



**Southern Wesleyan University Annual Security Report and  
Annual Fire Safety Report 2016-2017**

**Central, SC Campus**





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### STAYING SAFE ON CAMPUS

Feeling safe and secure on a university campus is of great concern for today’s university student and employee. Southern Wesleyan University understands that concern and is committed to providing security procedures and prevention information to ensure a safe environment for learning and working.

Southern Wesleyan University is located in Central, South Carolina, at the end of Wesleyan Drive and is bordered by Simms School Road and Thomas Lane. The Southern Wesleyan University campus is home for approximately 1,000 persons working, living or studying on our campus. As a Christian campus in a small residential community, we are very fortunate to have very low crime rates.

The Campus Security and Crime Awareness brochure is revised, updated and distributed annually and is intended to satisfy the requirements of 34 C.F.R. 668.47.

### REPORTING CRIMINAL ACTIONS OR EMERGENCIES

Students, staff and faculty are directed to report all crimes or violations of university safety policies that they witness to a campus security officer, a Residence Life Coordinator or the office of Student Life. Telephones are located in resident halls, faculty/staff offices and the Campus Life Center for the convenience of students and employees. In emergency situations the witness or victim may notify local police directly by dialing 9-911 from a campus phone. Be sure to report where on campus the emergency is located. All such serious crimes or violations must be reported to the office of Student Life by one or more of the above at the earliest possible time. Actions that might endanger the campus community will be reported in a timely manner to students and employees by the office of Student Life or the office of Campus Safety.

The following is a list of persons and organizations that are trained to receive crime reports. (Area code 864)

Southern Wesleyan University.....	644-5000	Lori Herron, Nurse (for medical emergencies) .....	508-0901
Brad Bowen, Director of Campus Safety		Joe Brockinton, V.P. for Student Life....	644-5142
Security Office .....	644-5121		
Cell.....	508-0107	Jonathan Catron, Maintenance (only for facility emergencies when no one else is available).....	843-6228
Jason Tegen, Director of Residence Life			
Office .....	644-5143		
Justin Carter, Title IX Coordinator.	644-5144		

EMS .....	9-911	Clemson Police Dept.....	653-2040
Central Police Dept. ....	639-4020	Sheriff's Dept. ....	868-2603
Central Fire Dept.....	639-6262	Poison Control Center.....	1-800-222-1222

**SECURITY AND ACCESS TO CAMPUS FACILITIES**

Southern Wesleyan University affords an open campus where students, faculty and staff are free to move about at will. As an open campus, guests are welcome. Campus facilities are for the use of SWU students, faculty and staff. Visitors may reserve the use of facilities through the appropriate office. Because we have an open campus, we ask all students, faculty and staff members to report any strange or suspicious activities to security personnel, the student life office, residence hall staff or, if necessary, to the local city police department.

**CAMPUS LOCK-UP PROCEDURE**

Security personnel secure and lock all buildings at various times when buildings are not in use or at established curfew and lock-up times established by the Academic V.P. & Dean's office, Student Life office and Maintenance. After buildings are secured for the night, security personnel conduct routine door checks of all campus facilities, including residence halls. Regular patrols are made around and in buildings and around campus during the night.

**CAMPUS SECURITY**

The SWU Security personnel report to the Director of Campus Safety. Security personnel have authority to enforce all campus regulations and are required to report all violations. Additionally, Security personnel have the authority to arrest but will refer all situations in which crimes are alleged to the Central Police Department. Security officers are required to report immediately any violations of local, state or federal laws to the Central Police Department as well as the Student Life office. Southern Wesleyan University is committed to cooperate with law enforcement personnel in the investigation of alleged criminal activities. Security personnel are required to file a nightly report to the office of Student Life. Security personnel should be given the same respect due any university employee or law enforcement officer.

**OFF-CAMPUS SECURITY**

Southern Wesleyan University does not sponsor off-campus housing and does not recognize off-campus student organizations. SWU discourages living off-campus and is not responsible for eligible students who choose to live off-campus.

**SECURITY & CRIME PREVENTION PROGRAMS**

Security at SWU is a community effort which means that each person must take an active part in reporting criminal actions, emergencies or unsafe conditions.

The Southern Wesleyan University Annual Security Report and Annual Fire Safety Report is updated annually and distributed to all employees, students, prospective students and employees

via email, and is available to anyone who requests such information. Sometimes security problems warrant special memos to appropriate personnel or campus discussion in chapels, residence hall meetings or open forums. These reports are also posted on the University website at <http://www.swu.edu/life-at-swu/campus-safety/>.

Because of Southern Wesleyan's commitment to the Christian lifestyle, respect, protection and compassion toward all men and women is emphasized in academic and extracurricular experiences throughout the year.

Security concerns are included in discussions during orientation, residence hall meetings and assemblies. Special seminars are offered by student life, residence hall and health services personnel on security issues considered most relevant to students. Individual counseling is available for victims of violence, abuse or other breaches of safety. Each supervisor is responsible for including relevant security information in each employee's orientation session.

Security procedures and emergency telephone numbers are highlighted periodically in the campus newsletter during the time classes are in session.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Southern Wesleyan University is committed to communicating to the campus community, without delay, any critical information pertaining to the immediate safety and security of the campus constituents so long as that notification does not exacerbate the situation. SWU has adopted an emergency notification strategy that employs several methods to communicate to the campus community. The SWU ALERT Notification System is a text messaging system that community members may choose to receive critical information via a text message to their cell phone. The texting system is optional and constituents must register for this service by texting "swualert" to 67076. Additionally, critical messages can be sent to the campus via email as well as through a system that sends a message to every computer that is logged into the University's network. Critical messages will be disseminated to the larger community via the University's website, [www.swu.edu](http://www.swu.edu). Follow-up messages regarding the situation will be sent utilizing the aforementioned methods. The notification system will be tested annually.

Any campus constituent who has knowledge of a situation which may affect the safety and security of the campus should notify Campus Security (864-508-0107) or the Student Life office (864-644-5141). The Student Life office will determine the nature of the situation and determine whether campus notification is warranted. If campus notification is warranted and notification will not compromise efforts to handle the situation, the Student Life office will determine the content of the notification and will initiate the notification process. The vice president for student life, the director of campus safety, the associate vice president for student life, the associate vice president for spiritual life, the director of residence life, the student life administrative assistant, and the director of information technology can initiate the process.

If a situation occurs which requires that a building or the campus must be evacuated, specific areas have been designated in the University's Safety and Security Plan which is located in the *Student Handbook* posted on MySWU and on the University website at <http://www.swu.edu/life-at-swu/campus-safety/>.

[swu/student-handbook/](#). All campus constituents should review the Safety and Security Plan so they know the locations of the campus emergency shelter areas. In the event that the campus must be evacuated, campus constituents should move to the emergency shelter areas and await specific instructions from the Emergency Response Team.

## **GENDER NON-DISCRIMINATION POLICY**

(Preventing Sexual Harassment, Sexual Assault and Gender Violence)

*Southern Wesleyan University is fully committed to the Biblical Standard of sexual integrity as defined and practiced by The Wesleyan Church. At no time should the discussion of sexual behaviors cited within this policy be construed as endorsement of inappropriate sexual activity.*

Additional information regarding Title IX compliance at Southern Wesleyan University may be found at <http://www.swu.edu/life-at-swu/title-ix/>.

### **I. POLICY OVERVIEW**

Southern Wesleyan University endeavors to create an environment in which all members of the community are treated with the dignity and respect inherent in their position as creatures made in the image of God. Not only is gender discrimination a violation of federal law; it is contrary to principles of Christian conduct. Consequently, it is the policy of Southern Wesleyan University that discrimination against individuals on the basis of gender is unacceptable behavior and will not be tolerated. In compliance with Title IX of the Educational Amendments of 1972, Southern Wesleyan University does not discriminate in any of its practices, policies, or procedures on the basis of gender.

Gender discrimination is defined as unequal treatment of a student based on gender that limits a student's participation in or receipt of benefits, services, or opportunities in the institution's programs and/or activities.

### **II. STATEMENT ON SEXUAL VIOLENCE**

Allegations of sexual violence are a form of gender discrimination according to the Department of Education. In 2011, the Department of Education defined sexual violence as incidents of sexual assault and/or incidents of sexual harassment. In addition, the Campus Sexual Violence Elimination Act of 2013 (Campus SaVE Act) an amendment to the Violence Against Women Act of 1994 (VAWA), included domestic violence, dating violence, and stalking as forms of gender discrimination.

Incidents of sexual violence are considered a serious public safety concern for both the victim and the larger community. All acts of sexual violence are prohibited on the Southern Wesleyan University campus and associated learning centers. In addition, all students are subject to institutional and criminal investigation of sexual violence regardless if the incident occurred on campus or away from campus.

### III. STATEMENT ON CONSENT

*While Southern Wesleyan University (refer to the lifestyle statement and behavioral expectations for students and the standards of conduct for employees) requires all members of the community to abstain from intimate forms of sexual conduct outside of marriage, Title IX expects the University to define consent for the purposes of compliance with Federal law.*

Consent is defined as knowingly and voluntarily indicating willingness to engage in sexual activity by a person of legal age. Consent can be given via words and/or actions, as long as those words and actions create a clear and mutual understanding of one's willingness to engage in sexual activity. Consent to one form of sexual activity does not imply consent to additional forms of sexual activity. Silence, in and of itself, cannot be interpreted as consent. Sexual activity with someone known to be, or a reasonable person should have known to be, mentally or physically incapacitated to provide consent constitutes a violation of this policy.

Incapacitation is defined as any state where a person cannot make rational, reasonable decisions because they lack the ability to provide consent to sexual activity. This includes individuals who are incapacitated by alcohol or other drugs, mental capacity, and physical restraints. Use of alcohol or other drugs is not a suitable defense for any behavior that violates this policy.

### IV. VIOLATIONS

The following list provides examples of inappropriate behavior in the Southern Wesleyan University community. The listing is not exhaustive, but is intended to give students an idea of the types of actions that may result in disciplinary consequences. Sanctions may be imposed on a variety of levels, depending upon the severity of the violation and whether the student is found to be responsible. Sanctions range from warnings to expulsion as deemed necessary by the University disciplinary officials. Charges of violations and the sanctions generally imposed are reviewed on a case-by-case basis. For more information on disciplinary sanctions students should consult the Student Handbook *Disciplinary Response and/or Sanctions*, and faculty and staff should consult the Faculty Handbook and the Staff Handbook, respectively.

#### A. SEXUAL HARASSMENT

Any form of harassment is prohibited. Regardless of gender, personal affiliation and/or affiliation with the University, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to unsolicited, deliberate or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. Depending upon the severity, at any level this could lead to suspension, dismissal and/or criminal charges.

Sexual Harassment includes the following behaviors:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and
8. Physical conduct: touching, assault, impeding or blocking movement.

#### B. SEXUAL ASSAULT

Sexual assault is defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including kissing, touching the breasts, fondling, groping etc. Attempting to force another person, regardless of sexual gender, personal affiliation and/or affiliation with the University, to participate in sexual intercourse and/or other sexual activities such as touching the buttocks or genitalia against his/her will is prohibited. Such assaults include verbal coercion, threats, physical restraint or mental impairment or the inability to grant consent due to unconsciousness.

#### C. STALKING

Stalking is defined as any behavior or conduct directed at a specific person that has the potential to cause someone to fear for his or her safety, or the safety of others, and/or cause substantial emotional distress. Such conduct may include, but is not limited to, following another person, telephone communication, excessive emails, electronic communications, written notes and letters, and using scheduled appointments to force meetings.

#### D. DATING VIOLENCE

Dating violence is defined as any act of violence committed against someone with whom an established social, romantic, or intimate relationship exists. An established relationship shall be based on the following factors: the length of the relationship, the type of the relationship, and the frequency of interpersonal interactions. Dating violence can include the definitions for other forms of sexual violence including sexual harassment, sexual assault, and stalking.

#### E. DOMESTIC VIOLENCE

Domestic violence is defined as any act of violence committed against someone who can be identified as a member of the household. This can include, but not limited to a former or current spouse, the other parent of a child in common, someone whom by actions demonstrate a spousal

relationship, and/or against any other person considered a member of the household. Domestic violence can include the definitions for other forms of sexual violence including sexual harassment, sexual assault, and stalking.

## V. REPORTING AND SUPPORT

The primary concern of the University is student safety and students are encouraged to report an incident of sexual violence. Any other rules violations that come up during the report, investigation, or formal hearing of a sexual violence case will be addressed separately from the sexual violence allegation. Use of alcohol or other drugs does not make the victim at fault for sexual violence, and should not be a deterrence from reporting an incident.

If a sexual offense occurs, a complaint can be filed in writing with the University Title IX Coordinator. The Title IX Coordinator (or his/her designee) being responsible for oversight of all complaints can: provide assistance in filing a criminal complaint; explain the rights of a victim of sexual violence or a reporter of sexual violence; and explain the process for investigating and adjudicating complaints. If desired, the Title IX Coordinator can assist a complainant with notifying the appropriate jurisdictional authority. In addition, you can contact any Student Life Office staff member, university administrator, residence hall administrator, faculty member, site coordinator, site assistant, campus/learning center security, or the local police. You can also contact the national Rape Crisis Center toll free at 1-800-656-HOPE (4673) for assistance. Counseling, information, and support for sexual offense victims are available through the Student Life Offices and residence halls. The University will assist a victim in any reasonably available way to address emotional and physical needs, including changing academic, residential, transportation, and work situations.

Wellness Week workshops, RA training, staff training, announcement of area programs, annual assembly, and a variety of small group seminars include information about acquaintance rape, rape, and other sexual offenses. In addition, brochures and posters are available that publicize information about these issues periodically during the year.

## VI. VICTIM BILL OF RIGHTS

These rights are extended to individuals who file a complaint of sexual harassment or sexual violence. These rights are in accordance with the Department of Education's Office of Civil Rights:

1. Complainants have the right to feel protected in Southern Wesleyan's educational programs and activities. These protections are extended to all manner of sanctioned school activities;
2. Complainants have the right to file a report of discrimination against any student, staff, or faculty member without fear of retribution or negative consequence;
3. Complainants have the right to file a separate police report with the appropriate police jurisdiction, where the alleged incident occurred;

4. Complainants have the right to expect Southern Wesleyan to process any complaint of sexual harassment, sexual assault or gender violence in accordance with established procedures;
5. Complainants have the right to expect that if a third party files a complaint under the grievance procedures on behalf of the student, that the University will provide a prompt, thorough, and impartial investigation of the complaint;
6. Complainants have the right to give consent before the University begins an investigation of allegations of gender discrimination (Please note that in certain circumstances the university may proceed regardless of the victim's wishes in order to stop the harassment; in these situations, the victim has a right to request their name and any personally identifiable information not be used);
7. Complainants that file a report of sexual harassment or sexual violence, have the right to request confidentiality. The student recognizes that a request of confidentiality may prevent the institution from taking disciplinary action;
8. Complainants have the right to request the University to not conduct an investigation. However, if the harassment includes violence, a threat of continued harassment, a pattern of harassment, predatory behavior, or use of a weapon, the university is obligated to investigate;
9. Complainants have the right to expect the University will take steps to prevent retaliation and will take strong responsive actions if it occurs;
10. Complainants have the right to be informed of every step of the investigative and disciplinary process; and
11. Complainants involved in a complaint of sexual harassment, sexual assault or gender violence have the right to appeal and be notified in writing the outcome of both the complaint and any associated appeal.

## VII. INVESTIGATION PROCEDURES

Complaints of gender discrimination and/or sexual violence will be investigated promptly, fairly, and impartially by the Title IX Coordinator or his or her designee in accordance with the following procedures. Any complaint will need to be made in writing, signed, and agreed to by the complainant. The complainant will also be given a copy of the Victim Bill of Rights. In accordance with published federal guidelines, all complaints of sexual violence that have been investigated and deemed to have merit will be processed in accordance with formal hearing procedures.

### A. COMPLAINTS AGAINST STUDENTS

After the Title IX Coordinator receives a report or complaint regarding an alleged violation of the Gender Non-Discrimination Policy against a student, the Title IX Coordinator or his/her designee (collectively referred to as Title IX Coordinator) will conduct a preliminary investigation of the alleged violation to determine if a formal investigation is required. During the preliminary or formal investigation, the Title IX Coordinator may, in his/her sole discretion, interview witnesses and obtain statements concerning the complaint. Actions taken to investigate the complaint during the preliminary investigation are intended to be conducted confidentially to the extent it is practical, appropriate, and permitted by applicable law. The standard of evidence to be used during the investigation will be *preponderance of evidence*. The preponderance of evidence standard

indicates that based on the totality of evidence uncovered it is more likely than not a violation of this policy occurred. At the conclusion of both phases of the investigation, the Title IX Coordinator will present the result of the investigation to the student accused of a policy violation and the complainant. Institutional discipline may include any of the disciplinary penalties outlined in the *Student Handbook* including expulsion, and other appropriate measures.

a. ACCUSED IS A TRADITIONAL CAMPUS STUDENT

Complaints of gender discrimination will be dealt with promptly, according to the following timelines. The investigation will commence within five business days of receipt of the written complaint. The investigation will conclude in a timely manner with respect to the complexity, extent, and severity of the complaint.

If the Title IX Coordinator determines, in his/her sole discretion, that the complaint does not have merit, the matter is considered closed unless further information becomes available at a later date, or the complainant wishes to appeal the final outcome of the investigation.

If the Title IX Coordinator determines, in his/her sole discretion, that the complaint may have merit, the Title IX Coordinator will notify both the student accused of a policy violation and the complainant of the final outcome of the investigation and any recommended sanctions. A final report will be given to the Vice President for Student Life (herein referred to as VPSL).

If either party disagrees with the final outcome of the investigation or any of the recommended sanctions made by the Title IX Coordinator, that party may file an appeal with the VPSL. The appeal must be in writing and must be made within two (2) business days of being notified of the initial determination. Upon receipt of the written appeal, the VPSL will review the investigative report and meet with both parties individually. At his or her discretion, the VPSL may also interview the Title IX Coordinator. Investigation notes will be presented to the VPSL upon request. The VPSL will either uphold the Title IX Coordinator's findings and recommendations, amend the recommendations, or institute a new outcome to the case.

If either party disagrees with the final outcome or recommendations of the appeal to the VPSL, that party may file an appeal with the Student Appeals Committee. Please read the *Student Appeals Committee* section in the SWU Student Handbook. The decision of the Student Appeals Committee is final.

Generally, while an appeal is pending to the next level, any disciplinary sanction is suspended pending the outcome of the appeal. However, the University reserves the right to continue or implement Temporary Protective Measures during the pending appeal. Both parties will be notified in writing about the result of the appeal.

b. ACCUSED IS AN ADULT OR GRADUATE STUDIES STUDENT (AGS)

Complaints of gender discrimination will be dealt with promptly, according to the following timelines. The investigation will commence within five business days of receipt of the written

complaint. The investigation will conclude in a timely manner with respect to the complexity, extent, and severity of the complaint.

If the Title IX Coordinator determines, in his/her sole discretion, that the complaint does not have merit, the matter is considered closed unless further information becomes available at a later date, or the complainant wishes to appeal the final outcome of the investigation.

If the Title IX Coordinator determines, in his/her sole discretion, that the complaint may have merit, the Title IX Coordinator will notify both the student accused of a policy violation and the complainant of the final outcome of the investigation and any recommended sanctions. A final report will be given to the Associate Registrar for Adult and Graduate Studies or his/her designee (herein referred to as Associate Registrar). In situations where the Associate Registrar is also the Title IX Coordinator, the Vice President for Enrollment Management will be given the final report.

If either party disagrees with the final outcome of the investigation or any of the recommended sanctions made by the Title IX Coordinator, that party may file an appeal with the Associate Registrar (or designee). The appeal must be in writing and must be made within two (2) business days of being notified of the initial determination. Upon receipt of the written appeal, the Associate Registrar will review the investigative report and meet with both parties individually. At his or her discretion, the Associate Registrar may also interview the Title IX Coordinator. Investigation notes will be presented to the Associate Registrar upon request. The Associate Registrar will either uphold the Title IX Coordinator's findings and recommendations, amend the recommendations, or institute a new outcome to the case.

If either party disagrees with the final outcome or recommendations of the appeal to the Associate Registrar, that party may file an appeal with the AGS Appeals Committee.

Generally, while an appeal is pending to the next level, any disciplinary sanction is suspended pending the outcome of the appeal. However, the University reserves the right to continue or implement Temporary Protective Measures during the pending appeal. Both parties will be notified in writing about the result of the appeal.

## B. COMPLAINTS AGAINST FACULTY OR STAFF

Complaints of gender discrimination will be dealt with promptly, according to the following timelines. The investigation will commence within five (5) business days of receipt of the written complaint. The investigation will conclude in a timely manner with respect to the complexity, extent, and severity of the complaint. With respect to the Office of Civil Rights 2011 "Dear Colleague" Letter, mediation will not be used to resolve complaints of gender discrimination.

After the Title IX Coordinator receives a report or complaint regarding an alleged violation of the Gender Non-Discrimination Policy by a faculty or staff member, the Title IX Coordinator or his/her designee (collectively referred to as Title IX Coordinator) will conduct a preliminary investigation of the alleged violation to determine if a formal investigation is required. During the preliminary or formal investigation, the Title IX Coordinator may, in his/her sole discretion, interview witnesses and obtain statements concerning the complaint. Actions taken to investigate the complaint during either phase of the investigation are intended to be conducted confidentially

to the extent it is practical, appropriate, and permitted by applicable law. The standard of evidence to be used during the investigation will be *preponderance of evidence*. The preponderance of evidence standard indicates that based on the totality of evidence uncovered it is more likely than not a violation of this policy occurred. At the conclusion of both phases of the investigation, the Title IX Coordinator will present the result of the investigation to the faculty or staff member accused of a policy violation and the complainant. Institutional discipline may include any of the disciplinary penalties outlined in the *Handbook for Staff Employees* or *Handbook for Faculty Employees* at the University's sole discretion, up to and including termination.

Any person contacted during the investigation should cooperate fully and keep any information about the investigation strictly confidential. Failure to do so may result in disciplinary action. Any faculty or staff member who provides false information in an investigation is subject to disciplinary action.

If the Title IX Coordinator determines, in his/her sole discretion, that the complaint does not have merit, the matter is considered closed unless further information becomes available at a later date, or the complainant wishes to appeal the final outcome of the investigation.

If the Title IX Coordinator determines, in his/her sole discretion, that the complaint may have merit, the Title IX Coordinator will notify both the employee accused of a policy violation and the complainant of the final outcome of the investigation and any recommended sanctions. A final report will be given to the Presidential Cabinet Member, or Vice President that has administrative authority over the employee's department (herein referred to as Vice President).

If either party disagrees with the final outcome of the investigation or any of the recommended sanctions made by the Title IX Coordinator, that party may file an appeal with the Vice President. The appeal must be in writing and must be made within two (2) business days of the party being notified of the initial determination. Upon receipt of the written appeal, the Vice President will review the investigative report and meet with both parties individually. At his or her discretion, the Vice President may also interview the Title IX Coordinator. Investigation notes will be presented to the Vice President upon request. The Vice President will either uphold the Title IX Coordinator's findings and recommendations, amend the recommendations, or institute a new outcome to the case.

If either party disagrees with the final outcome or recommendations of the appeal to the Vice President, that party may file an appeal with the University President. The appeal must be in writing and must be made within 2 business days of the party being notified of the initial determination. Upon receipt of the written appeal, the President will review the investigative report and meet with both parties individually. At his or her discretion, the President may also interview the Title IX Coordinator. Investigation notes will be presented to the President upon request. The President will either uphold the Title IX Coordinator's findings and recommendations, amend the recommendations, or institute a new outcome to the case.

The Title IX Coordinator reserves the right to make exceptions to the appeal structure based on the level of the employee within the institution's organizational structure.

Generally, while an appeal is pending to the next level, any disciplinary sanction is suspended pending the outcome of the appeal. However, the University reserves the right to continue or implement Temporary Protective Measures during the pending appeal. Both parties will be notified in writing about the result of the appeal.

### C. ADVISERS

Both the complainant and person being accused are entitled to bring one adviser to be present when giving his or her testimony during an interview. While the adviser can be someone of each party's choosing, neither party is permitted to have an attorney present during the proceedings. The adviser's role is limited to communicating directly with the party he or she represents. The adviser may not directly participate in the interview.

### VIII. ADDITIONAL NOTIFICATIONS

Information about registered sex offenders who may be present in the vicinity of the Central campus, or your local learning center may be found at the following web site: <http://www.nsopw.gov>. Click on the national sex offender quick search and select search by location. The South Carolina Law Enforcement Division Sex Registry can be found online at <http://scor.sled.sc.gov/ConditionsOfUse.aspx>. This link provides a search for offenders within a certain radius of the address you enter.

This policy (rev. 10/1/2014) supersedes any previous policy related to Title IX, gender discrimination, sexual harassment, sexual assault or gender violence. After adoption of this policy, if changes are made to federal, state or local laws, the University will respond by making appropriate amendments.

### **ADDITIONAL INFORMATION REGARDING TITLE IX COMPLIANCE:**

1. *SWU provides information on culturally relevant, inclusive prevention awareness programs to incoming students and new employees.*
  - As part of our new student orientation, SWU held a discussion during the opening session on preventing sexual assault and harassment on our campus. This discussion included our institutional definitions of sexual assault, sexual harassment, dating violence, domestic violence, and stalking. This discussion also included definitions for consent and policies and procedures for handling complaints. Students also learned the name and contact information of our Title IX Coordinator. New and returning faculty and staff were invited to attend this session. In addition, new faculty and staff received information from human resources and the Title IX coordinator.
2. *SWU defines the following concepts for the SWU community.*
  - **Awareness programs:** An awareness program is any type of act that helps to bring about knowledge of sexual harassment, sexual assault, or other Clery reportable crimes.
  - **Bystander (upstander) intervention:** A bystander is someone who is standing near, but not taking part in what is happening. An upstander is someone who stands up for a cause or belief. Our upstander intervention encourages our campus to take part in stopping sexual assault and sexual harassment on campus.

- **Ongoing prevention and awareness campaigns:** Ongoing prevention and awareness campaigns are programs and services to bring about knowledge of campus sexual assault and sexual harassment, and provide resources to prevent recurrence of sexual assault and sexual harassment. Examples of ongoing prevention and awareness include, but are not limited to: informational handouts, posters, online educational courses, informational emails, classroom lectures, and special programming times (i.e. Sexual Assault Awareness Month).
  - **Primary prevention programs:** Primary prevention programs includes any activity that brings about awareness of campus sexual assault and sexual harassment for new students, faculty, and staff.
  - **Risk reduction:** Risk reduction is included in any of the previously mentioned definitions. This includes bringing awareness of our Victim’s Bill of Rights as well explaining Southern Wesleyan University’s definition of consent.
3. *SWU has a wide variety of sanctions that may be imposed on an individual, student or employee, who is found in violation of policies prohibiting dating violence, domestic violence, sexual assault, or stalking.*
- Sanctions for Students: (see Student Handbook for descriptions of each sanction.)
    - Social Warning
    - Social Probation
    - Suspension/Dismissal
    - Expulsion
  - Sanctions for Employees:
    - Meetings with Supervisor for accountability and remediation
    - Probationary Status
    - Termination
4. *SWU defines the terms “proceeding” and “result” as follows.*
- A **proceeding** is any part of a preliminary, or formal investigation as outlined in the Gender Nondiscrimination Policy that could lead to a finding in a case alleging violations of the Gender Nondiscrimination Policy.
  - A **result** is the outcome of a preliminary or formal investigation based on the preponderance of the evidence standard that leads to a finding of in violation or not in violation of the policies specified in the Gender Nondiscrimination Policy.
5. *Compliance with the provisions of Title IX and VAWA does not constitute a violation of FERPA.*
- Compliance with these provisions stated in the Gender Nondiscrimination Policy does not constitute a violation of section 444 of the General Education Provision Act (20 U.S.C. 1232g), commonly known as the Family Education Rights and Privacy Act of 1974 (FERPA). The Department of Education interprets changes to the General Education Provision Act (GEPA), that FERPA is a part of, that “if there is a direct conflict between the requirements of FERPA and the requirements of Title IX, such that enforcement of FERPA would interfere with the primary purpose of Title IX to eliminate sex-based discrimination in schools, the requirements of Title IX override any conflicting FERPA provisions.”

## **ALCOHOL AND DRUG USE POLICY**

Students and employees of Southern Wesleyan University are expected to refrain from possession, use; or distribution of alcohol, illegal drugs or tobacco unless prescribed by a licensed physician. The university supports state laws with respect to alcohol and drug violations and reserves the right to report all violations of such to local authorities. This standard is expected regardless of age of the employee or student. This expectation is clearly stated in both the handbook for employees and the handbook for students and implies total abstinence as an indication of one's responsibility to God, to others, to self and to the university. For more information, refer to one of the above mentioned handbooks.

## **WEAPONS**

Unless authorized, no fireworks or firearms are to be in possession or discharged on campus property at any time. Weapons are not permitted in the residence halls.

## **MISSING STUDENT POLICY AND PROCEDURE**

If an individual becomes aware that a residential student (student who lives on campus) has been missing for 24 hours, the individual should report that missing student to the office of Student Life, Security, or the Resident Director for the residence hall in which the student resides.

Southern Wesleyan University takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating SWU students living in Southern Wesleyan owned on-campus housing who, based on the facts and circumstances known to Southern Wesleyan, the University has determined to be missing.

- At the beginning of each academic year, Southern Wesleyan will inform students residing in on-campus housing that the University will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:
  - Resident students are given the option to identify an individual to be contacted by SWU not later than 24 hours after the time the student has been determined to be missing. Students register this confidential contact information while checking into the residence hall. This confidential information will be filed in the Office of Student Life.
  - If the student is under 18 years of age, and not an emancipated individual, Southern Wesleyan 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.
  - SWU will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
  - If Southern Wesleyan Security 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, SWU will initiate the emergency contact procedures in accordance with the student's designation.

- The University will adhere to the following notification procedure for a missing student who resides in on-campus housing:
  - Once the University receives a missing student report via the Student Life Office, University Security, Office of Residence Life or other source, the following offices will be notified:
    - Southern Wesleyan Security
    - Vice President for Student Life
    - Director of Residence Life
    - Registrar
    - President
  - Any official missing person report relating to this student shall be referred immediately to Security.
  - If University Security, after investigating the official report, determines the student has been missing for more than 24 hours, Southern Wesleyan 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, SWU 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 Residence Life Office, the Resident Assistant 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.
  - The Student Life Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
  - Student Life or academic departments may be contacted to seek information on last sighting or other contact information.
  - The Student Life Office may contact faculty about class attendance or the chaplain's office about chapel attendance.
  - The Student Life office may check the post office for any mailbox activity.
  - Security may access card access logs to determine last use of the ID card and track the card for future uses.
  - Security may access vehicle registration information for vehicle location and distribution to authorities.
  - IT may be asked to look up email logs for last login and use of the SWU email system.
  - If there is any indication of foul play, the local police department will immediately be contacted for assistance.

## CRIME STATISTICS

For more information on the Campus Crime Report, visit the SWU Web site. Go to **Student Life Home** and click on **Campus Safety**. <http://www.swu.edu/life-at-swu/campus-safety/> The links for the Annual Security Report for the Central campus and the regional learning centers are located at the top of the page.

**Crime statistics printed on next page.**

## Clery Report Central Campus, 2015

Criminal Offenses – On Campus		'13	'14	'15
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	--	--
d.	Rape	--	0	0
e.	Fondling	--	2	1
f.	Sex offenses – Non-forcible	0	--	--
g.	Incest	0	0	0
h.	Statutory rape	0	0	0
i.	Robbery	0	0	0
j.	Aggravated assault	0	0	0
k.	Burglary	2	3	6
l.	Motor vehicle theft	0	1	1
m.	Arson .	0	0	0

Criminal Offenses – On Campus Residence Halls		'13	'14	'15
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	--	--
d.	Rape	--	0	0
e.	Fondling	--	0	0
f.	Sex offenses – Non-forcible	0	--	--
g.	Incest	0	0	0
h.	Statutory rape	0	0	0
i.	Robbery	0	0	0
j.	Aggravated assault	0	0	0
k.	Burglary	0	1	3
l.	Motor vehicle theft	0	0	0
m.	Arson .	0	0	0

Criminal Offenses – Public Property		'13	'14	'14
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Rape	--	0	0
e.	Fondling	--	0	0
f.	Sex offenses – Non-forcible	0	--	--
g.	Incest	0	0	0
h.	Statutory rape	0	0	0
i.	Robbery	0	0	0
j.	Aggravated assault	0	0	0
k.	Burglary	0	0	0
l.	Motor vehicle theft	0	0	0
m.	Arson .	0	0	0

Hate Crimes <sup>1</sup> – On Campus		'13	'14	'15
a.	Murder/Non-negligent manslaughter	0	0	0
d..	Rape	0	0	0
e.	Fondling	0	0	0
g.	Incest	0	0	0
h.	Statutory rape	0	0	0
i.	Robbery	0	0	0
j.	Aggravated assault	0	0	0
k.	Burglary	0	0	0
l.	Motor vehicle theft	0	0	0
m.	Arson	0	0	0
n.	Simple assault	0	0	0
o.	Larceny – theft	0	0	0
p.	Intimidation	0	0	0
q.	Destruction/damage/Vandalism of property	0	0	0

Hate Crimes <sup>1</sup> On-Campus Residence Halls		'13	'14	'15
a.	Murder/Non-negligent manslaughter	0	0	0
d..	Rape	0	0	0
e.	Fondling	0	0	0
g.	Incest	0	0	0
h.	Statutory rape	0	0	0
i.	Robbery	0	0	0
j.	Aggravated assault	0	0	0
k.	Burglary	0	0	0
l.	Motor vehicle theft	0	0	0
m.	Arson	0	0	0
n.	Simple assault	0	0	0
o.	Larceny – theft	0	0	0
p.	Intimidation	0	0	0
q.	Destruction/damage/Vandalism of property	0	0	0

Hate Crimes <sup>1</sup> Public Property		'13	'14	'15
a.	Murder/Non-negligent manslaughter	0	0	0
d..	Rape	0	0	0
e.	Fondling	0	0	0
g.	Incest	0	0	0
h.	Statutory rape	0	0	0
i.	Robbery	0	0	0
j.	Aggravated assault	0	0	0
k.	Burglary	0	0	0
l.	Motor vehicle theft	0	0	0
m.	Arson	0	0	0
n.	Simple assault	0	0	0
o.	Larceny – theft	0	0	0
p.	Intimidation	0	0	0
q.	Destruction/damage/Vandalism of property	0	0	0

<sup>1</sup>The categories for Hate Crimes include bias on the basis of Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

Arrests – On Campus		'13	'14	'15
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

Arrests – On Campus Residence Halls		'13	'14	'15
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

Arrests – Public Property		'13	'14	'15
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals–On Campus		'13	'14	'15
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	1	4	2
c.	Liquor law violations	9	1	3

Disciplinary Actions-Residence Halls		'13	'14	'15
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	1	1
c.	Liquor law violations	9	1	3

Disciplinary Actions/Judicial Referrals–Public Property		'13	'14	'15
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0

### VAWA = Violence Against Women Act

VAWA Offenses – On Campus		'13	'14	'15
a.	Domestic Violence	--	0	0
b.	Dating Violence	--	1	0
c.	Stalking	--	0	0

VAWA Offenses – On Campus Residence Halls		'13	'14	'15
a.	Domestic Violence	--	0	0
b.	Dating Violence	--	0	0
c.	Stalking	--	0	0

VAWA Offenses – Public Property		'13	'14	'15
a.	Domestic Violence	--	0	0
b.	Dating Violence	--	0	0
c.	Stalking	--	0	0

**Unfounded Crimes: Reported crimes which upon investigation are deemed by the police to be unsubstantiated by evidence.**

Unfounded Crimes		'13	'14	'15
a.	Total Unfounded Crimes	--	0	0

# SOUTHERN WESLEYAN UNIVERSITY ANNUAL FIRE SAFETY REPORT

For Calendar Year 2015

## OVERVIEW

The Higher Education Opportunity Act of 2008 (PL 110-315) requires that all institutions of higher education provide an annual fire safety report outlining the safety practices, policies and fire incident statistics. The following public disclosure report provides information on the on-campus residences of Southern Wesleyan University located in Central, SC.

SWU is committed to providing a safe living environment for the students who reside in campus housing. Fire suppression equipment, such as fire extinguishers, smoke detectors, sprinkler system, etc., is inspected monthly by our maintenance staff and annually by an external agency. All residence halls and apartments conduct at least one fire drill each semester. The records of these inspections and the fire drills are kept on file in the Physical Plant.

## FIRE STATISTICS AND FIRE SAFETY

During the past three years, there have been no fires in the residence halls, therefore, there was no property damage. The fire statistics for the residence halls at Southern Wesleyan University are below:

Facility	2013			2014			2015		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Childs Hall	0	0	0	0	0	0	0	0	0
Stuart-Bennett	0	0	0	0	0	0	0	0	0
Mullinax Hall	0	0	0	0	0	0	0	0	0
North Apartments	0	0	0	0	0	0	0	0	0
South Apartments	0	0	0	0	0	0	0	0	0

Each of the residence facilities conducted two fire drills during the calendar year 2014. The fire safety systems for each residential facility are described below:

- Childs Hall has smoke detectors with Edwards pull stations. The hall is equipped with ABC fire extinguishers.
- Stuart-Bennett Hall has smoke detectors with Edwards Custom 6500 pull stations. The control panel assists in locating the pull station that has been pulled. The hall is equipped with ABC fire extinguishers.

- Mullinax Hall is equipped with a Faraday MPC 6000 fire alarm system with pull stations that are monitored 24/7 by AMC Monitoring. The hall is completely sprinkled. The hall is equipped with smoke detectors and fire extinguishers.
- The North and South Apartments are equipped with smoke detectors and fire extinguishers. A pull station is located outside of the apartments.

The University is committed to continue to upgrade its fire safety equipment as residence halls are built or renovated.

## **POLICIES RELATED TO FIRE SAFETY IN THE RESIDENCE HALLS**

In an effort to provide a safer environment in the residence hall, certain restrictions are in place to reduce the likelihood of fires. Students are limited to one extension cord (up to eight feet in length) and one power strip (4-outlet maximum, with built-in breakers). The following are not permitted:

- Smoking: SWU is a smoke-free campus. Smoking is not permitted by students, employees or guests on campus.
- Fireworks
- Hot plates
- Candles (Decorative candles with brand new, never-been-burned wicks are permitted.)
- Incense
- Flammable devices (any device that produces an open flame)
- Compact refrigerators drawing more than 2 amps
- Microwave ovens over 1 cubic foot
- Cooking appliances (toasters, frying pans, sandwich grills, waffle irons, George Foreman-type grills)
- Space heaters

Fire warning devices and safety equipment are to be used only in the case of emergency. The intentional sounding of an alarm (outside of an emergency situation) or tampering with emergency equipment is considered a criminal offense and the person(s) responsible will be treated accordingly. A minimum charge of \$250 and criminal charges will be imposed for tampering with fire, smoke, or safety equipment. In cases where the person(s) involved is (are) not identified after investigation, the floor/hall where the misuse occurred will be assessed a minimum of the restoration fee.

The Physical Plant personnel are trained in how to respond to fires that may exist anywhere on the University campus. Additionally, the Physical Plant personnel are trained to inspect and recognize hazardous conditions and take appropriate action before such conditions result in a fire. The Resident Life staff receives basic training each fall regarding the procedures that are to be followed in the event of a fire in the residence hall. The RA's conduct monthly health and safety inspections in all on-campus housing to determine if there are any situations which could create a hazardous situation. The *Student Handbook* contains specific information about fire safety for students, faculty and staff.

The University is in the Central town limits and is covered by the Central Fire Department. The Central Fire Department occasionally works in conjunction with the Clemson Fire Department.

**If you discover a fire:**

1. Pull the nearest fire alarm.
2. Call 911 (or 9-911 if using a campus phone) to report the fire. Give the exact location of the fire.
3. Immediately notify one of the following:
  - An RD or RA
  - Campus Security (cell 864-508-0107)
  - Student Life Office – 644-5141
  - Campus Switchboard – “0” from a campus phone (864-644-5000)
  - Director of the Physical Plant – 644-5662
  - Vice President for Student Life – 644-5142 (cell 864-650-7609)
  - Director of Residence Life – 644-5143
  - Vice President for Finance – 644-5020
4. Follow the evacuation procedure described below.

**FIRE EVACUATION**

The sounding of a fire alarm should always be taken seriously and occupants should evacuate the residence according to the appropriate procedures and follow the evacuation map that is posted on each floor.

**If you hear the fire alarm:**

1. Remain calm, but treat the alarm as a life-threatening situation.
2. Quickly check your room/apartments for roommates.
3. Take only the necessary clothing for the weather.
4. Do not attempt to salvage any personal belongings.
5. Touch the door from the bottom to the top. If the door is hot, do not exit the room or apartment. Go to a window and call for help.
6. If the door is not hot, exit the room/apartment as quickly as possible.
  - Close all windows inside the room/apartment.
  - Close the exterior door, but leave it unlocked.
7. Gather with other residents outside of the residence hall.
  - Apartment residents gather at the Warrior Pit.
  - Childs residents gather on the lawn between Folger and the Campus Life Center.
  - Mullinax residents gather in the front parking lot.
  - Stuart-Bennett residents gather at the following locations:
    - 1<sup>st</sup> and 2<sup>nd</sup> floor – air condition behind the library.
    - 3<sup>rd</sup> floor – front corner of the library.
    - 4<sup>th</sup> floor – behind the gazebo.
    - 5<sup>th</sup> floor – front of the administration building.

8. Keep off of driveways and roads to make way for emergency vehicles.
9. Inform the Resident Director or the Resident Assistants of unaccounted-for students.
10. Be prepared to assist the RD or the RA's in seeking help, making emergency calls, or completing other necessary tasks.
11. Do not re-enter the building until directed to do so by University personnel or the chief fire-fighting official.
12. Students refusing to evacuate the residence hall will be subject to disciplinary action.