ANNUAL SAFETY REPORT
2014

WESTERN OKLAHOMA STATE COLLEGE

2014 Annual Security Report

The Clery Act is a federal law that requires colleges and universities to publish an annual report on safety and security issues. This report contains statistics for the previous three years of reported crimes that occurred on college property owned or controlled by Western Oklahoma State College (Western). The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The statistics indicate that Western is an exceptionally safe environment for students as well as employees.

Reporting Crimes and Emergencies

It is important for Western to provide a safe and secure campus. Western Security Officers patrol the campus from 8:00 am until 11:00 pm Monday through Friday. Dorm security is available 7 days a week from 8:00 pm until 4:00 am. Officers patrol the buildings and parking lots, so expect to see them anywhere at any time. Western takes great pride in providing security service for our college community, however; security must be everyone’s concern and we encourage you to support our campus security in this effort.
Report any suspicious behavior to Security, no matter how minor it may appear.

Call Western Oklahoma State College Security if:

- You are the victim of a crime
- You see someone committing a crime
- You need to report an old crime
- Someone is injured
- You see fire or smell smoke
- You see anyone or anything suspicious
- You have knowledge of a chemical spill

To contact security:

- **Security Officer on Duty:** 580-481-0480
- **Dorm Security 8:00pm-4:00am:** 580-318-4062
- **Security Office:** 580-477-7945
- **Emergency:** 911
- **After Hours Security:** 1-877-389-4947

**Campus Security Authority**

The law defines “Campus Security Authority’ as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An example would be the dean of students who oversees a student center, or student extra-curricular activities director who has significant responsibility for student and campus activates. Similarly, a director of athletics, team coach, and faculty advisor to a student group also has significant responsibility for student and campus activity.

A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an advisor to a student group. Clerical staff, as well, is unlikely to have significant responsibility for student and campus activities.
Why do we have Campus Security Authorities?

According to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Western Oklahoma State College is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’” This information is reported to the U.S. Department of the Campus Security and Fire Safety Report.

Who is responsible for gathering and reporting these statistics?

The responsibility to gather and report this information belongs to Safety and Security. As a Campus Security Authority all you have to do is report it to Safety and Security.

Who is considered a Campus Security Authority?

- Campus Security Officers and staff
- Vice President of Student Affairs
- Deans
- Athletic Director
- Counselors
- Residential Life Staff
- Department Directors
- Coaches and assistant coaches
- Overseers and advisors to student clubs and organizations.

What do I need to report?

The criminal offenses for which you are required to disclose statistics are murder / non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and weapons violations, including carrying and possessing.

You are also required to report statistics for hate crime of the following offences: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible),
robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, and damage /destruction/ vandalism of property.

Western is required to disclose statistics for offenses that occur on campus, in or on non-campus buildings, or property owned or controlled by Western, and public property within or immediately adjacent to our campus.

If you are aware of any crimes that were reported to have occurred on campus that were not reported to Campus Safety, it is important that you forward the information to Campus Safety immediately. If it is available, provide the date, location, and a brief description of the incident.

CSA Training is provided each semester during in-service in form of a power point. This information is also available anytime on the Safety and Security Moodle site.

**Crime Logs and Statistics**

Western maintains a daily crime log that contains specified information about any Clery Act related crimes that were discovered or reported to the Security Department. The college must make the crime log open to public inspection. The log is maintained by security and is available for review in the security office. Crime statistics for the past 3 years are provided at the end of this report.

The Western Safety and Security Department prepares this annual report to ensure that the college community is informed and also to comply with The Clery Act requirements. The report is intended to provide disclosure of college security policy and crime statistics.

**Emergency Response and Evacuation Procedures**

In the event of a significant threat to the health or safety of our college community, the Western Emergency Management team will meet and decide if the event, such as severe weather or an incident on or near campus, is an actual emergency that could be of any danger to the campus, faculty, staff or students. If the event is thought to be an actual emergency, the
Emergency Management team will immediately notify the campus of the threat and give instructions for response to the threat. These emergency notifications will be authorized by the President, The Safety and Security Coordinator, or an Incident Commander. Guidelines for emergency procedures are posted with evacuation diagrams in all the campus buildings. In addition, these guidelines can be found at: http://www.wosc.edu/index.php?page=campus-security

The WOSC Security Department tests emergency response and evacuation procedures on at least an annual basis during drills and other exercises. These drills may include table top exercises and live drills. Exercises may or may not be announced. Some of the results of these exercises may be posted on www.wosc.edu.

Emergency Management Team Members

For the purpose of communicating emergency information the following individuals will coordinate their activities and crisis response.

Emergency Response Team – This group on the Western campus is responsible for the college’s response in a crisis. The team reports to the President and includes:

- President
- VP for Academic and Student Support Services
- VP – Business Affairs, Risk Management
- Dean of Student Affairs
- Safety and Security Coordinator
- Director – Physical Plant
- Director of Public Information
- Director of IT
- General Counsel – Oklahoma Attorney General
- Depending on the incident, Director of Institutional Research, Director of Human Resources, Dean of Technical Education, Dean of Arts and
Sciences, Director of Athletics and Residential Life and others will be brought in as needed.

The Western Emergency Response Team will coordinate with top leadership at the Elk City and Lawton nursing sites, Altus Air Force Base, Southwest Technology Center and Altus Public Schools and the City of Altus during an event affecting those entities.

Crisis Communications Team- This group includes the Directors of Public Information and IT and their respective teams. The Directors will be involved in the crisis management response and the message communication to internal and external stakeholders.

Timely Warnings and Immediate Notifications

In an effort to provide timely notification to our campus, and in the event of a crime which may pose a serious on-going threat to our community, the Western Campus Security Department will issue “timely warning” and “immediate notification” crime bulletins to notify members of the community about serious crimes against people that occur on campus. These procedures will expedite communication within the campus, from the campus to the media, and to the public in the event of an emergency or crisis.

Western will issue a “Timely Warning” notice whenever a Clery crime is considered to pose a threat to students and employees. Timely warnings will also be issued when a threat poses an ongoing threat to the college community. The Western Safety and Security Coordinator or their designee shall make the decision as to whether an incident poses an ongoing threat and if a “Timely Warning” advisory is required.

Western will issue an “Immediate Notification” in the event that there is a confirmed significant emergency or dangerous situation involving an immediate threat to campus community (per judgment of the Western Safety and Security Coordinator or their designee), Western will, without undue delay, and taking into account of safety of the community, determine the content of the notification and initiate the immediate notification system. However, if the Safety and Security staff believes the notification may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, the notification may be delayed.
The Safety and Security Coordinator or their designee shall provide the Director of Public Relations and the IT department with specifics of the case for the purpose of drafting the content of the immediate notification. Western also maintains pre-scripted short messages for a variety of hazards to assist in the timely issuance of immediate notifications. In all cases, Immediate Notifications and Timely Warnings will be sent to Western staff via campus e-mail.

Western Oklahoma State College also uses a mass text and email notification system, Rave. The Rave system is tested on a semiannual basis. To sign up to receive these emergency warnings, via text or email, visit wosc.edu and follow the links to Rave or you may follow this link: http://www.wosc.edu/index.php?page=rave-alert

Western is also signed up with Blackboard, an emergency notification system that is used by the City of Altus. This would notify the college of any emergency that takes place within the city school system.

These advisories may also be made using one or a combination of the following methods:

- Press releases
- Crime Advisories
- Making reports available to campus community and media through campus website or through local radio and/or TV stations.

**Confidential Reporting**

Western Safety and Security Department encourages anyone who has witnessed a crime or is a victim of a crime to promptly report the incident to Western’s Security. If you are a victim of a crime and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime in regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in
the annual crime statistics for our institution. At this time, Western does not have a policy in place regarding confidential reporting for pastoral and professional counselors.

**Informed Consent**

As a student of Western Oklahoma State College, you are eligible to receive counseling services from the college counselor. The extent of services that you will receive will be determined following an initial assessment and thorough discussion with the counselor. The goal of the assessment process is to determine the best course of treatment for you. Treatment typically occurs over the course of several weeks.

Information about you will be kept strictly confidential and will be released only when you have given your written permission. Due to legal and ethical restrictions there are a few exceptions to strict confidentiality, they are as follows:

1. If there is suspected physical or sexual abuse, or neglect of a child.
2. If there is suspected physical or sexual abuse, or neglect of an incapacitated adult.
3. If there is concern that a client is in serious danger of harming himself/herself.
4. If there is concern that a client is in serious danger of harming others.
5. If an individual has been harmed by someone who may pose a threat to others on campus.
6. If court-ordered, certain information may have to be released.
7. If you give written permission to release information to a specific person or organization.
8. If a medical emergency occurs while you are on campus.

There are risks and benefits associated with counseling.

**Benefits**: The benefits from counseling may be that thoughts and emotions which have interfered with your personal functioning and/or your relationships with others may be resolved or lessened, so that you will be better able to cope with personal responsibilities and social relationships. Because of this, you may experience greater satisfaction from your daily life and interactions with others. Another possible benefit may be a better understanding of your own motives, values, and goals. This may lead to greater maturity and growth as a person.

**Risks**: Counseling may involve the risk of thinking about and/or disclosing unpleasant events, and can arouse intense feelings of anxiety, depression, frustration, loneliness, and helplessness.
Medical Limits: This is not a crisis or emergency services clinic. If you experience a crisis or emergency, please contact the Police Department or the emergency room for emergency services. I am not a physician and cannot prescribe or provide you with medication. If medical treatment is indicated you may choose any physician whom you wish to see.

Termination/ Referral: Should it appear that my services may not or will not be appropriate for you, I will discuss this with you, will make appropriate referrals for you, and end services with you.

Scheduling and Fees: Counseling sessions are one hour in duration. There is no fee associated with counseling sessions. If you are unable to keep a scheduled appointment, I ask that you contact me as soon as you are aware that you will be unable to attend.

Access to Campus

Western’s campus buildings and facilities are accessible during normal business hours, Monday – Friday 8 a.m. to 11:00 pm, and limited hours during weekends. Western’s security works closely with the Physical Plant to coordinate and maintain building security and key control. Access to facilities after business hours is limited and must be coordinated through Western’s Physical Plant and Security.

Department Authority

Western’s Security Department consists of off duty CLEET certified officers of the law and possess all powers that come with that certification. The Security Department is located inside the main building and provides service for Western Oklahoma State College campus, dorms, sporting events and rodeo grounds. Western does not have any off-campus student organizations, however; our security works closely with the Altus Police Department on all investigations taking place on campus, although no formal agreement is in place.

Some services provided by Western’s security include but are not limited to:

- Respond to police, fire, medical and environmental emergencies
- Investigate criminal reports, traffic accidents, and suspicious activities
➢ Assist victims by taking crime reports, doing follow up investigations and referring them to appropriate resources

➢ Monitor alarms for intrusion, robbery and environmental hazards

➢ Monitor closed circuit cameras located throughout the main campus and student dorms

➢ Comply with federal, state and local laws regarding release of information.

➢ Assist with sick/injured and other non-criminal activity

➢ Provide police and security services at special events such as sporting activities and school sponsored events

➢ Provide police and security consultations to students and office personnel

➢ Present crime prevention and awareness programs

Policies and Procedures Encouraging Accurate and Prompt Reporting

All faculty, staff, students and visitors are encouraged to report all crimes and security related incidents to the Campus Security Department in a timely manner. By quickly reporting crimes, it will ensure that the crime reported will be included into the annual crime stats and will aid in providing timely warnings to our campus, when appropriate. To report a crime or specific activity, please contact Campus Security at 580-481-0480.

If you are unsure what you have witnessed or experienced is a crime, please contact the WOSC security department and someone will assist you.

Missing Student Notification Procedure

The following policy and procedure has been established to assist in locating students living in the WOSC residential hall who, based on the facts and circumstances known to WOSC, are determined to be missing.
At the beginning of each academic year, students residing in the residence halls will be informed that WOSC will notify either a parent or an individual selected by the student no later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted by WOSC no later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Residential Hall Coordinator located in the Athletic Department. This information will be accessible only to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

- If the student is under 18 years of age, and not an emancipated individual, WOSC is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

- WOSC will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.

- If WOSC Security or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, WOSC will initiate the emergency contact procedures in accordance with the student’s designation.

The following notification procedure will be used for a missing student who resides in the residential hall:

- Once WOSC receives a missing student report via a Dean’s Office, WOSC Security, Housing Office or other source, the following offices will be notified:
  - WOSC Security
  - Dean of Student Support Services
  - Vice President for Academic & Student Support Services
  - Housing Office

- Any official missing person report relating to this student shall be referred to WOSC Security.

- If WOSC Security, after investigating the official report, determines the student has been missing for more than 24 hours, WOSC will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

Upon notification from any entity that any student may be missing, WOSC may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
Through the Housing Office, a Resident Hall Associate may be asked to assist in physically locating the student by keying into the student’s assigned room and talking with known associates.

Security may search on campus public locations to find the student (library, cafeteria, etc.).

Security may issue an ID picture to assist in identifying the missing student.

Student Services or academic departments may be contacted to seek information on last sighting or other contact information.

Vehicle registration information may be used for vehicle location and distribution to authorities.

Technical support may be asked to look up email logs for last login and use of WOSC email.

If there is any indication of foul play, the local police department will immediately be contacted for assistance.

Crime Prevention Education and Awareness

Western Oklahoma State College’s Safety and Security Department along with the Department of Student Services stresses importance of crime prevention. Throughout the year, Western offers literature on crime prevention. Safety and security information are continuously provided to students, staff, and faculty through bulletins, crime alerts and on our website, www.wosc.edu.

Personal Safety Programs

The Department of Student Services coordinates several innovative programs to enhance personal safety and safeguard property through education and awareness.

Ladies Night Out is a personal safety awareness seminar that is geared towards female safety on campus and in the community.

Sexual Assault Awareness, all students are invited to a sexual assault prevention open house different times throughout the semester.

Crime Prevention Seminars

These interactive presentations will be available to students throughout the school year and also available to any group upon
request. These programs provide vital information on how to reduce the risk of being the victim of a crime.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as Western Oklahoma State College College (WOSC), to certify that it has implemented programs to prevent the abuse of alcohol and use, and /or distribution of illicit drugs both by WOSC students and employees either on its premises and as a part of any of its activities. At a minimum, an IHE must annually distribute the following in writing to all students and employees:

I. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;

II. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

III. A description of the health risks associated with the use of illicit drugs and alcohol abuse;

IV. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and

V. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

Standards of Conduct

A. Employees
Western Oklahoma State College, in compliance with the Drug-Free Workplace Act (41 U.S.C. 701) and the Drug Free Schools and Communities Act (20 U.S.C. 1145g), adopted a policy entitled, “Drug and Alcohol Policy.”

According to this policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol on property owned or controlled by the College or as part of any College
sponsored program off campus is prohibited. Sanctions for violating this policy are outlined in section V (A) below.

The full version of the current Drug and Alcohol Policy can be found in the Employee Handbook Section 3.3 Drug Free Work Place.

B. Students

Students attending Western Oklahoma State College are held responsible to our Student Code of Conduct. In addition to local, state and federal laws, our Student Code of Conduct prohibits:

- Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, even if substances were lawfully consumed or used in the place (state) of consumption or use. This includes the college campus as well as any college-associated trip.
- Use, possession, manufacturing, or distribution of alcoholic beverages, including low-point (3.2) beer, or public intoxication on college property, such as the resident hall, public areas, and any college-sponsored trip or event regardless of age.
- Furnishing false identification for the purpose of obtaining alcoholic beverages or to conceal the student’s true identity.
- Other alcohol-related offenses as determined by the dean.

Legal Sanctions

The security officers employed by the Office of Safety and Security enforce all federal and state laws as well as local ordinances. Any student or employee who violates the drug and alcohol policy is subject both to the institution’s sanctions and to criminal sanctions provided by federal, state, and local law.

A. Federal

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include but are not limited to: incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential
ineligibility to receive federal educational benefits (such as student loans and grants).

A description of federal penalties and sanctions for illegal trafficking and possession of a controlled substance can be found at http://www.justice.gov/dea/druginfo/ftp3.shtml

B. Oklahoma State Laws - Alcohol

Age Restrictions:
As with all other states, Oklahoma has a minimum alcohol purchase age of 21 years old. In addition, property owners are forbidden from allowing a person under 21 to drink on their property, punishable by a fine and up to 5 years in prison.

Also, it is a misdemeanor for anyone under 21 to pretend he/she is over 21 for the purposes over buying alcohol.

Open Container:
The "open container" law in Oklahoma forbids consuming alcohol in public, as well as making it illegal to be intoxicated in public. If cited, you could face a small fine and possibly between 5 and 30 days of imprisonment.

An open container in any location accessible by the driver of a car is also prohibited. Even as a passenger of someone who is drinking and driving or has paraphernalia you will be charged with possession as well.

Driving Under the Influence:
Driving Under the Influence (DUI) is defined as a blood or breath alcohol content of 0.08% or more in the state of Oklahoma. It is punishable by a fine of up $1000 and up to 1 year in prison.

If under the age of 21, a blood or breath alcohol content of anything over 0.00% results in a DUI charge and driver’s license revocation.

Oklahoma State Laws - Controlled Dangerous Substance (CDS)

Oklahoma divides CDS into five “Schedules.” Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse, and increase in recognized medical uses.
Schedule I or II CDS

Penalties for a first offense include a fine of up to $5,000, at least two (and up five) years in prison, or both. Second and subsequent offenses incur a fine of up to $10,000, at least four (and up to 20) years in prison, or both. (63 Okl. Stat. Ann. § 2-402(B)(1).)

Schedule III, IV or V CDS

Penalties for a first offense include a fine of up to $1,000, up to one year in jail, or both. Second and subsequent offenses incur a fine of up to $5,000, at least two (and up to ten) years in prison, or both. (63 Okl. Stat. Ann. § 2-402(B)(2).)

Purchase or Possession Near a School

Buying or possessing CDS on or within 1,000 feet of a school, public park or recreation area, or in the presence of a child under 12 years old incurs twice the fine, prison time, or both applicable to the underlying offense (as described above). Second and subsequent offenses incur up to three times the applicable prison time, an additional fine of up to $10,000, or both. (63 Okl. Stat. Ann. § 2-402(C).)

A complete and detailed listing of Oklahoma sanctions pertaining to controlled dangerous substances can be found at http://oklegal.onenet.net/oklegal-cgi/get_statute?99/Title.63/63-2-401.html

C. Local

The City of Altus ordinances regarding alcohol include but are not limited to: consumption in public places, possession and use of alcohol by minors, uncapped liquor in passenger compartments of vehicles, and all substance abuse ordinances. Sanctions could range from a civil infraction with attached fines to probation, rehabilitation, or even imprisonment. A full version of the city ordinances pertaining to alcohol (Chapter 3, Articles I – VI) can be found at http://library.municode.com/index.aspx?clientId=10356

The City of Altus ordinances regarding the possession of controlled dangerous substances include but are not limited to the possession of marijuana as well as the delivery, sale, possession, manufacture, or use of drug paraphernalia. A full version of the city ordinances
pertaining to controlled dangerous substances (Chapter 20, Sections 23-24) can be found at http://library.municode.com/index.aspx?clientId=10356 The City of Altus and District Attorney for Jackson County (District #3) adhere to the sanctions established by the State of Oklahoma. A complete and detailed listing of Oklahoma sanctions pertaining to controlled dangerous substances can be found at http://oklegal.onenet.net/oklegal-cgi/get_statute?99/Title.63/63-2-401.html

Health Risks

The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

**Alcohol** produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

**Amphetamines/stimulants** (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

**Anabolic steroids** seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

**Barbiturates/depressants** (downers, quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

**Cocaine/crack** stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils,
increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

**Hallucinogens** (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

**Cannabis** (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

**Narcotics** (heroin, morphine, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

**Tobacco/nicotine** causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

**Drug and Alcohol Programs**

The following training, programs, resources, counseling, treatment, rehabilitation or reentry programs are available to employees and/or students as described below.

A. Employees
   - Substance abuse needs are covered by all medical plans offered by Western Oklahoma State College. Employees pay only their plan's deductible or co-pay for all treatment services.
   - Resources available to employees from Blue Cross Blue Shield (BCBS) can be found at [http://www.bcbsok.com/employer/pdf/blueresource/53739.pdf](http://www.bcbsok.com/employer/pdf/blueresource/53739.pdf)
A variety of resources on the Be Smart, Be Well campaign site of BCBS are available to our employees at http://www.besmartbewell.com/drug-safety/

Leaves of Absence: Western Oklahoma State College offers leaves covered under the Family and Medical Leave Act and those not covered by the Act. Employees may work with WOSC Personnel Department to request a leave to participate in treatment, and the reason for the leave is maintained confidentially. Leaves may be full leaves, meaning the employee is entirely absent from work, or the employee may take intermittent leave of absence. Leaves are coordinated through and documented by the employee’s treatment provider.

Employees also have access to the campus counselor as well as drug and alcohol awareness activities provided on campus such as the “Arrive Alive” tour.

B. Students

- WOSC works in conjunction with the Altus Police Department and/or the local Oklahoma Highway Patrol unit to present a workshop on the dangers of drinking and driving.
- Students residing in on-campus housing are presented with general information during their orientation about drug and alcohol abuse, as well as resources if they find themselves struggling with abuse.
- The WINDS program provides a workshop on a yearly basis related to drug and alcohol abuse.
- Student athletes are presented with general information during initial team meetings about drug and alcohol abuse, as well as resources if they find themselves struggling with abuse.
- Through the Office of Student Support Services, students have access to the campus counselor in regards to any concerns about substance abuse, with possible referral to an outside agency. Resources are also available on the counselor’s web page. http://www.wosc.edu/index.php?page=counseling
- The “Arrive Alive” tour or a similar student activity is available to all students on campus showcasing the dangers of drinking/texting and driving.

C. Resources

The following drug and alcohol related services and resources are available through local agencies:

Dancing Hawk Counseling (580) 301-0933
Kristina McKune LPC, LADC
118 W. Broadway, Altus, OK 73521

Taliaferro Mental Health Center (580) 248-5780
602 SW 38th St, Lawton, OK
Inpatient and outpatient treatment. Counseling appointments are available in Altus. Accepts clients without any insurance and does have psychiatrists on staff.

New Hope (Mangum, OK)
Residential and outpatient addiction treatment program
(580)782-3337

Roadback Inc (Lawton, OK)
(580) 357-6889 or (580) 357-8114
In-patient treatment for women, halfway house for men and women

Regional resources and agencies available to students and employees include, but are not limited to:

Brookhaven Hospital (Tulsa, OK)
(918)438-4257 and 888-298-HOPE
Comprehensive health center for the treatment of behavioral health issues, substance abuse and neurologic disorders

Eagle Ridge Institute (Oklahoma City, OK)
(405)840-1359
Specialize with college age students. Accepts families into treatment

Lighthouse Substance Abuse Services (Woodward, OK)
(580) 256-9700
Residential substance abuse treatment services for adult men and women

Laureate Psych Clinic & Hospital (Tulsa, OK)
(918) 491-5600 or 800-322-5173
Specializing in several diagnostic areas including chemical dependency & eating disorders

Norman Alcohol & Drug Treatment Center (Norman, OK)
(405) 573-6624 ext 2121
Residential short-term and long-term treatment for mental and substance disorders

Parkside Psych Hospital & Clinic (Tulsa, OK)
(918) 588-8888
Specializing in chemical dependency & gambling
Rolling Hills (Ada, OK)
(580) 436-3600 or 800-522-9505
Inpatient care for adolescent, adult, geriatric and intellectually disabled psychiatric and substance abuse treatment

12 & 12 (Tulsa, OK)
(918) 664-4224 or 800-680-8979
Residential treatment center for adult men and women

Valley Hope (Cushing, OK)
(918) 225-1736 or 800-722-5940
Drug rehab center services include residential, day or partial care, medically monitored alcohol detox, family and continuing care services

Disciplinary Sanctions

WOSC will impose sanctions on students and employees for violation of WOSC’s policies and standards of conduct (consistent with federal, state, and local laws) up to and including reprimands, expulsion, termination, and referral for prosecution. Possible sanctions are described in more detail below.

A. Employees:
See Employee Handbook section 3.3 Drug Free Work Place.

B. Students
The Dean of Student Support Services or designee handles matters that require disciplinary action at Western Oklahoma State College. The concept of progressive discipline will be utilized in all cases, taking into consideration the severity of the incident, the number of times the student has been referred to the conduct system, etc.

For alcohol-related offenses Western has developed a four strike system as follows:

First offense - $50 fine and/or 10 hours of campus beautification, a certified letter sent to parent(s) or guardian and high school (concurrently enrolled student only), and placed on “Warning.”

Second offense - $100 fine and/or 20 hours of campus beautification, a certified letter sent to parent(s) or guardian and high school (concurrently enrolled student only), and a five-page paper on alcohol education.
Third offense - $200 fine and/or 40 hours of campus beautification, a certified letter sent to parent(s) or guardian and high school (concurrently enrolled student only), completion of an alcohol education program, and placed on “Conduct Probation.”

Fourth offense – A certified letter sent to parent(s) or guardian and high school (concurrently enrolled student only) “College Suspension” or “College Expulsion” from Western Oklahoma State College.

A Family Educational Rights and Privacy Act (FERPA) amendment adopted in the fall of 1998 (P.L. 105-244), permits colleges and Universities to inform the family of a student under 21 years of age when their student has been found in violation of University alcohol or other drug policies and/or in the case of a health or safety emergency.

Notification of the DAAPP

A. Employee Notification

Notification of the information contained in the DAAPP is distributed to all current employees of the college on an annual basis via an all-staff email and Moodle (Course Management System). New employees receive notification during their Orientation process. The DAAPP is also available for review online. It can be accessed at: http://www.wosc.edu/index.php?page=HEA

B. Student Notification

Notification of the information contained in the DAAPP is distributed to all currently enrolled students at the beginning of each semester via email and Moodle (Course Management System). The DAAPP is also available for review online. It can be accessed at: http://www.wosc.edu/index.php?page=HEA

Oversight Responsibility

The Dean of Student Support Services, Director of Personnel and Safety and Security Coordinator shall serve as the main contacts that will have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students and the biennial review. The DAAPP Oversight Team has been established to assist with these responsibilities.
Western will offer, to students and employees, various drug programs online and in person throughout each semester.

Sexual Assault, Sexual Harassment, and Sexual Misconduct

I. Introduction

Western Oklahoma State College values civility, dignity, diversity, education, equality, freedom, honesty, and safety, as described in the Student Code of Conduct, and is firmly committed to maintaining a campus environment free from sexual assault, harassment, and misconduct collectively referred to in this policy as sexual misconduct.

Sexual misconduct jeopardizes the mental, physical, and emotional welfare of our students and the safety of our community. Sexual misconduct diminishes students’ individual dignity and impedes their access to educational, social, and employment opportunities. It may cause lasting physical and psychological harm. Sexual misconduct violates our institutional values and its presence in the community presents a barrier to fulfilling Western’s scholarly, educational, and service missions. Sexual misconduct, therefore, will not be tolerated at Western Oklahoma State College and is expressly prohibited.

This policy provides information regarding Western’s prevention and education efforts related to sexual misconduct by students. The policy also explains how Western will proceed once it is made aware of possible student sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX and other applicable law.

II. Prohibited Conduct and Definitions

The college expects all members of the Western community to conduct themselves in a manner consistent with the Western Mission Statement, as described in the Student Code of Conduct, and the Employee Handbook. Western Oklahoma State College prohibits sexual assault, sexual harassment, and other sexual misconduct.

A. Prohibited Conduct Sexual Assault

Sexual assault is having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual
intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated.

Sexual assault includes the following acts:

Attempted or Actual Penetrations
Having or attempting to have non-consensual vaginal, anal, or oral penetration, however slight, with any object or body part, with another person.

All Other Forms of Non-Consensual Sexual Contact
Having or attempting to have any non-consensual, non-accidental touching of a sexual nature. This touching can include, but is not limited to, kissing or touching the private parts of another, or causing the other to touch the harasser’s private parts.

Consent and related terms are defined in part B. of this section.

Sexual Exploitation: Sexual exploitation is an act or omission to act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the Complainant.

Examples of sexual exploitation include but are not limited to the following:

Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other’s knowledge and consent;

Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;

Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;

“Peeping Tom” or voyeuristic behaviors;

Engaging in sexual behavior with knowledge of an illness or disease (HIV or STD) that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;
Engaging in or attempting to engage others in “escort services” or “dating services” which include or encourage in any way sexual behavior in exchange for money;

Intentionally, knowingly, or covertly providing drugs or alcohol to a person for the purpose of sexual exploitation; or

Exposing another person to pornographic material without the person’s advance knowledge or consent.

Stalking: Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety, or the safety of others, or suffer substantial emotional distress. This includes 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 make unwelcome contact with another person.

Sexual Harassment: Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other physical, visual, or verbal behavior of a sexual nature where:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; or

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or

Such conduct has the purpose or effect of:

Unreasonably interfering with an individual’s academic or professional performance; or

Creating an intimidating, hostile, or demeaning employment or educational environment.

A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical. Examples of potentially sexually harassing behaviors include, but are not limited to, the following:

Unwelcome sexual advances, sexual innuendo, or requests for sexual favors in person, by phone, by electronic message or photo, written words or images such as graffiti, and social media postings;
Unwelcome behavior of a sexual nature by a faculty member, coach, or other staff person directed towards a student, a colleague, or other community member;

A person in a position of authority (such as a faculty member, coach, supervisor) suggesting that an educational or employment benefit will result from submission to some unwelcome behavior of a sexual nature or will be denied for refusal to engage in sexual activity;

Repeated sexual remarks, offensive stories, remarks about sexual activity or experiences, sexual innuendoes or other suggestive comments that are unwanted and unwelcome by another;

Displaying or showing pictures, cartoons, and other printed materials of a sexual nature in the workplace or in an educational setting where there is insufficient academic relevance;

Exposing the private parts of one’s body to another person, or in public forums.

Intimate Partner Violence: Intimate partner violence is also sometimes known as and includes dating violence or domestic violence.

Dating Violence: Dating violence includes violence committed by a person: a) who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and b) where the existence of such a relationship shall be determined based on a consideration of the following factors: i) the length of the relationship ii) the type of relationship iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Domestic violence crimes in Oklahoma are crimes of assault or assault and battery committed against a victim who is a current or former spouse of the offender, spouse of the offender’s former spouse, family member of the offender (by blood or marriage), foster parent of the offender, person the offender is dating or dated in the past, person the offender lives with or lived with previously, or person with whom the offender has a child.

The college recognizes that sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation may all be forms of intimate partner violence when committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. In
general, intimate partner violence includes physically, sexually, and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threaten violence. Intimate partner violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse. Intimate partner violence affects individuals without regard to gender or sexual orientation, and does not discriminate by racial, social, or economic background.

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

Statutory Rape: Statutory rape is non forcible sexual intercourse with a person who is under the statutory age of consent.

Retaliation: Retaliation is defined as attempts or acts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment, or intent to prevent participation in University proceedings under this Policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation may be committed by any individual or group of individuals, not just a Respondent or Complainant, and may be committed against the Complainant, Respondent, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual assault, sexual harassment, or other sexual misconduct.

B. Definition of Consent and related terms

Consent: Consent is an explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity. The following further clarifies the meaning of consent:

Each participant in a sexual encounter must obtain consent for all sexual activities. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
If at any time it is reasonably apparent that either party is hesitant, confused, or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.

Consent may be withdrawn by either party at any time. Once withdrawal of consent has been expressed through words or actions, sexual activity must cease.

An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware, or otherwise physically impaired is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

Coercion: Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would compromise an individual’s ability to exercise his or her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm or severe and/or pervasive emotional intimidation, which (a) places an individual in fear of immediate or future harm or physical injury or (b) causes a person to engage in unwelcome sexual activity. A person’s words or conduct amount to coercion if they wrongfully impair the other’s freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance that impairs the person’s ability to give consent.

Incapacitation: An individual is incapacitated when he or she is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically impaired due to alcohol or other drug consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.
An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally, but later may not have recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware or reasonably could not have known of the alcohol consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.

Alcohol and Other Drugs: The college considers sexual contact while under the influence of alcohol or other drugs to be risky behavior. Alcohol and other drugs impair a person’s decision-making capacity, awareness of the consequences, and ability to make informed judgments. From the perspective of the Complainant, the use of alcohol or other drugs can limit a person’s ability to freely and clearly give consent. From the perspective of a Respondent, the use of alcohol or other drugs can create an atmosphere of confusion over whether or not consent has been freely and clearly sought or given. The perspective of a reasonable person will be the basis for determining whether a Respondent should have been aware of the extent to which the use of alcohol or other drugs impacted a Complainant’s ability to give consent.

Being intoxicated or impaired by alcohol or other drugs is never an excuse for sexual assault, sexual harassment or other sexual misconduct and does not diminish one’s responsibility to obtain consent.

III. Policy Coverage

For purposes of this policy, sexual misconduct encompasses a range of behaviors that can create a hostile educational environment, including sexual assault and sexual harassment.

This policy applies to sexual misconduct that is committed by a Western student or by a participant in a Western Program whenever that sexual misconduct occurs:

(a) On campus; or
(b) Off campus, if:

(i) In connection with a Western-recognized program or activity; or
(ii) In a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile educational environment for, any member(s) of Western’s community.
This policy also prohibits retaliation in connection with any reports of possible sexual misconduct that are made under this policy. This policy and related processes may also, at Western’s discretion, apply to a Respondent’s reported violations of other college policies if, in Western’s judgment, those other allegations are directly related to the reported sexual misconduct.

Sexual misconduct reportedly committed by faculty or staff, including by student-employees in the context of their employment, or otherwise not covered by this policy, will continue to be addressed in accordance with Western’s Sexual Harassment Policy.

IV. Reporting Sexual Misconduct

Western strongly encourages the prompt reporting of sexual misconduct. The report may be made by:

- A person who believes they experienced sexual misconduct (a “Complainant”); or
- A person who has information that sexual misconduct may have been committed by a Western student or a participant in a Western Program (a “Reporter”).

If the Reporter or Complainant chooses not to participate in Western’s review of the report, the college may, as described below, pursue the report without that person’s participation.

A. Non-Confidential Reports

Reports should be made to Western’s Title IX Coordinator, the Office of Safety and Security, and the Office of Student Support Services. Reports or disclosures made to any other non-confidential College employee will be directed to the Title IX Coordinator for further review.

B. Confidential Support

Complainants and Reporters may contact any of the confidential locations identified in this policy to access confidential assistance or resources or to explore reporting options without initiating further action from the College.

C. Timeliness

To promote timely and effective review, Western strongly encourages Reporters and Complainants to make reports of possible sexual misconduct within 180 calendar days following the last occurrence of the behavior giving
rise to the concern. Although the Title IX Coordinator may pursue a report made after 180 days, the lapse of time may make it more difficult to gather relevant and reliable information.

D. Reports to Law Enforcement

Western also encourages anyone who believes they experienced a sexual assault (or any other crime) to make a report to the Western Oklahoma State College Safety and Security Department, if the assault occurred on campus, or to local law enforcement, for assaults occurring off campus. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated college staff will, upon request, assist an individual in making a report to law enforcement. For reports relating to off-campus assaults, Western’s Safety and Security Department can assist in identifying the appropriate law enforcement agency to which to make the report.

In addition, upon being notified of a potential sexual assault or other form of sexual misconduct that may also constitute a crime, the Title IX Coordinator will notify the Safety and Security Office to ensure appropriate distribution of college-wide warnings, if needed, and maintenance of accurate statistics.

V. The College’s Response Procedure

Upon receipt of a report, the College will generally proceed as described below.

A. Services

Once the college is put on notice of possible sexual misconduct, the Complainant will be offered appropriate confidential support and other resources and notified of applicable institutional policies. Western will take appropriate steps to prevent and/or address retaliatory conduct following a report.

The Respondent will also be offered appropriate confidential support and other resources and notified of applicable institutional policies. If requested, other participants in the process (such as Reporters or witnesses) may also be offered appropriate support services and information. If needed, the Dean of Students Support Services will help to coordinate the services provided for students by various college offices.

B. Interim Interventions
Western may also implement interim interventions, as may be appropriate for the individuals involved and for the larger college community. Interim interventions may include separation of the Complainant’s and Respondent’s academic and living situations or other interventions outlined in Section VI below. These interim interventions may be kept in place until the end of any review or appeal process.

C. Decision to Proceed with Investigation
If the Complainant is willing to participate in the review and investigation process, Western will proceed as described in the Investigation section below. If the Complainant requests confidentiality or asks that the report of sexual misconduct not be pursued, Western will forward that information to the Title IX Coordinator and key staff members for a recommendation on how/if to proceed.

In all cases, the final decision on whether, how, and to what extent Western will conduct an investigation, and whether other measures will be taken in connection with any allegation of sexual misconduct, rests solely with the Title IX Coordinator.

D. Investigation
The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported sexual misconduct. In all cases, Western will respond to the report in a prompt, thorough, procedurally fair, and effective manner. Upon receipt of a report, Western will strive to complete its review within sixty (60) calendar days. In most cases, this review will involve conducting a thorough fact-finding investigation, which includes meeting separately with the Complainant (if participating), Respondent, Reporter (if applicable), and pertinent witnesses, and reviewing other relevant information. Occasionally, a different or less formal response to the report may be warranted (see, for example, Section VIII Informal Resolution Options).

At any time during the course of an investigation, the Complainant, Respondent, or any witnesses may provide a written statement, other supporting materials, or identify other potential witnesses, regarding the matter under review. Throughout the process, any person participating in the process may have a Support Person present at any meeting related to the review of the reported sexual misconduct.

E. Standard of Proof
The Investigator’s findings will be made using the preponderance of the evidence standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual misconduct unless a preponderance of the evidence supports a finding that sexual misconduct occurred.

F. Investigation Findings and Outcome Notification
In most cases, the Investigator will prepare a written report at the conclusion of an investigation. The Investigator’s final written report will generally contain, at a minimum:

1. A summary of the investigation;
2. The Investigator’s findings; and
3. A summary of the Investigator’s rationale in support of the findings.

The Investigator’s report and findings must be reviewed and approved by the Title IX Coordinator. Western’s written determination will then be provided simultaneously to the participating Complainant and Respondent. The college neither encourages nor discourages the subsequent disclosure or sharing of the written notification by either person. If a Complainant has chosen not to participate in the college’s review of the sexual misconduct report but desires to be notified of the outcome, the college will notify the Complainant. If a Complainant has expressed a desire, in writing, not to be notified of the outcome, the college will honor that decision. In such cases, Western will not send the notification itself to the Complainant, but may proceed with any necessary follow-up, including as described below, and may need to provide notification of that follow-up if appropriate.

Once a decision has been reached and approved by the Dean of Student Support Services, a letter will be issued to the Respondent and Complainant sharing, in a manner appropriate to honor due process and privacy considerations, the final sanctions/interventions.

VI. Sanctioning
If the Respondent is found responsible for sexual misconduct, Western will initiate a sanctioning process designed to eliminate the misconduct, prevent its recurrence, and remedy its effects, while supporting Western’s educational mission and Title IX obligations. Sanctions or interventions may also serve to promote safety or deter students from similar future behavior.
Some behavior is so harmful to the college community or so damaging to the educational process that it may require more serious sanctions or interventions, such as removal from college housing, removal from specific courses or activities, suspension from the college, or expulsion.

**Potential Sanctions or Interventions**
Sanctions or interventions may include, but are not limited to, one or more of the following:

- **Formal Reprimand**: A formal notice that the student has violated college policy and that future violation may be dealt with more severely.
- **Disciplinary Probation**: A designated period of time during which the student is not in good standing with the college. The terms of probation may involve restrictions of student privileges and/or set specific behavioral expectations.
- **Restitution**: Reasonable and limited compensation for loss, damage, or injury to the appropriate party in the form of money or material replacement.
- **Restriction from employment at the college**: Prohibition of or limitation on college employment.
- **Class/Workshop/Training/Program Attendance**: Enrollment in and completion of a class, workshop, training, or program that could help the student or the college community.
- **Educational Project**: Completion of a project specifically designed to help the student understand why certain behavior was inappropriate and to prevent its recurrence.
- **College Housing Transfer or Removal**: Placement in another room or removal from college housing. Housing transfers or removals may be temporary or permanent depending on the circumstances.
- **Professional Assessment**: Completion of a professional assessment that could help the student or the college ascertain the student’s ongoing supervision or support needs to successfully participate in the college community.
- **Removal from Specific Courses or Activities**: Suspension or transfer from courses or activities at the college for a specific period of time.
- **No Contact**: Restriction from entering specific college areas and/or from all forms of contact with certain persons.
- **Suspension**: Separation from the college for a specified period of time or until certain conditions are met.
- **Expulsion**: Permanent separation from the college.
In addition to the sanctions/interventions applied to students found responsible for sexual misconduct, Western may find it helpful or necessary to request or require others to undertake specific steps designed to eliminate the misconduct, prevent its recurrence, or remedy its effects. Examples include, but are not limited to, the following:

- Requesting or requiring a college entity to conduct training for its staff or members;
- Making involved parties aware of academic support services available;
- Making involved parties aware of counseling or medical services available;
- Arranging, where possible, for a party to re-take or withdraw from a course without penalty; and
- Revising college policies, practices, or services.

VII. Review of the Decision

Either party may appeal the outcome of the matter except where a Respondent has accepted an agreement under the sanctioning process outlined above. A review of the matter will be efficient and narrowly tailored. A party may seek review only on the following grounds:

1. A material deviation from the procedures affected the outcome of the case;
2. There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation that could reasonably affect the investigation findings;
3. The sanctions/interventions are inappropriate or disproportionate to the determined violation(s); or
4. A review of all available and relevant information indicates that the evidence clearly does not support the finding(s) and provides firm and definite support for modifying the original finding(s). To request a review, a party must submit a written appeal to the Dean of Student Support Services within ten (10) calendar days of the date of the notification of the decision regarding any sanctions or interventions.

The Appeals Board described in the Student Code of Conduct will strive to complete review of an appeal within fifteen (15) days of its receipt. In a closed session, the Appeals Board will review the matter based on the issues identified in the request for appeal. The Appeals Board may conclude that there are no relevant issues of concern and therefore recommend that the
VPASSS affirm the final decision and any sanctions/interventions. If the Appeals Board identifies issues of concern, the Board will provide the VPASSS with one of the following recommended actions and any additional instructions or recommendations it deems appropriate under the circumstances:

1. If there was a material deviation from procedure, remand the matter to the Title IX Coordinator and/or a new Investigator with corrective instructions from the Appeals Board.
2. If new information appears relevant, refer the matter to the Title IX Coordinator, and the original Investigator if available, to determine whether any modifications may need to be made to the original investigative report.
3. If the sanctions are clearly inappropriate or disproportionate, alter the sanctions or interventions accordingly.
4. If the evidence clearly does not support the finding(s) and provides firm and definite support for modification, the matter will be submitted to the VPASSS or designee to review, in consultation with the Title IX Coordinator, and make any necessary modifications to the report. After necessary consideration and consultation with others, as appropriate, including the Title IX Coordinator, the VPASSS or the VPASSS’s designee may accept or modify the recommendations made by the Appeals Board. The VPASSS’s final and unreviewable decision will be made available to the participating parties, in writing, simultaneously.

IX. Student Expectations and Rights

All students are afforded the rights outlined in the Student Code of Conduct. Certain additional student protections and expectations pertain to the process for resolving student sexual misconduct allegations. Respondents and Complainants participating in this process may also expect the following:

- Respect for Privacy
- Information and Choice on Participation
- Access to Confidential Assistance and Resources
- Other Resources for Students
- Protection from Retaliation and Assurance of Fair Treatment
- Timeliness of Process
- Coordination with Concurrent Legal Proceedings
- Respect for Medical Amnesty Provisions
**Complainant** Confidential College Support Services:

- Counseling Services

**Respondent** Confidential College Support Services:

- Counseling Services

A. General College Resources

Office of Guidance and Counseling
wosc.edu/counseling
(580)477-7710
Western Oklahoma State College
2801 N Main, Altus, OK 73521

Mental health counseling is available to all students at Western. The campus counselor is available to help with various issues including trauma and sexual assault.

The Dean of Student Support Services provides direct support to students who are involved in the review of possible sexual misconduct reported under this policy. The Dean of Student Support Services also coordinates interim separation issues when necessary.

Dean of Student Support Services
(580)477-7918
Western Oklahoma State College
2801 N Main, Altus, OK 73521

B. Resources

Any member of the Western community may also contact the following community resources:

ACMI House
Serving Jackson, Kiowa, Tillman, Harmon, and Greer Counties
1-800-466-3805 (24 hr. Crisis Line)
(580) 482-3800
Altus, OK 73521
ACMI House provides services to victims or domestic violence and sexual assault. This program provides advocacy in obtaining protective orders, sexual assault examinations, legal advice, and various other community services. Counseling services are available to assist clients in areas of trauma, safety planning, domestic violence, and parenting. Shelter is available to victims of domestic violence and/or sexual assault who are not in a safe living environment. 24 hour crisis intervention is available as well.

Jackson County Memorial Hospital Counseling Service

1200 East Tamarack Road

Altus, OK 73521

(580) 379-6850

JCMH Counseling Center provides counseling for Western Students at a reduced rate. The counseling center provides counseling for a variety of issues and offers psychiatric services as well.

X. Definitions

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may also be used in other contexts, such as in connection with concurrent legal proceedings, and that they may have different meanings in those contexts.

Complainant: An individual who reportedly experienced sexual misconduct, regardless of whether that individual participates in the disclosure or review of that report by the College at any point.

Consent: Clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity, or past agreement to engage in a particular sexual activity, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity.
Consent cannot be validly given by a person who is incapacitated. For purposes of this policy, the issue is whether the Respondent knew, or should have known, that the activity in question was not consensual.

Incapacitated: Lacking the physical and/or mental ability to make informed, rational judgments. This may have a variety of causes, including, but not limited to, being asleep or unconscious, having consumed alcohol or taken drugs, or experiencing blackouts or flashbacks.

Investigator: An appropriately trained individual, who may be a College employee, who reviews and investigates reports of sexual misconduct under this policy.

Reporter: An individual who reports to the College a concern regarding possible sexual misconduct. A Reporter need not be a Complainant.

Respondent: (A) College student or participant in a college program who is reported to have engaged in sexual misconduct. This term also includes individuals whose identities are unknown if (a) there is reason to believe that they may be a College student or participant in a college program or (B) the Complainant or Reporter is a student.

Sexual Misconduct: Umbrella term used to encompass unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual assault and sexual harassment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a Complainant’s or Reporter’s allegations under this policy. Sexual misconduct may include the following:

- **Sexual Assault:** Unwanted or unwelcome touching of a sexual nature, including hugging, kissing, fondling, oral sex, anal or vaginal intercourse, or other physical sexual activity that occurs without valid consent.

- **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature if: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education, living environment, employment, or participation in a college-related activity or college program; (2) submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual’s
education, living environment, employment, or participation in a college-related activity; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s education, living environment, employment, or participation in a college-related activity.

Examples may include, but are not limited to, the following: unwanted sexual statements; unwanted personal attention including stalking and cyber-stalking; unwanted physical or sexual advances that would constitute sexual assault, as defined in this policy; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved; touching oneself sexually for others to view; and voyeurism (spying on others who are in intimate or sexual situations).

Conduct reported as sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient. For example, a single instance of sexual assault can constitute sexual harassment.

Support Person: An individual or individuals chosen by a Complainant, Respondent, Reporter, or witness to provide support during the review of a report of possible sexual misconduct under this policy. The person(s) chosen may not already be directly involved in the investigative process (for example, as a Complainant, Respondent, witness, or Reporter) and may not speak on behalf of the person they are supporting, but instead may be present only to provide assistance or advice to the individual they are supporting.

Title IX: Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106) (as amended) is a federal law that prohibits sex-based discrimination, including sexual harassment and sexual assault, in education programs that receive federal financial assistance.

Title IX Coordinator: The college official charged with ensuring the college’s overall compliance with Title IX and related college policy.
College Program: A college-sponsored activity that primarily includes elementary, secondary, or postsecondary student participants.

XI. Related Information

Advocacy: Investigators do not function as advocates for Complainants or Respondents. Investigators can, however, identify support resources for Complainants and Respondents (See Confidential Assistance). The Dean of Student Support Services may coordinate services for students upon request.

Anonymous Complainants: Western may not be able to fully address reports received from anonymous sources unless sufficient information is furnished to enable the college to conduct a meaningful and fair investigation. The college will, however, take whatever steps it deems appropriate in the best interests of the overall college community, consistent with the information available.

Non-Confidential Reporting Locations: Unless an office has been designated as a confidential resource, as described above, students should assume that any other college office to which a report is made will share that report with the Title IX Coordinator for review and handling in accordance with this policy. As noted above, the Title IX Coordinator may also share that report with the Safety and Security Department if it involves a sexual assault or other crime.

Student-Employees: Student-employees who are reported to have engaged in sexual misconduct in their employment capacity will continue to be subject to review under Western’s Sexual Harassment Policy rather than under this policy. If a student-employee is found to have engaged in sexual misconduct, the student-employee may be subject to sanctions both in connection with their employment and in connection with their student status.

XII. Offices and Roles

The Title IX Coordinator is responsible for ensuring Title IX compliance across the college. The Title IX Coordinator manages coordination between all relevant college offices to ensure a fair, thorough, timely, and appropriate response to reported concerns of sexual misconduct.
The Dean of Student Support Services provides direct support to students who are involved in the review of possible sexual misconduct reported under this policy. The Dean of Student Support Services also coordinates interim separation issues when necessary. The Office of Guidance and Counseling provides direct support to Complainants as they navigate critical incidents covered under this policy. Guidance and Counseling also provides crisis intervention and academic, legal, and medical advocacy for Complainants at their request.

XIII. Annual Reporting

The Safety and Security Department will issue an Annual Security Report to the Western Oklahoma State College community that will include all reports of sexual misconduct. The report will inform the community of response efforts and engage the community in education and prevention initiatives.

Support Services for Victims of Sex Offenses
On Campus
WOSC provides an on campus professional counselor that is available in room C1 or you may contact the counselor by phone, 580-477-7710.
Off Campus
ACMI House: Office 580-482-3800 Email: acmihouse@cableone.net
New Directions Inc.: Office 580-357-6141 or 24 Hour Hotline 580-357-2500
Oklahoma Coalition Against Domestic Violence and Sexual Assault: Office 405-524-0700
Email: info@ocadvs.org

Sex Offender Registration Policy
The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community how to access information concerning registered sex offenders. To view registered sex offenders in Jackson County, please visit http://www.altusok.gov/sex-offenders.

It also requires sex offenders already required to register in a State to provide notice, to the appropriate state agency, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Definitions of Clery Act Crimes
Types of Offenses

Criminal Homicide:
- Murder & Non-Negligent Manslaughter - willful killing of one human being by another.
- Negligent Manslaughter - killing of another person through gross negligence.

**Sex Offenses:**

**Forcible Sex Offenses** - any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent.

- Rape - the carnal knowledge of a person.
- Sodomy - oral or anal sexual intercourse with another person.
- Sexual Assault with an object - the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person.
- Fondling - the touching of the private body parts of another person for the purpose of sexual gratification.

**Non-Forcible Sex Offenses** - are unlawful, non-forcible sexual intercourse.

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

- Firearm
- Knife or cutting instrument
- Other dangerous weapon
- Strong arm

**Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

- Firearm
- Knife or cutting instrument
- Dangerous weapons
- Hands, fists, feet, etc

**Burglary** - The unlawful entry into of a structure to commit a felony or a theft.

- Forcible Entry
- Unlawful Entry - No Force
• Attempted Forcible Entry

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle.
- Autos
- Trucks and Buses
- Other vehicles

**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 or personal property of another.
- Structural
- Mobile
- Other

**Hate Crimes**

Include any of the above crimes that manifest evidence that the victim was intentionally selected because of the perpetrator-bias.
- Race
- Gender
- Religion
- Sexual Orientation
- Ethnicity/national Origin
- Disability
- Larceny-theft
- Simple assault
- Intimidation
- Destruction, damage, or vandalism of property

**Arrests and Referrals Disciplinary Action**
- Illegal weapons possession
- Violations of drug laws
- Violations of liquor laws

**ANNUAL FIRE SAFETY REPORT**

All fires should be reported to 911. To report fires always call 911 first then report it to the Campus Safety Office call 580-477-7945. All Non-emergency situations/fires should be reported to the on-site Resident Assistant or the Security Guard on Duty at the dorms. Fire alarms should be sounded in areas where they are available. Buildings should be evacuated immediately for large uncontrolled fires or heavy smoke. All doors should be closed after building is evacuated. Once outside the building, individuals should proceed to safe areas at least 200 feet from the building, with care taken not to block passageways and roadways so accessibility can be maintained for rescue personnel. Employees and students should not return to the building until
appropriate authorities at the scene declare an all-safe condition. In the event of injuries, Campus Safety will render fire aid and call for Emergency Medical Services.

**Fire Drills**
The Safety and Security office in conjunction with the Physical Plant Department, conduct at least one fire drill every semester at each On-Campus Student Housing Facility. Some of these drills may be unannounced.

**Fire Safety**
Fire Safety training in resident housing is covered each semester at the dorm meetings. All residents are informed about the all dorm rules and regulations. All faculty and staff receive both online and face to face training each semester and an in-service presentation on fire safety and prevention. Fire Safety procedures can be reviewed online any time on Western’s Moodle site, Safety and Security.

**Prohibited Conduct includes:**
A. Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights. Because it is imperative that fire and safety equipment functions properly when it is needed, the following acts are prohibited: B. Tampering with or pulling a fire alarm under false pretense. C. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative. D. Obstructing halls and stairwells with furniture, debris and/or other items. Residents who jeopardize the security or safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, and disciplinary measures. E. There will be absolutely **No Tobacco** use allowed in any of the housing units on campus. Failure to abide by this rule will result in disciplinary action.

F. **Prohibited appliances** include open coil cooking appliances, electric griddles, and George Foreman Grills. Also prohibited are portable heaters, air conditioners, large amplifiers (public address system, oversize stereos, and musical instruments), wireless routers, and halogen lamps. Any electrical extension cord that is used must be 14 gauge or heavier. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects. Please be aware that over loading an electric circuit with too many appliances can cause problems. Some appliances or furnishings have a higher likelihood of contributing to unsafe environments for community living. The Safety and Security Department along with the Physical Plant
regulates the use of these appliances to ensure the safety and security of the residence.

G. Safety and Security: For the safety and security of all students, you are required to comply with the safety and security procedures in College Residence Hall and may not tamper with locked doors or admit unauthorized people into buildings. There will be no flammable materials or explosives stored in or about the housing area. This includes petroleum products, fireworks, etc. There will be no firearms or weapons (including paint-ball/pellet/air guns) permitted in the housing units. Persons placing false fire alarms, interfering with a fire alarm system, interfering with firemen, tampering with or removing fire-fighting and monitoring equipment, are subject to prosecution under Oklahoma law and/or disciplinary action by the College (including termination of this contract). For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of the Director of Physical Plant and Safety Officer during the academic year. To become familiar with evacuation routes, cooperation is mandatory. Anytime the alarm sounds residents are to leave the building. Participation in fire evacuations are required by state law.

Description of Western’s Fire Suppression System

In 2014 both the Residence hall and main building were upgraded with a Simplex 4100 ES fire alarm system, fire extinguishers, pull stations, and sprinklers in lobbies, hall ways and common areas. In addition, every dorm is equipped with smoke detector-sounder and sprinkler. Every other dorm room also has a flasher with additional flasher-sounders and pull stations located in the courtyards as well. Future plans include adding voice command in the sounders.
<table>
<thead>
<tr>
<th>Building</th>
<th>Fire Alarm</th>
<th>Room Detection</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Party Monitored</th>
<th>Sprinkler</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOSC Main Campus</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Tech Building</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Maintenance Building</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Residence Hall</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>
### Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. **Does your institution provide On-Campus Student Housing Facilities?**
   - **No.**
   - **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

<table>
<thead>
<tr>
<th>Number of On-campus Student Housing Facilities:</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

2. **Does your institution have any noncampus buildings or properties?**
   - **Yes.**
   - **No.**

3. **Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.**
   - **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
   - **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
   - **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
   - **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.
# Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Sex offenses - Non-forcible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>h. Motor vehicle theft (Do not include theft from a motor vehicle)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: “For (YEAR), Line (X) was changed from (A) to (B) because (REASON).”
### Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Sex offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: “For (YEAR), Line (X) was changed from (A) to (B) because (REASON).”
Criminal Offenses - Public Property

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>Total occurrences on Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011</td>
</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses - Forcible</td>
<td>0</td>
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<td>Incest</td>
</tr>
<tr>
<td></td>
<td>Statutory rape</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
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<td>f. Aggravated assault</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
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<tr>
<td>i. Arson</td>
<td>0</td>
</tr>
</tbody>
</table>

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2013 Total</th>
<th>2012 Total</th>
<th>2011 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Race</td>
<td>Religion</td>
<td>Sexual orientation</td>
</tr>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td></td>
<td></td>
<td></td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>g. Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(Do not include theft from a motor vehicle)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>j. Simple assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>k. Larceny-theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>l. Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>m. Destruction/damage/ vandalism of property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>g. Burglary</td>
<td>h. Motor vehicle theft</td>
<td>i. Arson</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Caveat:**
If you have changed prior years’ data, you must add a caveat explaining the change. Use the following format: “For (YEAR), Line (X) was changed from (A) to (B) because (REASON).”
## Hate Crimes - On-campus Student Housing Facilities

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-Campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

### 2013 Total

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual orientation</th>
<th>Gender</th>
<th>Disability</th>
<th>Ethnicity/National origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>d. Sex offenses - Non-forcible</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>f. Aggravated assault</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>(Do not include theft from a motor vehicle)</td>
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<td>0</td>
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<tr>
<td>j. Simple assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>k. Larceny-theft</td>
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<tr>
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</tr>
<tr>
<td>m. Destruction/damage/ vandalism of property</td>
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### 2012 Total

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<tr>
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<th>Race</th>
<th>Religion</th>
<th>Sexual orientation</th>
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<th>Disability</th>
<th>Ethnicity/National origin</th>
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<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
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<td>(Do not include theft from a motor vehicle)</td>
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<td>i. Arson</td>
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# Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2013 Total</th>
<th>Category of Bias for crimes reported in 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Race</td>
<td>Religion</td>
</tr>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
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<td>c. Sex offenses - Forcible</td>
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<td>0</td>
</tr>
<tr>
<td>(Do not include theft from a motor vehicle)</td>
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<td></td>
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<tr>
<th>Criminal offense</th>
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<tr>
<td>Category</td>
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Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.
Do NOT include drunkenness or driving under the influence in Liquor law violations.

<table>
<thead>
<tr>
<th>Crime</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
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## Arrests - On-campus Student Housing Facilities

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories. 

*Do NOT include drunkenness or driving under the influence in Liquor law violations.*

<table>
<thead>
<tr>
<th>Crime</th>
<th>2011</th>
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### Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

<table>
<thead>
<tr>
<th>Crime</th>
<th>2011</th>
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## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

*Do not include disciplinary actions that were strictly for school policy violations.*

*If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.*

*Do NOT include drunkenness or driving under the influence in Liquor law violations.*

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Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories. 
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.
Do NOT include drunkenness or driving under the influence in Liquor law violations.

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Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest. Do NOT include drunkenness or driving under the influence in Liquor law violations.

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### Fires - On-campus Student Housing Facilities

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you click "Save," you will see an "Enter Data" button across from each facility that has 1 or more fires. For each of these facilities, click "Enter Data" to complete the fire statistics for that facility.

If you use the button below to add a facility, or if you use the "Delete" link to delete a facility, you must return to the Screening Questions to revise the number of On-campus Student Housing Facilities.

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Street Address</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Caveat:**
### Fires - On-campus Student Housing Facilities

Enter all the required data for each fire. For help in completing the screen, click on the “Need help? Click here for screen instructions” link at the top of the screen. After you complete this screen click on “Save.” Next, click on the “Return to Fires – On-campus Student Housing Facilities Screen” button.

<table>
<thead>
<tr>
<th>Category of Fire</th>
<th>Cause of Fire</th>
<th>Fire-related Injuries</th>
<th>Fire-related Deaths</th>
<th>Property Damage</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Unintentional</td>
<td>Electrical</td>
<td>0</td>
<td>0</td>
<td>$100,000-$249,999</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Caveat:**
## Fires - On-campus Student Housing Facilities

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you click "Save," you will see an "Enter Data" button across from each facility that has 1 or more fires. For each of these facilities, click "Enter Data" to complete the fire statistics for that facility. If you use the button below to add a facility, or if you use the "Delete" link to delete a facility, you must return to the Screening Questions to revise the number of On-campus Student Housing Facilities.

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Street Address</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Number of Fires</td>
</tr>
<tr>
<td>1 WOSC Dormitory</td>
<td>2801 N. Main</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

**Caveat:**

No fires reported for WOSC Dormitory.
## Fires - On-campus Student Housing Facilities

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you click "Save," you will see an "Enter Data" button across from each facility that has 1 or more fires. For each of these facilities, click "Enter Data" to complete the fire statistics for that facility.

If you use the button below to add a facility, or if you use the "Delete" link to delete a facility, you must return to the Screening Questions to revise the number of On-campus Student Housing Facilities.

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Street Address</th>
<th>2011</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOSC Dormitory</td>
<td>2801 N. Main</td>
<td>0</td>
<td>Updated</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Caveat:
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WOSC Dormitory</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Total</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>