hall 2<sup>nd</sup> floor
- Administration Building 3<sup>rd</sup> Floor

### Daily Crime Log

The Daily Crime Log is maintained by the Director of Campus Safety and Security. The crime log is kept in the Office of Campus Safety and Security and is updated on a daily basis each academic year.

### Emergency Management and Evacuation Plans

#### Crisis Management Plan

West Virginia Wesleyan College is committed to providing an environment that is conducive to the safety and security of members of our community, faculty, staff, students, and guests. We realize that crises and/or critical incidents will occur and that these incidents have the potential to have a significant impact on our college community. These critical events require an effective and timely response, as well as open, timely and ongoing communication with various constituencies, both within the campus community and externally. The Emergency Management Plan details WVWC's plan for managing and responding to these critical incidences. It also includes information on how we will communicate with the various constituencies noted above, as well as parents, trustees, community members and other interested and relevant parties. This document also notes how we will partner with city and county officials and departments, as well as state and federal representatives when appropriate, to work toward our common goal of the safety and security of our College and the surrounding community.

The plan is housed in the office of the Vice President of Student Development and is reviewed and updated annually.





## Emergency Notification Statement

The Critical Incident Response Team is responsible for the management of emergencies and coordination of any emergency responses to the campus community.

Our emergency communications will be used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students. We will notify the campus community through the following methods:

- phone calls and texts to students, faculty and staff through our Emergency Alert System powered by e2campus.
- eMo bulletins sent via email or via Blackboard to all students, faculty and staff
- web posting on the college's home page found at [www.wvwc.edu](http://www.wvwc.edu)
- emergency signage placed in key areas of the campus as well as the perimeter
- siren sounded/announcement made from our chapel steeple public address system to alert students, faculty, staff and guests that are outdoors.

## Critical Incident Response Team (CIRT)

The Critical Incident Response Team (CIRT) is the group of individuals tasked with managing an emergency or disaster. The CIRT team meets regularly to keep emergency procedures up-to-date and plan and implement table top exercises and mock drills. The members of the CIRT are as follows:

Emergency Director:	President or designee
Emergency Coordinator:	CIRT Chairperson
Damage Control:	Director of the Physical Plant
Campus Safety and Security:	Director or Officer on Duty
Student Services:	Vice President for Student Development
Residence Life Operations:	Director of Campus Life
Health Service:	Director of Health Services
Public Information:	Vice President for Advancement
Communications Ops:	Director of Information Technology
Hazardous Materials:	Lab Manager

**Auxiliary Team Members:** depending on the emergency and the various factors of the situation, one or more of the following individuals will be contacted and asked to report to the Emergency Operations Center or the location of the incident:

- Chaplain/Director of Religious and Spiritual Life
- Director of Administrative Services
- Director of Athletics
- Director of Counseling Center
- Director of Multicultural Programs
- Title IX Coordinator
- Assistant Director of Campus Life
- Building Coordinators of academic and administrative facilities
- Building Coordinators of residence halls
- Others as determined by CIRT team

## Building Coordinators:

**Residence Halls:** Each residence hall has a Resident Director who is trained in proper evacuation and emergency procedures. The RDs work closely with the Resident Assistants in following emergency protocol. During the summer months, the Summer Conference Assistants serve in that capacity with our guests occupying the residence halls.

**Academic buildings:** Each academic building has a building coordinator and back up coordinator who are trained in proper evacuation and emergency procedures. They meet annually with the office and classroom occupants of their buildings to discuss emergency protocol.

## Emergency Evacuation Procedures

Evacuation drills are coordinated in the following manner:

### Residence Halls:

The Office of Campus Life (Resident Directors and Resident Assistants) works with the Office of Campus Safety and Security and the local fire department to schedule fire evacuation drills twice a year. These drills are unannounced and designed to educate our occupants about drill procedures, exit locations, and the sound of the fire alarm system. In addition, the drills allow the college the opportunity to test the fire alarm system components, familiarize the local fire department with the layouts of our residence halls and check for any unapproved extension cords, appliances, etc.

Emergency evacuation floor plans are located on the back of each residence hall door. Specific evacuation chart is located in the Fire Safety Report.

### Academic and Office Buildings:

The college's physical plant works with the Office of Campus Safety and Security to schedule fire evacuation drills twice a year in academic and office buildings. These drills are unannounced and designed to educate our students, faculty and staff about drill procedures, exit locations, and the sound of the fire alarm systems. In addition, the physical plant has the opportunity to test the components of the fire alarm systems.

Evacuation floor plans are located in each classroom/office.





## Missing Student Statement

If a member of the Wesleyan community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify one of the following:

- Campus Safety and Security  
304-473-8011
- Director of Campus Life  
304-473-8431
- Chaplain/Director of Religious and Spiritual Life  
304-473-8007
- Director of Counseling Center  
304-473-8100

Campus Safety and Security will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by WVWC in the event the student is determined to be missing for more than 24 hours. 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.

Residential students are required to provide their emergency contact during fall/spring check-in. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should Campus Safety and Security determine that the student has been missing for 24 hours, WVWC will notify the Buckhannon Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, WVWC will notify the student's parent or legal guardian immediately after WVWC has determined that the student has been missing for 24 hours.

## Campus Sexual Violence Elimination Act or Campus SaVE

Campus SaVE was signed into law on March 7, 2013, as a part of the reauthorization of the Violence Against Women Act (VAWA). It covers students and staff of institutions, and amends the Jeanne Clery Act to include domestic violence, dating violence and stalking. To educate the campus community, Campus SaVE requires that the institution to begin with the basic definition of consent.

## Diversity and Inclusion

West Virginia Wesleyan College is committed to creating a safe, educational and growing environment for our students, staff and faculty. WVWC continues to foster diversity and inclusion programming in our residence halls, classrooms, offices, and co-curricular activities.

As diversity at West Virginia Wesleyan College continues to rise and the need for services will continue to be a priority, the work of this effort is not done alone. For more information and resources contact:

John Waltz  
Vice President of Enrollment Management  
Interim Vice President for Student Development  
[Waltz\\_j@wvwc.edu](mailto:Waltz_j@wvwc.edu)  
304-473-8518

Meghan Kroll  
Assistant Director of Campus Life, Title IX Coordinator  
[titleix@wvwc.edu](mailto:titleix@wvwc.edu)  
304-473-8104

Robert Quarles, Director of Multicultural Programs and Services  
[Quarles\\_r@wvwc.edu](mailto:Quarles_r@wvwc.edu)  
304-473-8162

## Non-Discrimination/Affirmative Action Statement

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, or disability in the administration of its admission policies, scholarship and loan programs, educational programs, employment, athletic programs, co-curricular activities, or other College administered programs.



## Transgender Community Inclusion Statement

West Virginia Wesleyan College is committed to providing a safe, supportive and nondiscriminatory living/learning environment for its students, faculty, staff and campus guests. Wesleyan strives to create and sustain a campus environment that supports and values all members of its campus community. With regard to transgender students, faculty, staff or campus guests, West Virginia Wesleyan College will:

- Provide safe, accessible and convenient bathroom/restroom/locker room facilities. Students, faculty, staff and campus guests shall use the bathroom/restroom/locker room facilities that correspond to their gender identity or utilize bathroom/restroom/locker room facilities that are designated gender neutral or gender inclusive.
- Provide a variety of options for on-campus housing, based on deposit date and permit transgender students to access housing consistent with their gender identity
- Permit transgender students to participate in all athletic activities as outlined by the NCAA transgender student guiding principles.

West Virginia Wesleyan College allows campus community members and students to use the facilities that correspond to their gender identity, not their gender assignment or the gender on their birth certificates. The responsibility for determining an individual's gender identity rests solely with the individual.

## SEXUAL or GENDER BASED MISCONDUCT POLICY

West Virginia Wesleyan College strives to provide a respectful, safe and non-threatening environment in which our students feel comfortable, are able to study and learn, fully contribute to their academic pursuits and co-curricular experiences and feel valued and supported. In this environment where human dignity and respect are central to our sense of community, sexual or gender based discrimination, harassment or misconduct in any form will not be tolerated or excused.

This policy describes prohibited conduct and establishes procedures for responding to sexual misconduct incidents including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, dating and domestic violence, stalking and other unwelcome behaviors as explained in the following paragraphs. It also notes resources that are available to our students and outlines the Reporting and Responding Parties Bill of Rights.

### Title IX Oversight

The College's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. The Coordinator reports directly to the President of West Virginia Wesleyan College, and is housed in the Office of Campus Life. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator:

Meghan Kroll  
Assistant Director of Campus Life / Title IX Coordinator  
Office of Campus Life  
Benedum Campus Center, 2<sup>nd</sup> floor, Student Development Suite  
304-473-8104  
[titleix@wvwc.edu](mailto:titleix@wvwc.edu)

Additionally, anonymous reports can be made by victims and/or third parties using the online reporting form posted at: <http://www.wvwc.edu/titleix>

Note that these anonymous reports may prompt a need for the institution to investigate.

### Confidentiality and Reporting of Offenses

Because West Virginia Wesleyan College is committed to addressing all incidents of discrimination and harassment, all College employees are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. It is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources can maintain

confidentiality - meaning they are not required to report what is shared - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim requests information to be shared. Other resources exist for a victim to report crimes and policy violations, and these resources will take action when an incident is reported to them. The following describes the two reporting options:

#### Confidential Reporting:

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

##### On-campus:

- Licensed professional counselors in the Health & Counseling Center 304-473-8100
- Health service providers in the Health & Counseling Center 304-473-8100
- Chaplain / Director of Religious Life 304-473-8007

##### Off-campus:

- Women's Aid in Crisis: 304-473-0070
- 24 hour Hotline 1-800-339-1185
- Clergy/Chaplains
- Licensed professional counselors
- Medical Professionals

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit yearly anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client, patient, or parishioner.



#### Formal Reporting:

All College employees have a duty to report, unless they fall under the "Confidential Reporting" section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Coordinator. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches do not provide notice that must be reported to the Coordinator(s).

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the

campus and comply with federal law. In cases indicating pattern, predation, threat, weapons, and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the College may honor a request for confidentiality, the College will offer interim support and remedies to the victim and community, but will not otherwise pursue formal action.

Formal reporting still affords privacy to the reporting parties, and only a small group of officials who need to know will be told, including, but not limited to: Vice President for Student Development, Director of Campus Security, and the Early Alert Response System (EARS). Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy.

#### On-campus:

- Title IX Coordinator (titleis@wwwc.edu)
- Title IX Deputy Coordinator(s)
- Campus Safety and Security 304-473-8011

#### Off Campus:

- Police 911 or 304-472-9550
- Women's Aid in Crisis 304-473-0070
- 24 Hotline 1-800-339-1185

#### Anonymous:

- WVWC Hotline 866-943-5787
- Reporting Form located at [www.wwwc.edu/intranet](http://www.wwwc.edu/intranet)

### Responsible Employees

A responsible employee includes all WVWC faculty, adjunct faculty, and staff. Student Employees, with the exception of Resident Assistants, are not designated 'responsible employees' within this policy.

### Campus Security Authorities (CSA)

Campus Security Authorities have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus safety and security regarding the type of incident and its general location (on or off campus or in the general area with no specific addresses given) for publication in the College's Annual Security Report. (<http://www.wwwc.edu/about/offices/campus-security>) This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Mandated CSA's at WVWC include:

- Any Resident Director of each residence hall
- Any Resident Assistant on each floor/wing of any residence hall
- Any faculty advisor of any campus organization
- Any member of the Student Development Staff
- Any Campus Safety and Security Officer
- Any coach
- The Athletic Director
- The Human Resources Office

Confidential Anonymous Reporting			
Meghan Kroll	Title IX Coordinator	304-473-8104	<a href="mailto:titleix@wwwc.edu">titleix@wwwc.edu</a>
Vickie Crowder	Deputy Title IX Coordinator	304-473-8032	<a href="mailto:crowder_v@wwwc.edu">crowder_v@wwwc.edu</a>
Lori Thompson	Dir of the Counseling Cntr	304-473-8100	<a href="mailto:thompson_l@wwwc.edu">thompson_l@wwwc.edu</a>
Tim McCoy	Counselor	304-473-8100	<a href="mailto:mccoy.t1@wwwc.edu">mccoy.t1@wwwc.edu</a>
Angela Mahaffey	Dir of the Health Cntr	304-473-8100	<a href="mailto:mahaffey_a@wwwc.edu">mahaffey_a@wwwc.edu</a>
Christopher Scott	Chaplain	304-473-8007	<a href="mailto:scott.c@wwwc.edu">scott.c@wwwc.edu</a>
Campus Anonymous Tipline		866-943-5787	
Buckhannon City Police Anonymous Tip Line		304-473-1001	

## PROHIBITED CONDUCT & DEFINITIONS

### Sex and Gender-Based Misconduct

This policy defines sexual misconduct as the threat or the commission of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes unwanted sexual acts or actions, whether by an acquaintance, a person in the position of authority, or a stranger that occurs without indication of consent of both individuals or under threat or coercion. Sexual misconduct can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. The victim of sexual misconduct may be anyone, including but not limited to, adults, adolescents, minors, the developmentally disabled, and vulnerable individuals regardless of age.

### SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

#### 1. SEXUAL HARASSMENT

Sexual harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct or advances.

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Title IX Coordinator or a deputy. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
  - o unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational [and/or employment], social and/or residential program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature



By a person having power or authority over another constitutes sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance.

This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; dating and domestic violence, stalking; gender-based bullying.

## 2. NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

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

Sexual Contact includes:

- o Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.



## 3. NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is:

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

Intercourse includes:

- o vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation

(mouth to genital contact), no matter how slight the penetration or contact.

*Note: The above definitions of non-consensual sexual contact and intercourse will be utilized in determining whether an incident of sexual violence in violation of this Policy by the preponderance of the evidence standard has occurred (and not to determine whether a crime has been committed). The above definitions will also be utilized when reporting instances of sexual assault by the College for Clery Act Reporting purposes.*

## 4. SEXUAL EXPLOITATION

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent;
- Knowingly exposing someone to or transmitting an STI or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

## OTHER MISCONDUCT OFFENSES (SOME MAY ONLY FALL UNDER THIS POLICY WHEN SEX OR GENDER-BASED)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. **Discrimination**, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
3. **Intimidation**, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. **Hazing**, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Student Handbook);
5. **Bullying**, defined as
  1. Repeated and/or severe
  2. Aggressive behavior
  3. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally

4. That is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment.
6. **Dating Violence**, defined as violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved.
7. **Domestic Violence**, defined as a felony or misdemeanor committed — (A) by a current or former spouse or intimate partner of the victim; (B) by a person with whom the victim shares a child in common; (C) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (E) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
8. **Stalking**, is the repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another. The College also considers Stalking to include the concept of **cyber-stalking**, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

## RETALIATION

West Virginia Wesleyan College prohibits retaliation against any individual who in good faith reports an incident of sexual misconduct or the possible witnessing of the warning signs of sexual misconduct. Retaliation or intimidation against any individual who cooperates with an investigation regarding any matter addressed within this policy will not be tolerated and is a violation of College policy.

## ADDITIONAL APPLICABLE DEFINITIONS:

### Consent:

Consent is:

- clear, and
- knowing, and
- voluntary
  - words or actions,
  - that give permission for specific sexual activity.

### Additional Clarification:

- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to

engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. Once consent is withdrawn, sexual activity must stop reasonably immediately.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.

## Incapacitation:

Incapacitation is a state beyond intoxication, where decision-making faculties are dysfunctional. In which someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

- Physical indicators of incapacitation may include slurred speech, unsteady gait or stumbling, vomiting, unfocused or bloodshot eyes, disorientation, unresponsiveness or outrageous or unusual behavior. The most obvious form of incapacity is sleep or unconsciousness.
- Incapacitation can occur mentally or physically from developmental disability or medical conditions, or by alcohol or other drug use.
- The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party - sober and exercising good judgment - would have known about the condition of the reporting party.
- This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs.

## Force:

- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes free will or resistance, or that produces consent.
  - Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
  - *NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not*

*demonstrated by the absence of resistance.*

## Investigation and Review Procedures

A student believing he or she has been sexually harassed should promptly report the conduct according to the information provided on page 13. Investigation of reported incidents of sexual harassment shall then be conducted by the executive officer, or designee thereof, in an expedient manner. This investigation will be conducted with an emphasis on privacy; and, will also be consistent with principles of fair procedures and due process.

## Sanctioning Decisions

For proven violations of this policy, possible sanctions may include, but are not limited to, expulsion, suspension, removal from campus, cancellation of contract and/or termination. Other members of the College's community who are not subject to an explicit judicial procedure, upon a finding of a violation, shall be subject to adverse actions such as removal from campus, cancellation of contract or any other means necessary to address the behavior.

The appropriate sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. Sanctions may be imposed upon employees, students, organizations singly or in combination.

## Typical Sanctions for Sexual Misconduct Violations

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

\*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions.

## Reporting and Responding Parties Bill of Rights

At West Virginia Wesleyan College, following a report or complaint of sexual or gender-based discrimination, harassment, or misconduct, individuals are afforded certain rights in order to achieve a prompt and equitable resolution. The College is committed to take appropriate steps to end the misconduct, prevent any further misconduct and

retaliation, remedy the effects of misconduct, and eliminate any hostile environment that has been created. To that end, individuals' rights under this policy are as follows:

- To be entitled to a prompt, fair and impartial investigation of the complaint;
- To file a civil or criminal complaint in addition to any complaint filed as part of the institution's process;
- To be informed, in writing, of counseling and other support services available to them, both on campus and in the community;
- To be offered interim remedial measures during an investigation to protect from further prohibited conduct;
- To have your privacy respected to the extent permissible (the College has certain legal obligations to address this conduct, and as a result cannot guarantee confidentiality to a complainant);
- To have an advisor or support person of their choice present during all meetings and interviews related to the investigative process
- To submit evidence and/or bring forth any witnesses relevant to the investigation;
- To pursue an informal process of resolution, when applicable in cases of non-violence;
- To have findings or responsibility or nonresponsibility determined using a preponderance of the evidence standard;
- To be notified of the outcome of the investigation and any sanctions as they relate to you;
- To appeal the results of an investigation, if any, to the extent permitted within the policy.



## Timely Warnings

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 eMO and/or through the campus portal and/or through our Emergency Alert System, and/or through campus mailboxes with appropriate staff follow-up. Timely warnings are issued by the Vice President for Student Development or the Director of Campus Safety and Security.

Timely Warnings are generally issued for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; rape, fondling, incest, statutory rape; and hate crimes. Timely warnings also may be issued for other



Clery Act crimes as deemed necessary. 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 whenever the following criteria are met:

1. A Clery Act crime is reported
2. The crime occurred in a Clery-reportable location
3. The perpetrator has not been apprehended
4. 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 University 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 or the VP for Student Development. The Director of Campus Safety and Security and/or the VP for Student Development or their designee(s), are responsible for making a timely warning consideration using the criteria previously listed. If the timely warning criteria are met, a notice will be drafted using crime-specific templates and issued by the Director of Campus Safety and

Security and/or the VP for Student Development, or their designee, as soon as pertinent information is available. Timely warnings are generally issued via e-mail, but may also be distributed through press releases, text messages, posters, notices in campus mailboxes or the Early Alert System. The University may not use all distribution methods for every incident. The following information is typically included in a timely warning if available:

1. A statement of the incident, including the nature and severity of the threat and the persons or locations that might be affected
2. Any connection to a previous incident(s)
3. Physical description and/or composite drawing of the suspect
4. Date and time warning was released
5. Other relevant and important information (e.g., gender of the victim, student/non-student, etc.)
6. 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 chief of police and/or the assistant vice president for Clery compliance, or their designee(s), may choose to issue a “community alert” via e-mail notifying the College community of the threat. The content of a community/emergency alert may vary depending on the type of incident reported and the location in which it occurred

## Sexual Misconduct Policy Updates

The full Sex/Gender Based Discrimination, Harassment and Sexual Misconduct Policy, and any update changes can be found at [www.wvwc.edu/titleix](http://www.wvwc.edu/titleix), or you may request a printed copy in the Student Development Office (2<sup>nd</sup> floor of the Campus Center)

## Awareness, Risk Reduction and Bystander Intervention

"Awareness Programs" are activities that raise awareness of sexual violence (e.g., a media campaign) that can help build support for primary prevention efforts.

"Risk reduction" focuses on helping potential victims change their behaviors to try to avoid being sexually assaulted or to stop an attack in progress (self-defense classes, campaigns to inform the public about drug-facilitated sexual assault and how to reduce the likelihood of being drugged at a party or bar, etc.). Whereas risk reduction programs assume that sexual violence itself is the issue to be addressed, primary prevention seeks to change a variety of conditions (e.g., aggression, lack of empathy) that influence someone's decision to rape.

"Bystander Intervention" is a philosophy and strategy to prevent various types of interpersonal violence. It is based on the fact that people make decisions and continue behaviors based on reactions they get from others. A

primary component involves enhancing the responsibility of men and women to intervene with their peers to deter potential abusive incidents.

Wesleyan offers the following training and awareness programs for its students:

### Alcohol Awareness

This course, offered through *Safe Colleges*, is an online course designed to provide students with awareness of issues related to alcohol and some precautions to consider. This course explores the college drinking scene, harmful effects of drinking, when and how to get help, and how to protect yourself and others.

### Sexual Violence Awareness

This course, offered through *Safe Colleges*, is an online course designed to educate students on proper identification, response, and handling of incidents of sexual violence. This course looks at sexual violence awareness, risk reduction, bystander intervention, what to do when sexual violence has happened, and disciplinary proceedings, victim protections, and sanctions.

### Intimate Partner Violence Awareness

Intimate partner violence can affect anyone, regardless of a person's gender or sexual orientation and may involve physical and/or sexual violence, stalking and/or psychological aggression. College students are among the most frequent victims of intimate partner violence, which can be devastating to the victim and harmful to the campus environment. This course, offered through *Safe Colleges*, is an online course designed educate students on how to properly identify, respond to and handle incidents of intimate partner violence, including those related to VAWA and Title IX.

### Sexual or Gender Based Misconduct Policy Awareness

Wesleyan has integrated its own formal Sexual or Gender Based Misconduct Policy into the *Safe Colleges* module. Students must acknowledge a 'read receipt' of the policy in this online module.

### Just Stand

**Just Stand** is ongoing Primary Prevention program for bystander intervention and is designed to provide an act of compassion, a form of prevention and a social responsibility. Other prevention activities include 'awareness week' activities, movie series and residence hall programming facilitated by the Director of the Counseling Center and the *Just Stand* committee.

Workshops required of all first year students, and open to any other student, faculty or staff member:

- Sexual Assault/Bystander Intervention
- Alcohol Literacy
- Social Media/Bullying
- Interpersonal Violence

Other ongoing prevention and awareness programs regarding sexual assault and crime prevention are provided to students, faculty and staff by:

- Human Resources
- Title IX Coordinator – 'duty to report'
- Residence Life Staff
- Campus Safety and Security
- Counseling Center

WVWC partners with the following organizations to provide online and printed resources for our campus community

- Women's Aid in Crisis
  - A private, non-profit, corporation to provide comprehensive services to victims of sexual assault and domestic violence in a six county area. Services include: emergency shelter, a 24 hour crisis hotline, individual counseling, medical advocacy, legal advocacy, information and referral, and adult basic education. Women's Aid in Crisis is a member of the WV Coalition Against Domestic Violence
- WV Foundation for Rape Information and Services (member institution)
  - Their vision is to eliminate sexual violence and stalking and to alleviate the suffering of those who have been victimized. Their mission is to promote the compassionate and just treatment of survivors and their loved ones; foster collaborative relationships; and create attitudinal and behavioral changes around sexual violence and stalking through education, victim services, and social change.

This website is designed to provide information and resources to both victims and those professionals seeking information to better serve them

## SOCIAL RESPONSIBILITY STATEMENT

All individuals and/or groups of the West Virginia Wesleyan College community are expected to speak and act with respect for the human dignity of others, both inside and outside the classroom, and in all College-sponsored social, recreational, and academic activities either on or off campus.

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 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.

Intentionally or substantially interfering with the freedom of expression of others on College property or at College-

sponsored activities is prohibited. If a student feels that he/she has been unfairly or inappropriately treated by any member of the Wesleyan community, it is suggested that the student do one or more of the following-- without fear of reprisal:

1. Discuss the matter with a trusted third party to help determine a course of action.
2. Approach the offending party directly and discuss the matter and its possible solutions.
3. Pursue facilitation with the offending party through a facilitator. The facilitator/mediator may be a faculty member, a school director, the Chaplain and Director of Religious and Spiritual Life, the Director of Multicultural Programs and Services, a member of the Health and Counseling or Student Development staffs or some other administration or staff member.
4. For reporting purposes, if this is a racial or ethnic incident, the facilitator will contact the Director of Multicultural Programs and Services before the facilitation takes place.



## Protective measures and accommodations

Detailed information about remedial and protective measures available to Students and Employees can be found in the Resource and Reporting Guides for Students and Employees, which can be found at: <http://titleix-wawa.virginia.edu/policy>.

## Students

The Campus Life Office can provide students with information, support and assistance, and can arrange for a broad range of remedial and protective measures. CLO employees have received training for this purpose and will assist students in determining whether certain forms of support, remedial and/ or protective measures may be beneficial and appropriate. CLO employees are categorized as "Responsible Employees" and are therefore required to report to the College's Title IX coordinator information disclosed to them about Prohibited Conduct. If a complainant requests (a) that personally identifying information not be shared with the respondent, (b) that no investigation be pursued and/or (c) that no disciplinary action be taken, the College will seek to honor this request unless there is a health or safety risk to the complainant or to any member of the University community. The College will maintain the privacy of any remedial and protective measures provided under this policy to the extent

practicable and will promptly address any violation of the protective measures. The Campus Life Office is located on the second floor of the Campus Center, 304-473-8104 or 24 hour on call phone at 304-613-9315.

The specific circumstances of each case will determine the availability of remedial and protective measures. The Campus Life Staff, in consultation with the Title IX coordinator, will consider a number of factors in determining which measures to take, including the needs of the student seeking remedial and/or protective measures; the severity or pervasiveness of the alleged Prohibited Conduct; any continuing effects on the complainant; whether the complainant and the respondent share the same residence hall, dining hall, academic course(s), job or parking location(s); and whether other judicial measures have been taken to protect the complainant (e.g., protective orders). When implementing such measures, the College will seek to minimize the burden on the student seeking the measures.. Examples of such measures include the following:

- Imposition of a no-contact directive against an employee or student (i.e., an order directing one or both of the parties to refrain from contacting the other, directly or through proxies)
  - Arranging a meeting with police to discuss or report Prohibited Conduct
  - Arranging a meeting with police to discuss safety planning
  - Arranging access to counseling services and assistance in setting up initial appointments
  - Arranging access to medical services and assistance in setting up initial appointments
  - Assistance in seeking academic assistance, including modified class schedules (including transfer to another section), permission to withdraw from and/or retake a class or attend a class via alternative means (e.g., online or independent study), extension of assignment deadlines and voluntary leaves of absence
  - Assistance in modifying University housing arrangements, including immediate temporary relocation to safe living quarters and/or permanent reassignment of University residence halls
  - Assistance in modifying assigned parking
  - Assistance in modifying University employment arrangements, including changes in work schedules, job assignments, work locations and/or assigned parking
  - Imposing an Interim Disciplinary Suspension and/or predisciplinary leave, with or without pay, on the respondent
  - Any other measures that may be arranged by the College (to the extent reasonably available) to ensure the safety and well-being of a student who has been affected by Prohibited Conduct
- In some cases, a student may choose to seek a leave of absence or a reduced course load; these actions may, in turn, affect a student's immigration, visa and/or financial aid status. In such cases,

The Office of Campus Life will connect students with the applicable College department or unit so that they may obtain relevant information and assistance. The Office of Campus Life will ensure students receive written notification of all their rights and options, regardless of whether a student chooses to report Prohibited Conduct to the College or to the police. This notification will describe options for, available assistance in and how to request changes to academic, living, transportation and working situations or protective measures. Students are entitled to receive information, assistance and a broad range of support and remedial measures, as reasonably available, regardless of whether they choose to pursue criminal and/or College



disciplinary resolution of Prohibited Conduct. WVWC will make such accommodations or provide such protective measures if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the Prohibited Conduct to Campus Security or local law enforcement.



## CODE OF CONDUCT

### Definitions for Code of Conduct

**Student** - a person enrolled in or auditing courses at the institution, either on a full or parttime basis.

**Aggravated Violation** - a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to the stability and continuance of normal College or College-related activities.

**Distribution** - sale or exchange for personal profit, or the giving to another with no thought of personal profit.

**Fabrication** - intentional and unauthorized falsification or invention of any information; knowingly providing false or inaccurate information.

**Institution or College** - West Virginia Wesleyan College.

**Organization** - campus groups recognized according to designated policies and procedures of the College.

**Reckless** - conduct which one is reasonably expected to know could cause a substantial risk of harm to persons or property, or which would otherwise be likely to result in interference with normal College or College sponsored activities.

**College Premises** - buildings or grounds owned, leased, or operated by the College.

**College-Sponsored Activity** - any activity on campus; or any activity off campus which is expressly authorized or supervised by the College.

## Prohibited Conduct

**Acts of Dishonesty:** intentionally furnishing false or misleading information to College personnel.

**Complicity:** association with a violation of College policy (in contrast to direct involvement or perpetration), either by presence when the violation is committed or non-reporting of the act(s), can result in judicial referral. Students who anticipate or observe a violation of College policy are expected to, as a minimum action, remove themselves from the situation and are strongly encouraged to report the violation.

**Climbing:** climbing trees or the outside of College owned facilities is strictly prohibited. The use of rappelling equipment on College-owned property is also strictly prohibited.

**Damage to Property:** intentionally or recklessly destroying, damaging, or misusing the property of others, including the property of the College, on College premises or at College-sponsored activities.

**Dating and Domestic Violence:** involves any act, attempt, or threat of force by one partner against another partner or a family member.

**Disorderly Conduct:** any conduct which is disruptive, lewd, or indecent, regardless of intent, which breaches the peace of the community or offends basic sensibilities.

**Disruption:** intentionally or recklessly interfering with normal College or College-sponsored activities, including but not limited to, studying, teaching, research, and the administration of college functions shall not be tolerated. In addition, intentionally interfering with the functions of Campus Safety and Security personnel or fire, police or emergency medical officials is prohibited.

**Failure to Comply:** failure to comply with the directions of College officials, including residence hall staff or any other administrator, faculty person, or student acting in an official capacity (e.g.: Resident Assistant, Student Security Officer, etc.), in the performance of their duties.

**Fire Safety Issues:** including but not limited to:

1. Intentionally/recklessly initiating, or causing to be initiated, any false report, warning, or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.
2. Intentionally or recklessly misusing or damaging fire safety equipment.
3. Unauthorized use or possession of fireworks on College premises.

**Forgery:** unauthorized alteration or unauthorized use of any College document or personal instrument of identification, including misrepresenting age for the purpose of obtaining alcoholic beverages.

**Freedom of Expression (Interference With):** intentionally or substantially interfering with the freedom of expression of others on College property or at College-sponsored activities.

**Harassment:** actions which are intended to annoy and/or alarm another. These include but are not limited to:

1. attempting or threatening to subject another person to unwanted physical or verbal contact;
2. following another person in or about a public place or places;

3. directing obscene language or gestures at another person or groups of people;
4. directing verbal abuse at another person; and/or,
5. utilizing electronic messaging, texting, phone (cell or landline) or social media in ways that intimidate individuals and/or create a hostile living and learning environment for others.

**Hate Crime:** the victimization of an individual based on that individual's race, religion, national origin, ethnic identification, gender, gender identity or sexual orientation.

**Intrusion of Privacy:** unreasonably invading the private domain or seclusion of another by any means, including observation, videotaping, audio taping, photographing or capturing the actions, image, audio or likeness of any other member of the College community without permission or knowledge, when there is a reasonable expectation of privacy.

**Physical Assault:** the act of intentionally or recklessly causing physical harm to any person on College premises or at a College-sponsored activity, or intentionally or recklessly causing reasonable apprehension of such harm.

**Sanctions:** knowingly violating the terms of a disciplinary sanction imposed in accordance with this Code or failure to complete assigned sanctions.

**Solicitation:** the term "solicitation" is used to describe the sale of products or the seeking of funds, signatures, merchandise or supplies.

1. Door-to-door solicitation is not permitted in residence halls or fraternity houses.
2. On-campus organizations, which have received permission from the Coordinator of Student Activities and Conferences to solicit, may do so in residence hall lounges and other public areas in campus buildings, as long as this solicitation is consistent with the educational purposes and policies of the College.

**Sports:** primarily for safety reasons, playing with or driving hard balls, including golf balls, on College owned property outside of designated athletic facilities is prohibited. Skateboarding on College premises and roller-blading inside campus facilities is similarly prohibited.

**Stalking:** a course of conduct directed at a specific person that involves repeated visual or physical proximity, nonconsensual communication, or verbal, written or implied threats, or a combination thereof, that would cause fear in a reasonable person.

**Theft:** theft of property or of services on College premises or at College-sponsored activities is prohibited. The use of stolen property and/or knowingly possessing stolen property on College premises or at College-sponsored activities is also a violation of College policies.

**Tobacco Free** – During the fall of 2016, WVWC will have a Tobacco Free policy for the entire campus with four designated areas of tobacco use. On January 1, 2017, WVWC will become an entire tobacco free zone.

**Unauthorized Entry:** any unauthorized presence in or use of College premises, facilities, services, or property is prohibited.

**Weapons:** the use, possession, or unauthorized storage of any weapon on College premises or at College-sponsored activities is prohibited. Weapons include, but are not limited to, rifles, shotguns, handguns, ammunition, gun powder, fireworks, numb chucks, air rifles, air pistols, knives, BB guns, bow and arrows, dart guns, paint guns, slingshots, axes or hatchets, metal stars for throwing, blow guns, tazers, pipes, chains and "look-a-like" weapons, or anything used to inflict a wound or cause injury. All legal weapons must be registered and stored at the Office of Campus Safety and Security.

## ALCOHOL AND OTHER DRUG POLICIES

West Virginia Wesleyan College seeks to create an environment that promotes individual and community health and well-being. The illegal or abusive use of alcohol and other drugs jeopardizes this effort. Therefore, the College is committed to defining standards of behavior, enacting and enforcing policies, and complying with local, state, and federal laws. The Drug Free Workplace Act of 1989 requires information regarding the following:

1. the conduct that is prohibited under campus policy and sanctions that will be imposed for violations of the policies;
2. the applicable legal sanctions under the local, state, and federal laws;
3. the health risks associated with the use and/or abuse of alcohol and other drugs; and,
4. the educational and treatment resources available on and off campus.

The United Methodist Church, the College's sponsoring denomination, encourages abstinence from alcohol and illegal drugs and supports educational programs that inform and encourage abstinence. While abstinence from alcohol may be preferred, the College acknowledges that students may make other choices and works aggressively to educate students regarding community responsibility and Wesleyan's expectations for all members of the student body.



## Alcohol and Other Drugs

The College prohibits the use of alcoholic beverages by individuals who are not of legal age and the abuse of alcohol by individual community members of any age. Violations of local, state, and federal laws pertaining to alcoholic beverages are prohibited. Furthermore, the College prohibits the illegal use of drugs on College property or property used by any recognized student or College group.

State and federal laws state that it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance.

According to the federal Controlled Substance Act of 1970, this applies to drugs that have a high potential for abuse, may lead to chemical dependence, and are required by law to be prescribed or administered under the supervision of a physician.

Full compliance with the specific set of standards related to alcohol and other drug use is expected. Although Residence Hall staffs play an important role in monitoring student conduct, any member of the Wesleyan community may refer a student alleged to have violated this, or any policy, to the Vice President for Student Development. This policy will be strictly enforced, and all cases of alleged violations will be resolved in accordance with the disciplinary procedures described in this handbook.

## Underage Use

1. All individuals, College affiliated organizations, and social groups are to comply with local, state and federal laws concerning the possession, consumption, and distribution of alcoholic beverages and be aware of the legal ramifications of noncompliance. Noncompliance with any state or federal law is a violation of College policy and is subject to disciplinary action.
2. Furnishing alcohol to a person under the age of 21 is prohibited.
3. The possession and/or consumption of alcohol on College premises by persons under the age of 21 is prohibited.

## Public Use of Alcohol

1. The purchase, sale or distribution of alcoholic beverages on College premises by students is prohibited.
2. Alcoholic beverages may not be used in any public facility or space on College premises, including public areas of residence halls, or at College-sponsored activities. The legal exercise of personal freedom within the privacy of one's own room and in accordance with College policy may not infringe upon the rights of others by creating an atmosphere objectionable to others who reside in the same room.
3. Only individual residence hall rooms are considered private; an open door causes an individual's room to be considered a public area.
4. Possession of an open container in any public area of the campus is prohibited. An open container includes, but is not limited to, open or unsealed cans and bottles, cups, wine sacks, and squeeze bottles.

## Impairment/Public Intoxication

1. Public intoxication or the state of being drunk that leads to aggressive or disruptive behavior, the significant distortion of memory, the significant dulling of responses, reduction in the capacity to make reasonable judgments or the violation of the Code of Conduct is prohibited, regardless of age, and will be considered an aggravating factor.
2. The influence of alcohol does not relieve an individual of responsibility for his or her behavior. Behavior that causes, or threatens to cause, physical harm to oneself or others, harassment of others, damage to property, or general disruption is a violation of College policy.
3. All members of the College community are fully responsible for the alcohol related conduct of their guests.
4. Driving under the influence of alcohol, either on or off campus, is considered to be an extreme example of irresponsible behavior.

## Mass Quantity, Distribution/ Possession

1. Kegs, beer balls, or other forms of a common supply of alcoholic beverages are strictly prohibited on College premises, including residence hall rooms.
2. A student of legal age who possesses more than a total of 192 ounces of alcoholic beverages or exceeds any one of the following, even though in the privacy of his/her residence hall room, will be in violation of the mass quantity regulation:  
Twelve, 16-ounce containers of beer or equivalent; two liters of wine, (2 half gallons); twelve, 12-ounce wine coolers; or one liter of distilled spirits, (1 and ½ fifths)

## Alcohol Paraphernalia

Alcohol paraphernalia, including but not limited to, empty alcohol containers, is strictly prohibited on College premises and in residence hall rooms.

## Off Campus Conduct

Conduct which occurs off campus that is a violation of state, federal, or local law, or has a detrimental impact on the college may result in college judicial action.

## Drugs

1. The possession, use, or distribution of illegal controlled substances is strictly prohibited on College premises.
2. The manufacture, delivery or possession with the intent to manufacture or deliver a controlled substance as prohibited by the WV Code (Vol. 17, Chapter 60A) is also strictly prohibited by the College. This applies to drugs that have a high potential for abuse, may lead to chemical dependence, and are required by law to be prescribed or administered under supervision of physician.
3. Drug paraphernalia is strictly prohibited. Drug paraphernalia includes, but is not limited to, rolling papers, roach clips, water bongs, pipes, etc. or anything fashioned for such use.

## State and Federal Laws

State and federal laws prohibit the manufacture, possession, sale and trafficking of marijuana and other drugs. State law



also controls the sale, distribution, possession and consumption of alcoholic beverages except in a licensed establishment.

### Education and Treatment Resources

The Health and Counseling Center staff provides educational, assessment, counseling, consultation, and support services for individuals and groups interested in the prevention and treatment of various addictions. The Health and Counseling Center website offers a variety of Resource Links for more information. Specific educational and

assessment services for students are offered on both a voluntary and mandatory basis.

The Health and Counseling Center and the WVWC Library have many resources, including books, videos, newsletters, and pamphlets for student, staff, and faculty use.

In addition, West Virginia Wesleyan College participates in Alcohol-Edu, an on-line educational program required of all first year students through the Freshman Seminar courses. Programs on alcohol and other drugs are also offered throughout the year in our residential living areas; and, our Wellness 'Issues Team,' which is part of our Center for Community Engagement and Leadership Development, focuses on this critical area as well.

### Off-Campus Resources

OFF CAMPUS RESOURCES	
Appalachian Community Health Center	304-472-2022
Alcoholics Anonymous Meetings	800-333-5051
Chestnut Ridge Hospital Health Line	800-982-8242
Family and Marital Counseling	304-269-3923
Focus Solutions	304-924-6925
Life Reflections	304-637-1002
National Sexual Assault Hotline	800-656-HOPE
Phoenix Psychological & Counseling Assn	304-622-6404
Professional Counseling Center	304-641-8334
Progressive Preventive Health Care	304-842-8852
Women's Aid in Crisis	304-636-8433

### Judicial Sanctions and Legal Consequences

Violations of campus alcohol and other drug policies, as well as local, state and federal laws, are taken most seriously by the College and by local law enforcement. A thorough summary of judicial sanctions and possible legal consequences is provided under separate cover and disseminated to all Wesleyan students each year.

### HAZING POLICY

#### Policy for Hazing Related Incidents

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. It is, therefore, the College's policy that **hazing is strictly prohibited**. 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. 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.

#### Definitions:

**Organization** - "Organization" will specify 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.

**Hazing** - "Hazing" is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual. Examples of hazing include, but are not limited to: 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.

### 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 hazing. This definition is applied regardless of the level of pressure to drink and will be classified as a level one offense.

### Disciplinary Oversight of Reported Incidents

The "committee on hazing" will oversee the investigation and adjudication, when warranted, of all reports concerning alleged hazing activities with individuals and/or organizations. Specifically, the committee will determine the level of concern and then assign jurisdiction to address the alleged violation. The committee reserves the right to adjudicate the case or refer to other prearranged procedures such as a "show cause hearing" with Greek Life organizations or refer the case to the College's judicial system.

A minor incident may be referred to the advisor, coach, or self-governing board for remediation of the reported concern. This individual will then be expected to provide a written report of corrective action to discourage future behavior of this nature.

Files of all reported hazing incidents will be maintained by the Chief Judicial Officer, who will examine the data and inform the College of any problematic trends, while also assisting the institution in its efforts to respond with appropriate consequences for any repeat offender(s).

The "committee on hazing" will consist of the following: Vice President for Student Development, Director of Greek Life and Recreation, Director of Athletics, Chief Judicial Officer, one faculty member, and one student. All appointments to this committee are made annually by the Vice President for Student Development.

### **The Goal/Purpose of This Hazing Policy**

Wesleyan's goal, when possible, is to **educate and promote change within organizations that have been accused of and found guilty of hazing**. In most cases, fraternities and sororities that are accused of and found guilty of hazing will be required to participate in the Anti-Hazing Compliance Program in which they will work with a consultant to revise their new member recruitment process(es). Athletic teams are subject to College policy and NCAA rules; and, any reported hazing incidents will be addressed by the Director of Athletics. In some hazing cases, however, it is neither feasible nor appropriate to seek change. In such cases, the offending organization will be closed, forfeiting its recognition as an official organization and all the rights and privileges therein.

## **THE JUDICIAL SYSTEM**

### **Chief Judicial Officer**

The Vice President for Student Development delegates the daily management of the judicial system to the College's Chief Judicial Officer, our Associate Vice President for Student Development and Campus Life. The Chief Judicial Officer and/or his/her designee will:

1. Assign cases of alleged violation of regulations to the appropriate hearing body based upon the severity of the infraction, the nature of the regulation (i.e. fraternity/sorority, residence hall, traffic regulations, etc.), and the residence of the student(s) involved;
2. Determine the disciplinary charges to be filed;
3. Interview and advise parties involved in disciplinary proceedings;
4. Select, supervise, train, and advise all College Judicial Boards and advisors;
5. Serve as a person designated to conduct Disciplinary Conferences for lesser violations and, by choice of the student, as a hearing officer for serious violations of this Code. The Chief Judicial Officer may impose all sanctions provided in this Code;
6. Maintain all student disciplinary records; and,
7. Submit a statistical report each semester to the campus community. This report should include the number of cases resulting in disciplinary action and the range of sanctions imposed.

### **College Judicial Board**

The College Judicial Board is composed of students selected by the Executive Committee of Student Senate and the Chief Judicial Officer; faculty members chosen by Faculty Senate; and, administrative/staff members recommended by Staff Council. For each hearing, there shall be a hearing panel consisting of two (2) students, two (2) faculty and/or administrative staff and one (1) faculty chair person. A panel member should disqualify himself/herself or may be disqualified from hearing a case if

he/she is personally involved or biased, or has prior knowledge of the case to be heard. The hearing panel must deliberate until a decision is reached. When consensus is not possible, a majority vote will decide the case. The College Judicial Board may impose all sanctions contained in the Code of Conduct.

### **Hearing Officers**

Residence Life Coordinators or designated members of the Student Development Staff may conduct Disciplinary Conferences involving students charged with minor violations of the Code of Conduct or Residence Hall Policies.

### **Inter-fraternity and Panhellenic Councils**

The Inter-fraternity Council and Panhellenic Council may hear cases that deal directly with infractions of rules and policies related to the Greek system.

### **Case Referrals**

Any member of the West Virginia Wesleyan College Community may refer to the Chief Judicial Officer a student, student group or organization suspected of violating the Code of Conduct. Persons making such referrals are required to provide information pertinent to the case, and may be expected to appear before a College Judicial Board as the complainant. The statement of information will be used in disciplinary proceedings.

### **Hearing Referrals**

The Chief Judicial Officer will review case referrals to determine whether the alleged misconduct might result in Dismissal, Suspension, a Permanent Disciplinary Record, or Disciplinary Removal from College Housing. Students subject to those sanctions may be afforded a hearing before the College Judicial Board. Other cases will typically be resolved in informal Disciplinary Conferences as referred/determined by the Chief Judicial Officer.

Students who are referred to a College Judicial Board hearing may elect instead to have their case resolved in a Disciplinary Conference with the Chief Judicial Officer. Admission of responsibility generally results in a Disciplinary Conference rather than a Judicial Hearing. The full range of sanctions authorized by this Code may be imposed in such instances, and the right to appeal will be applicable as specified in the related section of this handbook.

During certain times of the year (e.g., early in the semester, during final examinations, summer), when it is difficult for the College Judicial Board to convene because of scheduling, students subject to disciplinary action may participate in a hearing conducted by the Chief Judicial Officer or designee.

The full range of sanctions authorized by this Code may be imposed in such instances, and the right of appeal will be applicable as described in the appeal section of this handbook.

### **Notification Process**

Students will be notified through the college e-mail system and/or via campus mail of disciplinary conferences, judicial hearings, sanctions and other important information.

Students are expected to check their e-mail and campus mail regularly in order to ensure that they receive information in a timely manner.

## Procedural Standards

The focus of inquiry in disciplinary proceedings shall be to determine the responsibility of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding.

## Disciplinary Conference Procedures

Disciplinary Conferences will be conducted by the Chief Judicial Officer, or assigned to a designee. A Disciplinary Conference normally consists of an informal, non-adversarial meeting between a student and the Chief Judicial Officer or designee. Those bringing charges of violation are not required to participate unless their personal testimony is essential to the resolution of a factual issue in the case.

1. Documentary evidence and written statements are relied upon and the student is allowed to respond to them at the conference.
2. The Disciplinary Conference is normally not used in cases which might result in any form of separation from the College unless the Conference is elected by the student.
3. As is indicated in the notification sent to students via e-mail and/or campus mail, students must contact the Office of Campus Life, within the time stipulated in the communiqué, to schedule a disciplinary conference. If this is not done, the conference will be held in the student's absence. Absence from the disciplinary conference will not be grounds for appeal.



## College Judicial Board Hearing Procedures

1. Pending action on charges of violation of College regulations, the status of a student may not be altered, nor may the right to be present in class or on campus be suspended, except as provided in Interim Suspension.
2. Students will be given a written notice of the hearing date and the specific charges at least three (3) days in advance, and will be given reasonable access to the case file, which will be retained by the Judicial Officer.
3. Students will be afforded a hearing before members of the College Judicial Board within seven (7) class days from the date of notice of the hearing. Students shall have the right to an advisor of their choice to assist and advise in presenting their case. Such advisors shall be members of the West Virginia Wesleyan College community (i.e.

any student in good standing, faculty, staff or administrator). Advisors should disqualify themselves if they are biased or have prior knowledge of details of the case to be heard. Advisors shall be present to observe and advise the student; but, may not participate in the proceedings.

4. Outside legal counsel will not be permitted unless there is pending criminal or civil action or the reasonable expectation that criminal charges shall be filed. In that case, the student's attorney may be present to observe and advise the student, but may not participate in the proceedings. The determination of the pendency of actions and participation guidelines will be outlined by the Chief Judicial Officer or designee.
5. If the student chooses not to attend his/her hearing, the proceeding will take place in the student's absence. The student's absence from this proceeding will not constitute a reason for appeal.
6. Hearings shall be closed to the public.
7. All hearings of the College Judicial Board shall be audio-taped from the beginning of the hearing through deliberations. These tapes will be erased and/or destroyed upon completion of the appeal process or at a time when students may no longer appeal the decision of the Judicial Board, based on time limitations set forth in the appeal process.
8. Students shall have the right to present information on their own behalf, including the ability to present a reasonable number of witnesses, as well as to refrain from presenting information against himself/herself. The College Judicial Board may take note of the refrainment from testimony.
9. The College Judicial Board will render a decision solely on the information presented during the hearing and, in its review of the case, is not required to follow formal rules of evidence.
10. The College Judicial Board may exclude at its discretion repetitious or irrelevant information. Participants are expected to treat each other with courtesy and respect. Any person who disrupts a hearing may be dismissed from the hearing by the College Judicial Board and the hearing would then continue in his/her absence.
11. Witnesses shall provide true and correct information and may be subject to charges of violation of College regulations upon providing false information.
12. Prospective witnesses shall be excluded from the hearing except during their own testimony.
13. In cases involving more than one accused student, either party may request separate hearings. The Chief Judicial Officer or designee will determine if the request will be granted.
14. An accused student shall have the right to question, through the Judicial Board, adverse witnesses, as determined by the Chief Judicial Officer.
15. The burden of proof shall be upon those bringing charges who must establish the responsibility of the accused student by a preponderance of evidence.
16. All parties shall be excluded from the deliberations of the College Judicial Board.
17. Decisions of the College Judicial Board will be by majority vote.



18. After considering the facts and reaching a decision, the College Judicial Board will consult the student's discipline file prior to determining the sanction.
19. The decision of the College Judicial Board must include a written summary of the testimony which will be sufficiently detailed to permit review in the appeal process.
20. The decision of the College Judicial Board shall be accompanied by a brief written opinion.
21. The decision will be conveyed to the accused student in a meeting with the Chief Judicial Officer or his/her designee within two (2) class days and will then be forwarded in writing to the student and other appropriate persons within seven (7) class days after the close of the hearing. The College Judicial Board may also choose to meet with the student immediately following the deliberation and inform the student of the findings.

## Sanctions

**Disciplinary dismissal** is the permanent separation of the student from the College. Notification will appear on the student's transcripts. The student will also be barred from College premises. A copy of the notice is sent to the parent or guardian of all dependent students and to appropriate College personnel.

**Suspension** is the separation of the student from the College for a specified period of time, after which the student may apply for readmission to the College. Permanent notification may appear on the student's transcript. The student shall not participate in any College-sponsored activities and shall be barred from College premises. A copy of the notice of suspension is sent to the parent or guardian of dependent students and to appropriate College personnel.

**Interim Suspension:** The Vice President for Student Development or his/her designee may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. Such interim suspension is to become immediately effective without prior notice whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to himself/herself or others, or to the stability and continuance of normal College functions, or to the basic ideals and standards the College seeks to maintain. A student suspended on an interim basis shall be given an opportunity to return to campus at a given time for the purpose of a hearing before the College Judicial Board within three (3) class days, if possible, from the effective date of the interim suspension. The hearing shall then be held on the following issues:

1. The reliability of the information concerning the student's conduct, including the matter of the student's identity.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the College campus poses a substantial threat to the student or others or to the stability and continuance of normal College functions, or to the basic ideals and standards the College seeks to maintain.
3. If a continued separation from the college isn't warranted, what sanctions, if any, are most appropriate?

**Disciplinary Probation:** A student is provided written notice that he/she has been found in violation of a standard contained in College regulations that warrants significant corrective action. Further violation will subject the student to more severe judicial action. Probation shall be for a specified time period, and may involve conditions or restrictions, identified at the time the probation is assigned. Depending on the violation, disciplinary probation might include ineligibility to publicly represent the College in co-curricular activities, including (but not limited to) athletics, chorale, and theatre; loss of student employment; restrictions from participation in clubs, organizations, and activities including (but not limited to) student senate, Greek life, intramurals, athletic contests and social events. Disciplinary probation might also include the removal from residential facilities and restrictions from entering non-academic buildings. An individual currently on academic or judicial probation may not pledge a Greek organization. A copy of the notice of disciplinary probation may also be sent to parent or guardian of dependent students and to appropriate College personnel.

**Community Action:** The student is given written notice that his/her conduct within the campus community is of a serious nature. This action shall be for a designated period of time and may lead to more severe judicial action if further violations occur. Community Action may be initiated by the Chief Judicial Officer or designee. Failure to complete assigned community action may result in the consideration of Disciplinary Probation.

**Written Reprimand:** The student is given written warning that any further misconduct may result in more severe disciplinary action. Letters of reprimand may be initiated by the Chief Judicial Officer or designee.

**Restitution:** The student is required to make payment to the College or to other persons, groups, or organizations for damages incurred as a result of a violation of College regulations.

**Fines:** In order to serve as a deterrent to future infractions, the College may choose to impose fines, specifically for alcohol and other drug violations. The first alcohol violation may result in a \$100 fine, with a second violation likely resulting in a \$200 fine. The first violation of our drug policy may result in a \$250 fine, with larger fines being imposed for subsequent violations of this policy. The College reserves the right to increase the amount of these fines in correlation with the seriousness of the offense/violation.

**Other sanctions** may be imposed instead of, or in addition to, those specified above. Students may be subject to dismissal from College housing for violations which occur in the residence halls or elsewhere. In cases where this sanction is imposed, the student will receive a refund of board charges prorated to the date of removal from College housing. Room rent will not be refunded.

Alcohol and other drug violations may result in referral to the Counseling and Health Center for assessment and follow-up. Attending life skills workshops, participating in related community service work or educational projects may also be assigned, as well as grade reduction or notation on the student's permanent record. Monetary fines, termination of student employment, restrictions on participation in fraternity/sorority pledging/membership activities, restricted access to College facilities or equipment, and/or loss of

College recognition or institutional means of support (for student organizations), are examples of sanctions which may be imposed.

**Structured Mediation Procedure:** The Chief Judicial Officer may refer to structured mediation those cases involving interpersonal conflicts—if the misconduct does not warrant suspension or dismissal, and if the conflicting parties agree to voluntary participation in all sessions outlined by the mediator. Educational sanctions, intended to foster individual or community development, may be imposed by the Chief Judicial Officer. These sanctions become an addendum to the final agreement.

Non-compliance with the terms of the agreement or addendum will result in immediate referral to the College Judicial Board. The charge of non-compliance will be added to the existing charges. An unsuccessful mediation will result in referral back to the Chief Judicial Officer and no penalties will be applied unless there is documentation of an additional incident. A College Judicial Board Hearing or Disciplinary Conference will then be scheduled.

### Student Organizations

Student organizations may be charged with violations of this Code. Failure of offcampus groups to follow Event Management or Social Responsibility Statement guidelines also constitutes a violation of this Code.

1. A student organization or its officers may be held collectively or individually responsible for violations of this Code by those associated with the organization.
2. All College procedures for responding to violations as defined in the Code of Conduct will apply.
3. Sanctions for organizational misconduct may include suspension of pledge-taking, denial of intramural participation or revocation of College recognition, as well as other listed sanctions.



### Appeals

Any proceeding of the College Judicial Board may be reviewed by the Appeal Council, which consists of one (1) faculty, staff and student representative, who have been selected by their respective constituencies and trained as potential College Judicial Board members—but, did not participate in the original hearing.

The following are acceptable grounds for appeal:

1. Insufficient evidence to warrant the judicial outcome;
2. Evidence of prejudicial error;
3. Discovery of new evidence which could affect the decision;
4. Excessive penalty; and/or,
5. Substantial violation of hearing procedures.

Students requesting an appeal must submit a letter to the Chief Judicial Officer within three (3) school days from receipt of the written decision. This letter must be submitted in 'hard copy' rather than via e-mail. 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. In the event that a key point is in contention, the Appeal Council may call witnesses or seek other processes/methods through which to determine the facts.

The Appeal Council may:

1. Deny the appeal;
2. Affirm the finding and the sanction imposed by the original College Judicial Board or hearing officer; or,
3. Decide on a different sanction based on the information presented. It should be noted that the Appeal Council may impose any of the sanctions listed in the Code of Student Conduct, including a more severe sanction than was originally rendered.

Deference shall be given to the determination of the College Judicial Board or the Chief Judicial Officer.

Decisions of the Appeal Council, which result in dismissal or suspension from the College, may be appealed to the President of the College or his/her designee.

A written brief in support of the appeal must be submitted to the Office of the President of the College within three (3) class days from the date of the letter notifying the student of the decision rendered by the Appeal Council.

The imposition of sanctions will typically be deferred pending the outcome of the appeal.

### Disciplinary Records

1. A file on each student involved in a disciplinary action will be kept in the office of the Chief Judicial Officer. This file will contain a copy of all material relevant to the case and its disposition. This file will be cumulative in nature.
2. The file will be maintained in the Student Development Office until the student graduates from the College and then it shall be archived. For students who withdraw from the College, disciplinary records will be retained in the file through the end of the year in which the student was initially expected to graduate and then be destroyed. If the student is readmitted to the College, such records will be maintained through the adjusted graduation date and will then be archived.

3. This file may be viewed by the Vice President for Student Development, Chief Judicial Officer or a designee. It may not be viewed by anyone outside the administrative or judicial system. This file may be examined during normal office hours by the student; and, requests to correct any alleged errors will be submitted to the Chief Judicial Officer. With the permission of the student, this file may be shared with a professor or administrator who is recommending the student for a grant, award, internship, etc. The file may also be shared with an advisor who is working with the student on an appeal or subsequent hearing.
4. This record will be confidential, and will only be released to a valid subpoena from the court.

## Annual Review

The Vice President for Student Development is charged with the responsibility of conducting an annual review of the Code of Conduct. This review will include any suggested revisions approved by Student Senate and other relevant offices/staff members. Ultimate approval of any revisions will be the responsibility of the Vice President, in consultation with the President of the College.



## ADMINISTRATIVE WITHDRAWAL

The Student Code of Conduct contains policies and procedures necessary for establishing reasonable standards to maintain order, support the educational purposes of the institution, promote the rights and responsibilities of the individual, and protect the safety and well-being of community members. Consistent with these endeavors the Administrative Withdrawal Policy provides an avenue for the involuntary withdrawal of a student given certain criteria.

The Administrative Withdrawal Policy is not a substitute for appropriate disciplinary action as outlined in the Code of Conduct; however, it may be used as an alternative when a student exhibits acute or persistent psychological/medical problems or harmful behavior.

### Standards for Withdrawal

A student may be involuntarily withdrawn from the College and/or College Housing if it is determined that the student:

1. Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others;

2. Engages, or threatens to engage, in behavior that substantially impedes the lawful activities of others, and/or substantially interferes with the educational or residential environment of members of the College community;
3. Demonstrates the inability to self-monitor and/or regulate personal behavior and/or expression, resulting in a reasonable possibility that serious physical harm (to oneself or others) might occur within a short period of time;
4. Commits a violation of the Code of Conduct and lacks the capacity to comprehend and participate in the College's disciplinary process; and/or,
5. Commits a violation of the Code of Conduct and did not understand the nature of the wrongfulness of the conduct at the time of the offense.

## The Process

The Administrative Withdrawal Policy is initiated by the Vice President for Student Development or her/his designee when:

1. Any member of the College community who reasonably believes that a student may meet one of the involuntary withdrawal standards contacts the Vice President for Student Development; and/or,
2. The student is referred for a possible Code of Conduct violation and the conduct is such that it may meet one or more of the involuntary withdrawal standards.

After this notification, the Vice President for Student Development or the Director of Counseling Services conducts a preliminary review of the information which includes:

1. any documentation of relevant behavior or incidents and
2. an informational meeting and interview with the student.

As a result of the review, a determination will be made considering the following options.

1. The student does not meet the standard for involuntary administrative withdrawal; however, given the circumstances, a referral for a disciplinary hearing may be warranted and initiated.
2. The student does not meet the standard for involuntary administrative withdrawal, however, sufficient concern warrants a referral to the Counseling Center or other mental health professionals for an assessment. In addition, a letter of understanding indicating that future persistent or escalating behavior will result in administrative action.
3. The student meets the conditions for an involuntary administrative withdrawal but waives the right to a hearing and voluntarily withdraws from the institution. If future enrollment is an option, the Vice President for Student Development outlines the conditions necessary for consideration of re-admission.
4. The student meets the conditions for an involuntary administrative withdrawal and a referral to the Withdrawal Evaluation Panel is made. If the severity of the student behavior warrants, an interim suspension (as outlined in the Student Code of Conduct) will be enacted and an evaluation by a mental health or medical



professional will be required. Circumstances will determine whether the results of the evaluation are needed before a hearing is conducted or a final decision is rendered.

### **The Withdrawal Evaluation Panel**

The Panel will be composed of three members selected from the following:

Vice President for Academic Affairs or designee  
Chaplain/ Director of Religious and Spiritual Life  
Director of Campus Life  
Director of Counseling Services  
Director of Health Services  
Director of the Learning Center

### **Hearing Guidelines**

The following guidelines govern the hearing:

1. The student has the right to be present throughout the hearing unless removal is warranted due to behavior and/or verbal comments that interfere with the panel's ability to conduct a fair, timely, respectful and professional hearing.
2. The student's attendance isn't mandatory or required. Thus, if he/she does not attend, the hearing may be conducted in the student's absence.
3. A family member or mental health professional may accompany the student to the hearing for support; however, the student will be expected to speak on his/her own behalf.
4. The student has the right to review all documented reports before the hearing, with the exception of confidential or personal notes.
5. This hearing process will be consistent with a standard disciplinary hearing.

### **Panel Decision**

The Withdrawal Evaluation Panel will submit written findings to the Vice President for Student Development within 48 hours of the conclusion of the hearing. If an involuntary withdrawal is recommended, the length of time and conditions for consideration of re-admission will be stipulated. If an involuntary withdrawal is not recommended, then any conditions for continued enrollment will be stipulated.

The student will be notified in person by the Vice President for Student Development or designee within two days of the decision. A formal letter, specifying the decision and any contingencies, will be sent to the student. A copy of this letter will also be sent to the student's parent(s)/legal guardian(s).

### **Appeal Process**

The student has the right to appeal a decision involving separation from the College. The President or his/her designee will hear the appeal and render a decision. This decision will be final.

### **Conditions for Re-Admission**

Any student who voluntarily or involuntarily withdraws from the College may be subject to specific conditions for re-admission. These conditions are decided on a case-by-case basis and may include, but are not limited to, the following:

1. Submission of a psychological assessment by a qualified mental health professional. The assessment must include a decision about the individual's readiness to return to school and

any treatment or other recommendations that are in the best interest of the individual.

2. Restriction from residing in or entering residential facilities.
3. Successful completion of coursework at another institution or verification of successful employment.
4. Review by the Vice President for Student Development in consultation with the Director of Counseling Services and a member of the Withdrawal Evaluation Panel which presided over the original hearing.

### **Failure to Comply**

A student's failure to attend, comply, or adhere to any aspect of this process or the conditions stipulated will result in an involuntary withdrawal or suspension from the College.

### **Employee Discipline**

West Virginia Wesleyan College wishes to promote and maintain friendly working relationships at all times. Employees are expected to know the policies of conduct. If observed, policies will help to correct small problems before they become more serious and will encourage good employee/employer relationships.

The College maintains the right to employ corrective measures when an employee's conduct is contrary to established standards. Acts by an employee which, in the judgment of the College, constitute behavior warranting disciplinary action short of discharge may subject the employee to progressive, corrective disciplinary action.

Employees are subject to discipline, suspension or termination of their employment. When notified by the College of pending disciplinary action, the employee subject to the disciplinary action shall have the right to have a representative present. It is understood and agreed that employees who commit any act considered by the College to constitute gross misconduct may be subject to immediate disciplinary action up to and including termination of employment.



<b>Crime Statistics 2017</b>			
<b>(January 1 - December 31, 2016, reported in 2017)</b>			
<b>Criminal Offenses - On-campus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
<b>Sex offenses - Forcible</b>			
Rape	4	4	2
Fondling	0	0	0
<b>Sex Offenses - Non-Forcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	11	4	0
Motor-vehicle theft	0	0	0
Arson	1	0	0
<b>2014 - small fire at Central School, an unoccupied facility with no damage or injury</b>			
<b>Criminal Offenses - On-campus Student Housing Facilities</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
<b>Sex offenses - Forcible</b>			
Rape	4	4	2
Fondling	0	0	0
<b>Sex offenses - Nonforcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	3	2	0
Motor-vehicle theft	0	0	0
Arson	0	0	0
<b>Criminal Offenses - Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
<b>Sex offenses - Forcible</b>			
Rape	0	3	0
Fondling	0	0	0
<b>Sex offenses - Nonforcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor-vehicle theft	0	0	0
Arson	0	0	0

<b>Criminal Offenses - Noncampus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
<b>Sex offenses - Forcible</b>			
Rape	0	0	1
Fondling	0	0	0
<b>Sex offenses - Nonforcible</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor-vehicle theft	0	0	0
Arson	0	0	0
<b>HATE CRIMES</b>			
<b>Where applicable, there will be a breakdown by category of bias: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin</b>			
<b>2014 - There were no Hate Crimes reported</b>			
<b>2015 - There were no Hate Crimes reported</b>			
<b>2016 - There were no Hate Crimes reported</b>			
<b>VAWA Offenses - On Campus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence	0	1	0
Dating Violence	1	1	1
Stalking	1	2	0
<b>VAWA Offenses - On Campus Residence Halls</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence	0	1	0
Dating Violence	0	1	1
Stalking	0	2	0
<b>VAWA Offenses - Noncampus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence	0	1	0
Dating Violence	0	0	0
Stalking	0	0	1
<b>VAWA Offenses - Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	1



<b>Arrests - On-campus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor Laws	0	0	0
Drug law violations	0	0	2
Illegal weapons possession	0	0	0
<b>Arrests - On-campus Residence Halls</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	0	0	0
Drug law violations	0	0	2
Illegal weapons possession	0	0	0
<b>Arrests - Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	3	2	0
Drug law violations	0	0	0
Illegal weapons possession	0	0	0
<b>Arrests -Noncampus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possession	0	0	0
<b>Disciplinary Actions/Judicial Referrals - On-campus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	59	55	63
Drug law violations	6	4	13
Illegal weapons possession	0	0	0
<b>Disciplinary Actions/Judicial Referrals - On-campus Student Housing Facilities</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	58	52	63
Drug law violations	6	4	13
Illegal weapons possession	0	0	0
<b>Disciplinary Actions/Judicial Referrals - Public Property</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	6	2	6
Drug law violations	1	0	2
Illegal weapons possession	0	0	0
<b>Disciplinary Actions/Judicial Referrals - Noncampus</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor law violations	0	0	0
Drug law violations	0	0	1
Illegal weapons possession	0	0	0

## Annual Fire Safety Report - 2017

The Higher Education Opportunity Act, enacted August 14, 2008, requires institutions that maintain on-campus student housing to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this Act for West Virginia Wesleyan College.

**Definitions:** We have provided definitions from the Higher Education Opportunity Act:

**On-Campus Student Housing**—A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

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

### Evacuation Routes and Assembly Points

**Responsibilities of Residents:**

Residents are defined as students, guests, or faculty/staff who reside in Housing & Residence Life–owned properties. EVACUATION SHOULD BE THE RESIDENTS' ONLY CONCERN All residents must remain calm, move quickly (no running) and remain out of the way of emergency personnel and associated equipment. When exiting the building and proceeding to the preplanned assembly area, remain at least twenty feet away from the building walls and overhangs. Facility Evacuation Routes Housing & Residence Life is responsible for reviewing designated evacuation routes and assembly points with residents at the start of each semester. Students should be aware of all alternative routes in the event the primary routes are blocked. In the event you are unable to exit the building:

- Remain calm, do not panic.
- Remain low; crawl if necessary.
- Place a cloth, wet if possible, over your mouth/nose to serve as a filter.
- Place clothing/towels, wet if possible, around your doors to block smoke from entering your room.
- Use your phone to inform the fire department of your location. If the phone is not working you should signal for help from a window. Use a towel, clothing, sign, etc.



## Emergency Evacuation Procedures

Evacuation drills are coordinated in the following manner:

### Residence Halls:

The Office of Campus Life works with the Office of Campus Safety and Security and the local fire department to schedule fire evacuation drills twice a year. These drills are unannounced and designed to educate our occupants about drill procedures, exit locations, and the sound of the fire alarm system. In addition, the drills allow the college the opportunity to test the fire alarm system components, familiarize the local fire department with the layouts of our residence halls and check for any unapproved extension cords, appliances, etc.

Emergency evacuation floor plans are located on the back of each residence hall door.

### Academic and Office Buildings:

The college's physical plant works with the Office of Campus Safety and Security to schedule fire evacuation drills twice a year in academic and office buildings. These drills are unannounced and designed to educate our students, faculty and staff about drill procedures, exit locations, and the sound of the fire alarm systems. In addition, the physical plant has the opportunity to test the components of the fire alarm systems.

Evacuation floor plans are located in each classroom/office.

### Fire Safety Education and Training Programs for Students, Faculty and Staff

The overall goal of the WVWC Fire Safety Program is the protection of life and property. Through training programs, College staff, faculty and students are educated on fire safety practices. We teach employees and students how to recognize and prevent fire hazards, and what actions they are to take in the event of a fire or other emergencies (bomb threats, inclement weather, etc.). Typically, this training will include a hands-on training in the proper use of fire extinguishers. At the beginning of each school year, the Residence Life Office in cooperation with Buckhannon Fire Department and the Office of Campus Safety and Security conducts training for all resident advisors (RA's) and resident directors (RD's or GRD's). The College provides RA's information and training on how to respond properly to emergency situations such as natural disasters, fires, evacuations, assaults, crime, etc. It also provides evacuation training and information to all students living within the residence hall system.

### Fire Incident Reporting

Students, faculty and staff should call **911** to report a fire emergency.

For non-emergency notification, call:

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

## Procedures for Student Housing Evacuation

For your safety and protection, remember, in case of fire, get out as quickly as possible, and leave the firefighting to the professionals. All residents and guests **MUST** evacuate when the building fire alarm systems sound.

### What to do in case of a fire

When the fire alarm sounds, you must evacuate the facility. Never assume it is a drill or false alarm; treat each alarm as the real thing.

1. Feel your door knob before opening it:
  - If the knob is hot, do not open the door.
  - If the knob is not hot, brace yourself against the door and open it slightly.
1. If heat or heavy smoke is present in the corridor, close the door and stay in the room. Keep low to the floor if smoke is present.

#### If you CAN leave the room

- Wear shoes; if possible, carry wet towels.
- Close all doors behind you to retard the spread of smoke.
- If you are in another part of the building, do not return to your room.
- Go to the nearest exit or stairway. **NEVER USE AN ELEVATOR.**

If the nearest exit is blocked, use an alternate route. If all exits are blocked, go back to your room and close the door. Follow the procedures described below. • Never re-enter the building until staff indicates it is safe to do so.

#### If you CANNOT leave the room

- If possible, open the window at the top and the bottom to let out smoke and let in fresh air.
  - **DO NOT BREAK THE GLASS.** Smoke and fumes may be drawn in through the windows. You must be able to close the window if necessary.
- CALL 911, shout for help. Seal cracks around the door with towels or bed linens to keep out smoke. Stay near the floor when possible.
- Hang a sheet, jacket, shirt or other object in or outside the window to attract attention.

#### If you discover a fire, do not endanger yourself

- PULL THE NEAREST ALARM BOX.
- Shout a warning. Repeat it.
- Leave the building and CALL 911, even if a small fire has been quickly extinguished



Fire Evacuation for On-Campus Housing		
Residence Hall	Evacuation location	Location to relocate in case of no re-entry
<b>NOTE: Always use the stairs when evacuating the building. Never use the elevator.</b>		
Agnes Howard Hall	Residents need to evacuate to the Erickson Alumni parking lot	Chapel
Benedum Hall	Residents need to evacuate to the Chapel oval	Chapel
Camden Apartments	Residents need to evacuate to the fountain area	Chapel
Camden East	Residents need to evacuate to the fountain area	Chapel
Camden West	Residents need to evacuate to the fountain area	Chapel
Doney Hall	Residents need to evacuate to the Lily garden area	Gym- Green Room
Dunn Hall	Residents need to evacuate to the fountain area	Chapel
Fleming Hall	Residents need to evacuate to the Lily garden area	Gym - Green Room
Holloway Hall	Residents need to evacuate to the Chapel oval	Chapel
Jenkins Hall	Residents need to evacuate to the Chapel oval	Chapel
McCuskey Hall	Residents need to evacuate to the Lily garden area	Gym- Green Room
Randolph St GA House	Residents need to evacuate to the Camden Complex parking lot	Gym - Green Room

Fire Systems in On-Campus Housing			
Residence Hall	Type of Fire Safety System	Fire Extinguishers	Fire Drills per academic year
Agnes Howard Hall	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Benedum Hall	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Camden Apartments	Hard wired central system with smoke detectors, pull stations and sprinklers	Yes	2
Camden East	Hard wired central system with smoke detectors, pull stations and sprinklers	Yes	2
Camden West	Hard wired central system with smoke detectors, pull stations and sprinklers	Yes	2
Doney Hall	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Dunn Hall	Hard wired central system with smoke detectors, pull stations and sprinklers	Yes	2
Fleming Hall	Hard wired central system with smoke detectors, pull stations and sprinklers	Yes	2
Holloway Hall	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Jenkins Hall	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
McCuskey Hall	Hard wired smoke detectors in sleeping rooms that are not tied into the building alarms	Yes	2
Randolph St. GA House	hard wired smoke detector in each room	Yes	2

### Electrical Appliance Usages

- Power strips and surge protectors (including bed risers with built-in power extenders) must have a U.L. rating and must be fused with a reset switch. WVWC prohibits fused power strips used in series to create a longer cord.

- Extension cords are not permitted.



- All electrical cords must be out of the way of foot traffic. No electrical cords across the middle of the floors, hallways, doorways, etc

- Do not place any electrical cords underneath area rugs or clothing. WVWC only allows Ethernet (computer network) and coaxial (TV) cables placed under rugs, or taped down with duct tape to keep people from tripping over them. • No halogen lamps are allowed.

- No open flame or open burner or open coil appliances of any kind may be used; this includes George Foreman-type grills, toasters and toaster ovens and space heaters.

- Each room may have one microwave no greater than 1200 watts and one or two small refrigerator(s) not exceeding 3.3 cubic feet total capacity

- The following appliances are approved for use in residence halls: – television sets – hair dryers – electrical curling irons/heating curlers with enclosed heating coil – computer equipment – sound system entertainment – lamps (except those prohibited above) – fans. These appliances are permitted as long as they have an automatic shut off: coffee maker, iron, and rice cooker.



2017 Campus Safety and Security Fire Summary									
(reports for January 1, 2016 through December 31, 2016, FILED in 2017)									
Residence Facilities	2014			2015			2016		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Agnes Howard Hall	0	0	0	0	0	0	0	0	0
Benedum Hall	0	0	0	0	0	0	0	0	0
Camden Apartments	0	0	0	0	0	0	0	0	0
Camden East	0	0	0	0	0	0	0	0	0
Camden West	0	0	0	0	0	0	0	0	0
Doney Hall	0	0	0	0	0	0	0	0	0
Dunn (New) Hall	0	0	0	0	0	0	0	0	0
Fleming Hall	0	0	0	0	0	0	0	0	0
Holloway Hall	0	0	0	0	0	0	0	0	0
Jenkins Hall	0	0	0	0	0	0	0	0	0
McCuskey Hall	0	0	0	0	0	0	0	0	0
Randolph St. GA House	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0