Dear Campus Community:

The safety and well-being of our students, employees, and guests is an ongoing priority at Sewanee. Among the best protections against campus crime are a strong law enforcement presence, an aware and alert community, a commitment to reporting suspicious activities, and the use of common sense in our daily lives. We define success in the actions taken by the people who respond to challenges that arise in our community. What makes the University of the South a transformative institution is the dedication of our faculty and staff to each other and to learning, which is best achieved in a caring and safe environment.

I am pleased to present the 2020 Annual Notifications, Security and Fire Safety Report for the 2019 calendar year for the University of the South. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Higher Education Reauthorization Act, and other federal laws. This report is part of the University’s ongoing commitment to inform our community of the numerous safety programs and related services available, along with the steps you can take to maintain your own safety and security.

As you review, please know that our report illustrates the number of incidents reported during the calendar year 2019—not necessarily the number of crimes that occurred during the year. LiveSafe, our mobile safety app, has increased the quality and volume of communication, and heightened awareness in our community. University security and safety personnel are more informed as to the needs and concerns of our students and community, and better prepared to address them successfully.

The University of the South is committed to the well-being of the community we serve. From the opening of our new Wellness Commons, to the tremendous effort undertaken to prepare our campus for a safe educational experience during the COVID-19 pandemic, we work diligently to ensure the health and well-being of everyone who visits or calls our beautiful Domain their home.

YSR,

Reuben E. Brigety II
Vice-Chancellor
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Legal Notifications

The University of the South makes information available to students and employees as required by federal law. The reports provide information on topics ranging from campus safety to copyrights and peer-to-peer file sharing to financial aid. Links to the most recent versions of these reports and policies are below. Print copies of this information are available upon request from the Provost’s Office or as indicated in each announcement. This Legal Notifications (available at www.sewanee.edu/risk/notices-and-statements/) section is not intended to be a comprehensive listing of all notices, rather only those required by federal law. Some information is cross-listed; consequently, it may be listed more than once.

**Academic programs**
- College Academic Programs
- School of Theology Academic Programs
- School of Letters Academic Programs

**Accreditation**
- College Accreditation
- School of Theology Accreditation
- School of Letters Accreditation

**Assistance for Disabilities**
- College Disability Accommodation Policy
- School of Theology Disability Accommodation Policy
- School of Letters Disability Accommodation Policy
- Employee Disability Accommodation Policy
- Service Animal Policy

**Conflicts of Interest**
- Research and Grant Funded Financial Conflicts of Interests Policy
- Employee Conflict of Interest Policy

**Consumer Disclosures**
- Academic programs (see above)
  - College Academic Programs
  - School of Theology Academic Programs
  - School of Letters Academic Programs
- Graduation rates
- Safety and security (see also safety and security)
  - Annual Security and Fire Safety Report (includes crime statistics)
  - Crime prevention tips
  - LiveSafe mobile safety app (Emergency alerts)
- Student financial assistance (includes: Tuition Net Price Calculator, types of aid, study away aid, Federal, State, Local, and Institutional Assistance Programs)
- Voter registration

**COVID-19**
- Student Health & Safety
- Interim Policy for Students
- Interim Health Policies & Practices
- COVID-19 Test Results Dashboard

**Intellectual Property, File Sharing and Copyright**
- Copyright Policy
- File Sharing of Music & Movies
- Intellectual Property
- Other Library & IT Policies
- Privacy Policy
- University Graphic Identity Policies

**Graduation Rates**
- 2019-2020
- 2018-2019
- 2017-2018

**Packing**
- Parking Policy | Vehicle Registration

**Refund Policy**

**Satisfactory Academic Progress**
- College Academic Progress Policy
- School of Theology Academic Progress Policy
- School of Letters Academic Progress Policy

**Safety and Security**
- Annual Security and Fire Safety Report (includes crime statistics)
- Bike registration
- Crime log available upon request at the Sewanee Police Department
- Vehicle Registration
- Crime prevention tips
- LiveSafe mobile safety app (Emergency alerts)

**Student Body Diversity**
- Additional data about Federal Pell Grant recipients and disaggregated graduation rates is available in the Office of Institutional Research in Cleveland Annex.

**Student education records and privacy**
- FERPA Policy

**Title IX**
- Title IX
- Title IX and Sex Discrimination Policy

**Transfer of credit policy**
- Transfer credit policy or in the Catalog
Responsibilities and Location of Annual Security Report
This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Higher Education Reauthorization Act, and other federal laws. This report is prepared by a team representing various departments: Sewanee Police Department, Office for Risk Management and Institutional Effectiveness, Office of Institutional Research, Dean of Students Office, Office of General Counsel, and Office of Marketing and Communications. The report is available in the Vice-Chancellor and Provost Offices, the Sewanee Police Department, Office for Risk Management and Institutional Effectiveness, Human Resources, and Admission offices, it is also at www.sewanee.edu/offices/sewanee-police-department/annual-security-and-fire-safety-report/.

This information was most recently updated in September 2019.

Safety and Security
The campus at Sewanee is, on the whole, a safe place to live. Although no institution can guarantee the safety of all students at all times, the University is fortunate to be located in a relatively low-crime area and to have a very knowledgeable campus police force which is attuned to the special needs of students, faculty, and staff. Students and residents have enjoyed an atmosphere in which members of the community may go safely about their various activities. Sewanee, however, like other colleges and universities, is not immune to the negative forces, including crime, which are present in larger American society. Therefore, the best defense against crime for the University community and its individual members is planned prevention.

Monitoring and Enforcing Policies and Laws
The University of the South uses a variety of tools to monitor and enforce laws and to share important safety information with the campus and broader community. Monitoring tools include trained professional staff and student staff, who live in close community, identify concerns, and report early to the appropriate authorities. Specifically these are the deans of students, residence life staff, mandatory reporters, the Sewanee police, or the Title IX coordinator (when appropriate). In addition to registration of vehicles, bikes, and student events, the University
utilizes routine building checks, patrol routes, crime logs, documenting incidents, emergency phones, cameras, electronic data to effectively address concerns, and the LiveSafe App for timely reporting of safety concerns.

**Mandatory Daily Crime Log**
The mandatory daily crime log is available at the Sewanee Police Department.

**Communication and Relationships**
The University routinely shares important safety information with the campus and broader community. The primary reason for these notices is so that we as a community can work together to keep everyone informed, healthy, and safe. Sharing information elevates the community's awareness and our responsiveness. Police are assigned to student events and partner with student leaders; these relationships based in trust establish a foundation for communicating concerns.

**Timely Warnings.** Alerts to the campus community are made in accordance with the University’s Timely Warning Policy and are as specific as reported information allows—date, time, and locations—without divulging names. Often the University receives anonymous reports of sexual misconduct, which make communicating details difficult, as neither the complainant/survivor nor the respondent/perpetrator are known.

Sewanee community members, as well as students, employees and parents, can sign up to receive emergency notifications. You can register to receive alerts here: www.sewanee.edu/offices/sewanee-police-department/livesafe/.

**Crime Reporting & Response**

**Sewanee Police Department’s Authority to Enforce the Law**
The Sewanee Police Department (SPD) is staffed by an Emergency Services Director who serves as chief of police, assistant chief of police, criminal investigator, eight full-time officers, and 10 part-time officers, one compliance/records clerk, three full-time communications dispatchers and seven part-time communication dispatchers. The officers of the SPD have full arrest authority and enforce both the rules of the University and the laws of Tennessee. SPD officers serve and protect the 13,000-acre campus 24 hours a day, and work closely with other area law enforcement agencies. SPD officers are Peace Officer Standards and Training (POST) certified and deputized by the Franklin County sheriff. The University also has a full-time Domain management professional and a full-time Domain ranger.

**Partnerships with Key Agencies**
As noted in our emergency procedures, in order to ensure effective communication and response to incidents, the University maintains close working relationships with other state and government agencies. These include our local hospital and ambulance services and neighboring law-enforcement agencies. These relationships are built upon routine meetings and involvement including representation on the community hospital board, convening tabletop meetings with partnering agencies, monthly law enforcement meetings, monthly meetings of the emergency management team, among other engagements. These partnerships allow for mutual reporting, including crimes related to our students. Additionally, the University has written memorandums of understanding regarding mutual aid with the Franklin County Sheriff’s Office and with the Monteagle Police Department.

**Crime Reporting**
The University encourages all crimes and emergencies to be reported by calling 911 or by using the mobile safety app, LiveSafe, which is available for free at Google Play or the App Store. Non-emergency safety and security matters should be reported using LiveSafe or by calling the SPD at 931.598.1111 or by submitting an online form.
which is routed to several of the above individuals for their response. **Reports can be submitted by victims or witnesses on a voluntary, confidential basis for inclusion in crime statistics.**

Prompt and accurate reporting of crimes aids in apprehension of suspects and preservation of evidence, providing a timely response and warning notices to the campus community when appropriate, and assists in compiling accurate crime statistics. Students, employees, community members, and visitors are encouraged to report all crimes to the SPD and/or other area law enforcement agencies. There are also 17 emergency phones at various locations on campus that connect directly to the SPD, including at the equestrian center and two emergency phones located within the University Wellness Commons that connect directly with Franklin County 911 Center. (Other safety resources can also be found on the university’s electronic map at [www.sewanee.edu/map](http://www.sewanee.edu/map).)

Reports may also be made to the dean of students and others who have significant responsibility for student activities, including associate and assistant deans of students, director of residential life, proctors, head residents, area coordinators, director of athletics, coaches, and the Title IX coordinator. Reports are reviewed for further action to determine if a law or policy has been violated, if further investigation is warranted, or, if adequate evidence does exist, the appropriate remedy or sanction. Certain University employees are required to report information they receive related to Sexual Misconduct in accordance with the University’s **Mandatory Reporter Policy**. When crimes are reported to pastoral or counseling personnel, confidentiality is maintained but reporters are informed of their reporting options.

**Campus Security Authorities**

Mandated reporters of Clery Act crimes, known as Campus Security Authorities (CSAs), are coordinated by the Sewanee Police Department. CSAs receive and forward reports to the Sewanee Police Department. CSAs include Sewanee police and campus security officers; Deans of Students staff; the Title IX coordinator and residential life staff (including Proctors); coaches and other designated staff within the Department of Athletics; global education staff and anyone else with significant responsibility for supervising student and campus activities. Reports are received and investigated and appropriately included in the University’s crime statistics. Beyond CSAs, every new
employee receives training on campus safety and the appropriate channels for reporting and receiving emergency notifications.

**Crime Response**
The SPD investigates reports of criminal activity occurring on campus when deemed appropriate. SPD may refer reports of crimes to the Franklin County Sheriff’s Office for investigation and may also forward information to appropriate campus departments for their response.

If you are a victim of a crime and do not want to pursue action within the University or criminal justice systems, you may still make a confidential report by pursuing medical treatment, pursuing counseling services, or making an anonymous report to the SPD or the Dean of Students Office. These confidential reports will be counted in the annual disclosure of crime statistics. Crimes are often also violations of University policy and the University may take additional action when such violations occur.

**Crime Prevention**
The University encourages students and employees to be responsible for their own safety and the security of their property. The high visibility of the SPD is an effective deterrent to criminal activity. Additionally, within each constituency the University offers periodic information, training, or reminders about crime prevention and alerts to elevate awareness. Faculty receive specific guidance on responding to concerns and receive information about specific resources available for victims—legal, safety, and security, as well as confidential resources for counseling and medical treatment. Residence life and student leaders also receive specific training on crime prevention and alert systems. These efforts are coordinated by student life staff and the Sewanee police; more information is available in the section: Security Awareness and Crime Prevention Program Information.

Crime prevention is defined as the anticipation, recognition, and appraisal of a crime risk and the initiation of some action to remove or reduce that risk. Below are recommendations that can reduce the risk of being victimized:

- Lock your door whenever you leave your room for any length of time.
- Always lock your vehicle doors.
- Never prop open a residence hall door or a fence gate.
- Do not leave valuables or cash in plain view.
- Do not loan your room key or ID card.
- Take all valuables with you when you leave school for extended periods, such as breaks.
- Itemize your possessions on file, recording the description and serial number. Keep a copy of the file in a safe place.
- Never let unauthorized persons into your room, residence hall, or secure areas. Always ask for identification and report any suspicious activity to Campus Police.
- Avoid working or studying alone in a campus building. If working late, contact the Sewanee police for an escort.

**Timely Warnings & Campus Communication Systems**

*Assessment.* Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus, the Sewanee Police Department and dispatch personnel are responsible for issuing campus alert communications, *without delay*. The University’s emergency action plan provides procedures on who is responsible, and procedures are tested routinely. Messages include the nature of the threat, emergency response (when appropriate), precautionary measures to be taken, the duration of those measures,
and expectations for future communications. The following tools provide specific warnings and strategies for
different situations and enable the police to communicate with various segments of the campus community.

**Campus sirens or voice sirens** are omni-directional sirens that can provide clear, uniform warnings
instantaneously. The sirens can be used to send a voice message specific to a situation, or the automated tones can
be used for weather situations (such as tornado warnings). The sirens are located in front of Elliott Hall and near
Hardee-McGee Field; their sound covers, at a minimum, the area bounded by Gorgas Hall and the School of
Theology, downtown (including Sewanee Elementary), Trezevant Hall, the Southern Tennessee Regional Hospital
System, the playing fields and Equestrian Center, Hodgson Hall, and back to Gorgas Hall. When activated, the voice
siren system provides precise information about imminent danger, information which also allows individuals to
return to their normal activities as soon as the emergency situation has ended.

**Emergency notifications** may be triggered by events such as severe weather (e.g., an approaching tornado), natural
disasters (e.g., an earthquake), outbreak of communicable disease (e.g., meningitis), or an accident inside a campus
building (e.g., a lab explosion). These will be sent by phone and/or text message.

**Crime Alerts** to students, employees, and/or the broader Sewanee community may be appropriate for situations
such as vandalism or a series of thefts. These may be sent by email to faculty, staff, and students, to the
“Announcements” email list, and/or published in the *Messenger*, depending on the situation.

**Timely Warnings**, required by federal law for certain crimes, are typically sent to the campus (students, faculty, and
staff) via email. These warnings are given if incidents present a continuing safety threat, such as a series of robberies
taking place in different campus parking lots over several weeks. A warning might also be sent to students
participating in a study-away program sponsored by the University. Other possible incidents include aggravated
assault, arson, burglary, motor vehicle theft, sexual offenses, and certain hate crimes. In these cases, the Clery Act
directs colleges and universities to inform their students and employees as soon as possible in order to aid in the
prevention of similar crimes and to enable people to protect themselves. Timely warnings typically are made
through campus-wide emails sent to students and employees. For more information about the timely warnings, see
the University’s Timely Warning Policy at www.sewanee.edu/media/provost/Timely-Warning-Policy.pdf.

**LiveSafe Mobile Safety application** is an additional communications tool to aid our community in engagement
with emergency services and information. The free application for mobile devices allows community members,
students, parents of students, and employees to have access to the University’s emergency resources, in addition to
emergency protocols.

**Procedures for Emergency or Dangerous Situations**

These procedures were developed by members of the Emergency Management Team, composed of risk
management, environmental health and safety, police, fire, and emergency medical departments. Procedures help
provide protection for students and employees when a disaster or serious threat to the campus community occurs.
Students, employees, and community members are encouraged to report any of the following concerns and to follow
the respective protocol, which are posted on campus in every building.

**Emergency Communications.** In each situation, Sewanee police personnel, as delegated to the emergency
dispatcher and chief or assistant chief, will assess the situation and determine what notification to send and to whom
to send communications, in addition to responding appropriately. Police are also responsible for follow-up
communications, such as “all clear” notifications. All new employees are trained on safety and reporting procedures.
More details on timely warning and communication systems available in the previous section.

**Active Shooter or Physical Threat**
An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no pattern or method to the shooter’s selection of victims. Most active shooter situations are unpredictable and evolve quickly. You must be prepared to take immediate responsibility for your personal safety and security until law enforcement personnel arrive.

Response to an Active Shooter Incident:

- **Evacuate**: If you suspect a potential active shooter situation, you must quickly determine the most reasonable way to protect your own life. If there is an accessible escape path, attempt to evacuate the premises. Make sure to leave your belongings behind and keep your hands visible. Always have an escape route and plan in mind even if you are just visiting.
- **Hide**: If evacuation is not possible, you should find a place to hide where the active shooter is less likely to find you. Block entry to your hiding place and lock the doors. Use heavy items to barricade yourself if possible. Remain quiet and silence your cell phone or pager.
- **Take Action**: As a last resort, and only when your life is in imminent danger, you should attempt to incapacitate the shooter by acting with physical aggression and throwing items at the active shooter. Call 911 when it is safe to do so.

Alcohol/Drug Overdose

- Call 911.
- Provide the following information:
  - Nature of the medical emergency
  - Location of the emergency (e.g., address, building, and/or room number)
  - Your name and phone number where you may be reached
  - How many people are involved
  - Focus on what is observable. For example, communicate whether someone is not breathing, turning blue, unconscious, non-responsive, etc. This information helps make the call a priority.
- Place the person in the **recovery position**, which means laying the person slightly on their side, their body supported by a bent knee, with their face turned to the side. This will help to keep their airway clear and prevent them from choking on their own vomit if they begin to throw up.

Automobile Accident

If you are involved in an accident on campus, you should do the following:

- Call 911, who will dispatch police, fire, and/or emergency medical service if necessary.
- Do not move an injured person unless necessary.

Bomb Threat

University personnel or students receiving telephoned threats should get as much information as possible from the caller and call 911 immediately. If possible, get the attention of another staff member or student and have them call 911 while you are still on the line with the caller. Bomb threats received through the mail or other means must be reported immediately. The Sewanee police will assess the threat and advise occupants if it is necessary to evacuate the building to a safe area (at least 500 feet from the building or other buildings and/or automobiles). Stay clear from emergency responders’ staging area.

Civil Disturbance

A civil disturbance is any set of circumstances that in the judgment of the administration—specifically the police, deans, provosts, or vice-chancellor—would cause a disruption of normal university activities and would potentially jeopardize the safety of students, faculty, or staff. Individuals with concerns about potential disturbances should call 911 or 931.598.1111. The police will assess the situation and communicate broadly using any of the aforementioned tools to provide instructions and response.
Criminal Behavior

Call Sewanee Police at 931.598.1111 to report suspected criminal behavior or incidents. Crimes can also be reported electronically at www.sewanee.edu/student-life/dean-of-students-office/report-an-incident/ or by using the LiveSafe mobile safety app. Reports can be made anonymously.

Earthquake

The following applies to major earthquakes that cause strong shaking:

- If indoors, drop, cover and hold. Protect yourself from falling objects such as light fixtures, books and shelves.
- Stay away from windows.
- If possible, get under a desk or table.
- Do not stand in the doorway.
- If outside, move away from structures, power lines or other possible hazards.
- During the shaking, do not run for exits or attempt to leave the building.
- Do not use elevators.

When the shaking stops:

- Check for injuries to persons in your area. Do not attempt to move seriously injured persons unless they are in immediate danger.
- Check the area for safety hazards such as building damage, fires, chemical spills, or gas leaks.
- Exit the building.
- Call 911 and report any serious injuries or other immediate emergencies.
- Once you have exited the building, do not re-enter it until the building has been inspected by trained emergency personnel.
- Use the in-house telephone only for emergency matters.

Evacuation Procedures

Building occupants may be notified by the sound of the building fire alarm, by verbal instruction from staff or emergency personnel, or by self-evident hazardous conditions to evacuate the facility. Whenever notification is received, all personnel must evacuate.

- All occupants should exit the building through the nearest safe exit or stairwell. Elevators should never be used in an emergency situation.
- If the nearest exit or exit stairwell is obstructed by smoke, fire, or other hazards, proceed to an alternate exit.
- During stairwell evacuation, remove high heels, and hold on to the handrail. Allow enough room for others to enter the flow of traffic in the stairwells.
- Once outdoors, all occupants should move away from the building or as directed by staff or emergency personnel.
- Individuals accompanying a person with special needs should assist him or her in exiting the building or notify emergency responders as to his or her location. Fire Department personnel, who are trained in emergency rescue, can then enter the building and assist that person in exiting the building.
- Building occupants should not re-enter the facility until cleared by Sewanee Fire and Police Departments.

Fire Emergency

Following are the procedures for responding to a fire at a facility:

- Remove yourself from immediate danger.
- Assist others in leaving the danger as long as it is safe to do so.
- Confine the fire or smoke by closing doors and windows as you leave.
- Activate the nearest fire alarm.
- Call 911 using an off-campus or cellular phone. Provide the following information:
  - Building name
  - Floor and room number
  - Size or type of fire
  - Your location
  - Your name
- Never attempt to use a portable fire extinguisher unless:
  - You have been properly trained.
  - You are not alone.
  - A safe escape route is present.
  - If any of these conditions are not present, simply close the door and evacuate.
- Evacuate through the nearest safe exit or exit stairwell.
- Once assembled, help to account for persons and report to the emergency personnel if any occupants are unaccounted for and may still be in the building.
- Remember that it is important to keep doors closed. Open doors can allow smoke to enter stairwells and exit hallways, severely jeopardizing safe evacuation and hampering efforts of fire department personnel.

If you hear an alarm:
- Never assume the fire alarm is a false alarm.
- Move to the safest exit or exit stairwell.
- Close doors as you leave the area.
- Exit the building.
- Proceed to the evacuation assembly point.
- Wait for further instructions from Sewanee Fire and Police Departments.
- Do not re-enter the building until the building has been inspected by emergency personnel.

If trapped in your office or room:
- Wedge cloth material along the bottom of the door to keep the smoke out.
- Close as many doors as possible between you and the fire.
- Call 911 if possible.
- Break windows only as a last resort.
- If necessary, signal through the window to let safety personnel know your location; otherwise, stay close to the floor.

**Hazardous Materials Incident**

A hazardous materials incident may be a spill or release of chemicals, radioactive materials, or biological materials that endangers people or the environment. Simple spills that can be managed by the user and do not endanger people or the environment can be cleaned up by an individual who has been trained pursuant to the Chemical Spill Response Plan, the Chemical Hygiene Plan, and/or the Radiation Safety Manual, as applicable, and do not constitute an emergency situation for purposes of this Plan.

**Initial Response**

- Assess the situation to identify immediate hazards. (See below Waste Type and Hazardous Materials)
- If it can be done safely, isolate the area, but do not walk into or touch any spilled materials and avoid inhalation of gases/fumes/smoke.
- If the spill occurred inside of a building, evacuate the area. (See Evacuation Plan)
- Call 911 and provide as much information as possible from the list below about the hazard, making sure to report any person(s) unable to evacuate the area due to illness/injury.
● Contact the Environmental Health and Safety Director at extension 1189, or 931.636.3787 from off-campus providing as much information from the list below, making sure to report any person(s) unable to evacuate the area due to illness/injury.

● When reporting a hazardous materials incident, provide the following information about the hazard, if known:
  ○ Name and quantity of the material.
  ○ Location and time of the release of the material.
  ○ Any exposures or injuries to persons.
  ○ If any fire or explosion is involved.
  ○ Your name, phone number, and location.
  ○ Present the Material Safety Data Sheet of the hazardous material involved to emergency responders if it is available.

● Follow the General Instructions below.

● The EHS Director, SVFD, and SPD will assess and investigate the situation, as appropriate.

● In the event that there are any individuals injured or ill as a result of a hazardous materials incident and unable to evacuate the area, the SPD will either assist in evacuating such individuals, if safe to do so, or contact other University personnel or local emergency responders for assistance in responding to the injured/ill individual(s).

● SPD will notify the EHS director, the Chemical Hygiene Officer, or other appropriate University personnel, as appropriate.

● Depending on the nature and degree of the hazardous materials incident, other support agencies, resource units, or specialized contractors may be brought in for service or assistance.

● Await and follow instructions from SPD, EHS or the SVFD.

General Instructions

● Do not walk into or touch any spilled materials.

● Avoid inhalation of all gases, fumes, and smoke; stay up wind. Do not assume gases/vapors are harmless because they lack odor.

● If it can be done safely, isolate the area by closing doors and windows.

● Make no attempt to clean up hazardous materials.

● Evacuate or shelter in place if instructed. (See Evacuation Plan & Shelter in place.)

● If safe to do so, assist any person who has been injured or who is overcome from exposure and cannot evacuate or shelter in place without assistance. Administer basic first aid when possible and appropriate. If not safe to do so, or if the extent of injury is serious, call 911.

● If instructed to shelter in place:
  ○ Move to a location that is above ground level, if possible.
  ○ Close and lock all windows and exterior doors.
  ○ If possible, turn off all ventilation systems such as air conditioners, heating units, exhaust fans, or air handlers.
  ○ If there is a danger of explosion, close any shades, blinds, or curtains.

● Await and follow instructions from SPD, EHS or the SVFD, other University personnel, or support agencies.

Special Considerations

● A hazardous materials incident may develop into a fire. If this occurs, see the Fire Response.

● In the event of a threat of hazardous materials such as a bomb threat or suspicious package/mail, see the Bomb Threat section or the Suspicious Packages/Mail section, as appropriate.
Always follow instructions listed on the chemical’s Safety Data Sheet. For chemical burns, flush chemicals off of the surface of the skin under cool running water for 20 minutes or more, remove any contaminated clothing or jewelry, and wrap the burned area with a clean, dry cloth.

If lab animals are at risk as a result of a hazardous materials incident, contact the biology department chair.

Hostage Situation
If you see or hear a hostage situation:

- Immediately remove yourself from any danger.
- Immediately call 911.
- Be prepared to give the dispatcher the following information:
  - Location and room number of the incident
  - Number of possible hostage takers
  - Physical description of hostage takers (if possible)
  - Number of possible hostages
  - Any weapons the hostage takers may have
  - Your name
  - Your location and phone number

If you are taken hostage:

- Remain calm, be polite, and cooperate with your captors.
- Do not attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. Do not complain, avoid being belligerent, and comply with all orders and instructions.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with the captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present captor’s demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors if possible.

In a rescue situation:

- Do not run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn’t sure whether you are a captor or hostage.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.
- You will be taken to a safe area, where proper identification and status will be determined.

Mental Health
If you or someone you’re with is having a psychological crisis:

During regular business hours, contact the University Wellness Center’s direct line at 931.598.1325; you will be asked to come to the Wellness Center and fill out an assessment form. The first available psychologist will attend to you. You can also come straight to the Center and speak with a support staff member. If you are having a crisis outside of business hours, please see the Medical Emergency section below.
Do not email the Center if you're in a crisis—email is not a reliable means to obtain urgent assistance. Please follow the instructions above.

Sexual Assault: If you have or someone you are with has been sexually assaulted:
Please see the sexual assault resources information or for student specific information visit: https://new.sewanee.edu/titleix/title-ix-support/ You can also call the University Wellness Center for assistance at 931.598.1325. Counseling and health services through the University Wellness Center are confidential resources. Additional information is also noted in the Sexual Misconduct Prevention, Policy & Response section.

After business hours, call 911 or go to the ER at the hospital. The Wellness Center will not be able to assist you after business hours; if you leave a message, this office will not be able to assist you until the next business day. Please contact the emergency resources during the evenings, nights, and on weekends.

Medical Emergency
- Call 911.
- Provide the following information:
  - Nature of the medical emergency
  - Location of the emergency (e.g., address, building, and/or room number)
  - Your name and phone number where you may be reached
  - How many people are involved
- Do not move the victim unless absolutely necessary.

Power Outage
In the event of an extended power outage, McClurg Dining Hall will remain open and operational. Additional information will be posted at that location as it develops.

Severe Weather
In the event of severe weather, the University has in place an Emergency Notification System to notify faculty, staff, students, and visitors of impending severe weather.
- In the event of a TORNADO WATCH, Sewanee Dispatch will activate the Emergency Notification System. This will include an immediate email notification to faculty, staff, and students.
- Should conditions worsen, a TORNADO WARNING will be activated. This notification will include text, email, and SIREN. The siren will activate and produce three cycles of warning.

If you hear the siren or receive a severe weather text or email:
- Alert all building occupants of the impending weather.
- Move quickly to a safe area indoors. This should be an interior hallway, a basement, or interior bathroom (interior spaces without windows).
- Close all doors as you leave the area, especially ones leading to exterior rooms.
- Stay away from windows, doors, and exterior walls.
- When moving to lower levels, remember to use the stairwells, as elevators are not for use during emergency situations.
- Do not go outdoors or attempt to outrun the storm.
- Monitor local radio stations for weather updates.
- Call 911 in the event that someone is injured or there is building damage caused by the weather.

If you are outdoors:
- Stay away from possible hazards (power lines, traffic, trees, etc.).
- Go quickly to the inside of a sturdy building.
Assume a fetal position and cover your head.
Wait for the weather to subside.

When all danger has passed, Westminster chimes will signal that all is clear and Sewanee dispatch will send text and email with notification of the “All Clear.”

**Shelter in Place**
In the event of a hazardous chemical release or other event that makes an evacuation of the facility dangerous or impossible, building occupants should take shelter in a safe place inside a building until it is safe to evacuate.

**Suicide Prevention**
During regular business hours, students can contact the University Wellness Center at 931.598.1325 or after hours, students can use 931.598.1700 for support. Other national resource include the National Suicide Prevention Lifeline number is 1.800.273.TALK (8255) or the www.crisistextline.org.

**Winter Walking Safety Tips**
Avoid driving in icy conditions. Winter brings snow and ice. Ice may cover the roads, sidewalks, and parking lots, making them quite dangerous. No matter how well the snow and ice are removed from parking lots or sidewalks, you will encounter some slippery surfaces when walking outdoors in the winter. It is important for everyone to be aware of these dangers and to learn to walk safely on ice and slippery surfaces. Falls due to ice and snow are some of the most common injury-causing incidents on campus.

**WALK SMART** by learning and implementing these suggestions:

- **W**: Walk at a slower pace—use a penguin-like gait in snow and ice. Spreading your feet out slightly while walking on ice increases your center of gravity.
- **A**: Always stay on designated walkways—these walkways are cleared on campus, while taking shortcuts over snow piles and other frozen areas can be hazardous.
- **L**: Look for, and avoid, slippery surfaces—assume that all wet, dark areas on pavements are slippery and icy, and approach with caution.
- **K**: Know your limitations—carrying large packages or other items that limit vision can lead to slips and trips.
- **S**: Schedule extra time—pay attention and don't rush. Most accidents occur due to inattention or being in a hurry.
- **M**: Make use of handrails—on stairs, outdoor walkways, vehicles, and public transportation.
- **A**: Always look for trip hazards or obstructions in the path of travel.
- **R**: Remove snow or mud from shoes before entering any building.
- **T**: Traction—make sure your footwear is appropriate and has good mobile traction. Avoid boots or shoes with smooth soles and heels. Instead, wear shoes or boots that provide traction on snow and ice; boots made of non-slip rubber or neoprene with grooved soles are best.
Lastly, be seen:

- Wear visible clothing, especially at night or during heavy snow.
- Wait for vehicles to stop completely before crossing the road.
- Approaching vehicles may not be able to stop immediately due to road conditions.

If you fall, relax and try to fall as limply as possible. Try to avoid landing on your knees, wrists, or spine. Try to fall on a fleshy part of your body, such as your side. Avoid using your arms to stop your fall.

If you need immediate medical attention, call 911.

To report unsafe or dangerous areas, use the LiveSafe app’s TIP feature.

**Security Awareness and Crime Prevention Program Information**

**Residence Life Staff Training** is a critical tool in maintaining the security of, and crime prevention in, residence halls. Significant time is dedicated to training at the beginning of the school year, in addition to follow-up sessions for proctors and area coordinators. Training includes safety protocols for security doors, key policies, expectations for reporting illegal use of substances, and reporting suspicious activity, as well as other types of reporting and prevention.

**Police escorts** are available from Sewanee Police Department to provide students transportation at night to outlying residence halls. Contact should be made by calling the Sewanee Police Department (931.598.1111).

**BACCHUS** is an organization that encourages responsible drinking behavior within the campus community by providing safe rides on campus for events at night and on weekends.

**Bringing in the Bystander:** The University Wellness Center offers bystander intervention training to all incoming students as well as by request to returning students. Bringing in the Bystander is a nationally recognized, evidence-based sexual assault and violence prevention program. Recognized by the White House Task Force to Protect Students from Sexual Assault, Bringing in the Bystander frames violence prevention as a community responsibility, and teaches students necessary skills to intervene effectively, thus promoting and protecting the safety of all members of the campus community. Bystander intervention training is applicable to alcohol and drug use as well as to incidents of bias.

**JED Campus** is a campus-wide initiative dedicated to suicide prevention. JED Campus has a strategic planning partnership with the national organization JED Foundation.

**Think First** is an effort to encourage students to think first about the choices they make concerning alcohol and drugs. Think First aims to reduce the prominence of alcohol on campus and the harms and high-risk behaviors that alcohol and other drugs bring to campus life; provide a myriad of healthy social and intellectual experiences; foster a community sense of accountability; and teach students personal responsibility.

**SafeWalk** is a feature in the LiveSafe mobile safety app, which allows a student to partner with a friend in the application. The friend can then track the walker’s movements across campus until the walker has reached their destination.

**The Women’s Center** has responders available to help women and men access the networks of support at Sewanee in response to any unwanted sexual experience.
Several University staff members in the University Wellness Center have completed Sexual Assault Nurse Examination (SANE) certification training, which allows them to medically treat and assist in collecting evidence from survivors of sexual assault.

Domain Safety and Outdoor Recreation

The Domain of the University of the South is a premier recreational resource primarily for the use of students, faculty, staff, leaseholders, and alumni. Where compatible with educational activities and without compromising the above users, some recreational opportunities may be provided to the public at large. The Domain Manager in the Office of Environmental Stewardship and Sustainability oversees the infrastructure, safety, and enforcement of Domain recreational policies. The Sewanee Outing Program oversees activities, events, and student recreational use of the Domain. These programs work together to ensure students, faculty, staff, and affiliated persons have a safe, positive, and enjoyable recreational experience on the Domain.

The outer Domain is defined as the University property beyond the access portals. All unsponsored student recreational access should be through one of the eight access portals (e.g., Lake Cheston, Green’s View, etc.), which are designated on the Domain management website. Kiosks are provided at those locations to inform users of recreation opportunities, specific hazards, risks and liability, and general information.

It is our expectation that all users participating in recreation on the outer Domain will adhere to the “take a friend or tell a friend” safety philosophy. There are numerous hazards associated with the recreation activities on the Domain’s 13,000 acres (20 square miles). These are described in more detail below. Adhering to this policy will help emergency response in the event of an accident. The position of Domain Ranger helps to ensure safe use of the Domain through daily patrols, trail maintenance, and response to emergencies on the outer Domain.

Recreation on the Domain is dominated by daytime hiking, biking, contemplation, and other low impact uses. These activities are encouraged and allowed in most areas, with specific exceptions detailed in the hiking and biking regulations found at the Domain management website and the Sewanee Outing Program (SOP) website. The Perimeter Trail and other bluff trails are designed for daytime use only. Night-time access on bluff trails requires documented permission from the Domain manager or SOP.

Additional specific outdoor activities are permitted on the Domain in designated areas, with those regulations published on the Domain website. Camping with campfire is permitted for students, faculty, alumni, and staff and their families on the Domain at three camping structures and 9 developed camping sites. All fires on the Domain are subject to burn bans issued by either the Tennessee Division of Forestry or the Domain manager. It is the camper’s responsibility to know whether a burn ban is in effect. Overnight camping without fire is allowed across the Domain for students, faculty, staff, and alumni except as designated on the Domain management website. The general public is not allowed to camp on the Domain. Affiliated users may also reserve one of the three camping structures on the Domain through an online reservation system; structure use without reservation is prohibited.

Technical recreational activities of climbing and caving by students, faculty, alumni, staff, and their families are allowed on the Domain in designated areas. Unguided caving and hiking opportunities are allowed at the user's own
risk. Training for these activities, for students, is available through the SOP and equipment may be made available to
students at the discretion of the SOP. All recreational areas and trails are subject to closure at any time due to safety
concerns or environmental sensitivities. Additionally, limited horseback riding on designated trails is permitted
through an online tool, which is linked to the Domain management website.

It is the responsibility of all users to understand the policies and regulations for outdoor recreation before
participating in those activities. Recreationists are encouraged to help the University enforce these regulations by
reporting violations to the Domain manager at domain@sewanee.edu and/or the Sewanee Police Department at
police@sewanee.edu.

Residence Halls and Campus Facilities

Access and Security
Members of the University community and invited guests have access to nonresidential facilities for legitimate
purposes. Only students, their invited guests, and others authorized by the University may enter student residential
buildings. Invited visitors who wish to stay in a residence hall overnight must first register:
engage.sewanee.edu/register/overnightregistrationform.

Students should remember to keep their room doors locked when they leave their rooms, or when they are asleep.
Exterior doors of residence halls should not be propped open as this causes a breach in security that endangers all
residents.

Security factors considered in the maintenance of residence halls and other campus facilities include key systems,
landscaping, grounds keeping, and outdoor lighting. Campus security and police officers monitor campus facilities
and residence halls 24-hours a day, 365 days a year.

All residence halls are on a grand master key system with three levels of access.

*Individual room keys*—Rooms and exterior doors require different keys. Each student is issued a room key in the
fall. External door keys are issued only to students living in residential facilities that do not have Keyscan card
access. Exterior doors to all residence halls with Keyscan card access are locked 24–hours a day. The doors are
accessible via key card to residents 24–hours a day and accessible to other residential students between the hours of
8 a.m. and 10 p.m. Residential Life issues the keys at the beginning of the academic year and collects the keys at the
end of the academic year.

*Master keys*—Master keys will open all room and exterior doors for a specific residence hall. Head residents, area
 coordinators, and proctors are given master keys to their buildings. Keys are collected at the end of the school year.

*Grand master keys*—Grand master keys will open all locks in any building on the grand master system. Grand
master keys are issued to key maintenance supervisors, project personnel, and safety, police, and certain
director-level personnel.

Additional information on building access and security:
*Lost keys*—Replacement keys for students must be approved by Residential Life. Lost keys will typically result in
re-coring the lock rather than duplicating the lost key.
*Windows*—All students and personnel are strongly encouraged to lock all lockable windows.
Exterior doors—During winter break and summer, doors with ID card access are turned off and exterior locks with keys are changed by Facilities Management personnel.

University Policies & Response Procedures

University students and employees may access the University’s policies on the provost’s website. Policies are reviewed routinely and revised as needed in partnership with key campus leaders, police, and legal counsel. Policy revisions are subject to a formal policy review process, which is managed by the Risk Management Office.

Confidential Resources & Limitations on Confidentiality

The University encourages the use of professional support for psychological, medical, and pastoral needs. In Tennessee and at the University, what an individual discusses in sessions with medical personnel, priests or professional counselors is considered privileged and confidential communication. However, there are *limits to the privilege of confidentiality*. These situations include: 1) suspected abuse or neglect of a child, elderly person, or disabled person, 2) if an individual becomes a clear and imminent danger to himself or herself, 3) if an individual intends to physically injure someone, or 4) when otherwise required by law or court order. With these exceptions, unless an individual specifically signs a release of information authorizing a professional to talk to someone, all communications are kept private, confidential, and privileged. Confidential resources will, however, anonymously report incidents of Clery Act crimes for purposes of providing accurate statistics of crime on campus property.

The University Wellness Center’s *Notice of Practices to Protect the Privacy of Your Health Information* provides more details about confidentiality and its limitations. By law, protected health information may be released without your consent or authorization under the following conditions: 1) child abuse, 2) suspected abuse of a child, 3) adult and domestic abuse, 4) health oversight activities (licensing board activities), 5) judicial or administrative proceedings (court order), 6) serious threat to the health or safety of self or others, and 7) workers’ compensation claims.

Limitations on confidentiality are communicated in our University policies, on the Sewanee website, and in documentation within the University Wellness Center.

Protection of Minors on Campus

The University has established a Protection of Minors Policy to protect children who participate in programs and activities associated with the University, or who are involved with third-party programs or activities on the University’s campus. Sewanee celebrates the presence of children in our campus community and is committed to ensuring the health, safety, and well-being of all children (those under the age of 18) while they are on campus with parents/guardians or as part of a University sponsored program. This policy also provides guidance for University faculty, staff, and students, as well as non-University organizations or individuals who are involved in programs with minors on campus.

Reporting

The University Protection of Minors policy is available on the Provost’s website at [www.sewanee.edu/risk/protection-of-minors/](http://www.sewanee.edu/risk/protection-of-minors/). The full policy includes the scope, definitions, guidance and responsibilities, training, criminal background checks, drug testing, housing guidelines for overnight programs, reporting, and enforcement. Reports of suspected child abuse result in two actions. First, external reports must be made in compliance with state law and result in notification and engagement with the appropriate agencies. Failure to report is a Class A misdemeanor. Required reports may be made to the State of Tennessee Child Abuse Hotline at 877.237.0004, online at [https://apps.tn.gov/carat/](https://apps.tn.gov/carat/), or to the Franklin County sheriff’s office or Sewanee Police...
Department at 931.598.1111. If the situation is a life-threatening emergency, contact 911. The second required report is an internal report to the Title IX coordinator; this initiates an internal investigation and University action.

**Missing Student Policy**

For the purposes of this policy, a student may be considered to be a “missing person” if the student’s absence from campus is contrary to his or her usual pattern of behavior and the University has reasonable belief that unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to, a report or suspicion that the student may be a victim of foul play; the student has expressed suicidal thoughts, may be drug dependent or in a life threatening situation; or if the student is overdue returning to campus and is not heard from after giving a specific return time to friends or family.

**Reporting a Missing Person**

If a member of the university community has reason to believe that a student is missing, whether or not the student resides on campus, that individual should contact the Sewanee Police Department (SPD) at 931.598.1111. SPD will collaborate with the Dean of Students Office to make an effort to locate the student and determine his or her state of health and well-being. SPD will gather pertinent information about the student from the reporting person. Such information may include description, cellular phone number, clothes last worn, vehicle description, information about the physical and emotional well-being of the student, an up-to-date photograph, etc.

University officials will also endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student, and determine whether the student has been attending classes, scheduled organizational or academic meetings, and work. If the student is an on-campus resident, SPD may enter the student’s room.

If a student is reported missing and cannot be located, certain notices will be made as follows:

- Parents/guardians will be notified within 24 hours (after SPD receives the initial missing person report) to determine whether they know the whereabouts of the student.
- The student’s additional emergency contact (if any) will be notified once SPD makes a determination that the student has been missing for more than 24 hours.

After the student has been located, SPD will attempt to verify the student’s state of health and intention of returning to the campus. When and where appropriate, a referral may be made to the University Wellness Center.

**Designation of Emergency Contact Information**

Students will be given an opportunity during the fall semester matriculation process to designate an individual to be contacted by the University if the student is determined to be missing. Returning and transfer students will be given an opportunity to provide this information during the fall term. The designation will remain in effect until changed or revoked by the student. The form provided for designation will state the circumstances under which the designated emergency contact information will be used, and will include a statement that the University is required by law to also notify the student’s custodial parent or guardian if the student is under 18 at the time he or she is discovered to be missing. Students are advised that their contact information will be registered confidentially, will be accessible only to authorized University officials, and will not be disclosed to any third party except to law enforcement personnel in furtherance of a missing person's investigation.
Communications about Missing Students

- The Office of Marketing and Communications will be part of the University’s administrative response team and is the designated spokesperson to handle media inquiries concerning a missing student and to elicit public assistance in the search for a missing student.
- The chief of the Sewanee Police Department will be consulted by the executive director of the Office of Marketing and Communications prior to any information release from the University, in order to not jeopardize the investigation.

Drug and Alcohol Policies

Use of illegal drugs and the unlawful use of alcohol by students and employees on University property are prohibited. Those who violate University policies are subject to University sanctions as well as prosecution through the criminal justice system.

Information about these laws and University policies may be found at
- [life.sewanee.edu/sewanee-police-department/](life.sewanee.edu/sewanee-police-department/)
- [www.sewanee.edu/media/provost/Drug-Free_Campus.pdf](www.sewanee.edu/media/provost/Drug-Free_Campus.pdf)

Responsible and Healthy Behavior

In an effort to encourage students to think about the choices they make concerning alcohol, the University has developed a holistic strategy which promotes healthier choices and a healthier community. The University, the Student Life Division, and the Sewanee Police Department are committed to the following objectives:
- To reduce the prominence of alcohol on campus and the harms and high-risk behaviors that alcohol and other drugs bring to campus life;
- To provide a myriad of healthy social and intellectual experiences;
- To foster a community of accountability and to teach students personal responsibility.

Where appropriate, alcoholic beverages may be consumed in a non-abusive manner by individuals of legal age, Social hosts may sponsor events at which alcoholic beverages are permitted with the understanding that hosts bear the responsibility for abiding by state laws, for establishing reasonable guidelines for the behavior of their guests, for taking measures to discourage alcohol abuse at their social functions, and for complying with all requirements of the Social Host Guidelines.

Additionally, the University Wellness Center ([www.sewanee.edu/student-life/university-wellness-center](www.sewanee.edu/student-life/university-wellness-center)) offers both education and intervention programs.

As appropriate, these policies apply to groups as well as individuals. The University's statement on Social Host Responsibility for groups is available here: [https://www.sewanee.edu/student-life/dean-of-students-office/undergraduate-student-social-host-policy/](https://www.sewanee.edu/student-life/dean-of-students-office/undergraduate-student-social-host-policy/)

University Rules Governing Alcohol


- The University prohibits the unlawful use, possession, and distribution of alcoholic beverages. Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport, or consume alcoholic beverages, including beer and wine. It is also unlawful for a person over 21 to buy or furnish alcoholic beverages for anyone under 21. Any student who violates state law or the University’s alcohol
policies is subject both to the jurisdiction of local law enforcement officials and the discipline system of the University.

- The public display of alcoholic beverages on campus, public intoxication, drunk and disorderly conduct in public or private locations (including residence halls and fraternity lodges), and the possession of paraphernalia such as beer funnels are violations of University policy. Public places on campus include all property and buildings not held by a private leaseholder, including all University buildings. Occasionally areas normally considered public (e.g., Cravens Hall, Lake Cheston Amphitheater, Manigault Park, and Guerry Garth) may be designated private for specific event, and persons 21 and over may be permitted to possess alcoholic beverages in these areas in accordance with these policies. Private locations (such as fraternity and sorority houses) are not exempt from University policies governing alcohol use.

- Common sources of alcoholic beverages (which include, but are not limited to, kegs, bulk quantities of canned or bottled beer or wine, and bulk quantities of alcoholic punch) are not permitted except in very rare and highly supervised circumstances, and as approved by the dean of students.

- Display, possession and/or consumption of alcoholic beverages are prohibited in all public areas of residence halls such as common rooms, courtyards, breezeways, and halls. Within their individual rooms, students are expected to remain mindful of Residential Life rules and restrictions and state law at all times.

- Consumption of alcoholic beverages at any public athletic contest, including all varsity, club, and intramural games, is a violation of the Sewanee social policy and, as appropriate, of NCAA and conference rules.

- Initiation practices that include the encouragement or promotion of alcohol consumption are prohibited.

- In addition to being a violation of Tennessee law, driving under the influence of alcohol or other drugs is a violation of University policy. Any student found driving under the influence is subject to serious University penalties.

- No alcohol may be sold on the Domain, except by vendors with a valid liquor license.

- Students who drug others will face very serious consequences, in most instances separation from the University. “Drugging others” includes, but is not limited to, adding drugs to a common source of alcohol or slipping drugs into food or an individual’s drink. Those complicit in the distribution of drugged beverages or food will also face serious sanctions.

- In addition to being handled through the University, conduct violations that are also violations of Tennessee law may be referred to the appropriate legal authorities for adjudication.

The University’s disciplinary process is not a legal process and thus rules of law, evidence, and procedure used in legal proceedings do not apply and will not be used. Although a student may consult with an attorney, attorneys are not allowed to participate in any stage of the process.

**Laws Regarding Alcohol**

The following summary is provided to promote increased awareness of the Tennessee laws concerning alcoholic beverages. This summary is not intended to be a restatement of the law nor a summary of all of the laws relating to alcoholic beverages. All members of the Sewanee community are responsible for compliance with the state laws governing the use of alcohol.

**Regarding alcohol consumption, according to Tennessee law, it is illegal:**

- For any person or group of legal drinking age to sell, furnish, or provide alcoholic beverages to any person under 21 years of age.
- For any person under the age of 21 to purchase, receive, or possess alcoholic beverages.
- For any person to make a false statement to the effect that he or she is 21 years of age or older for the purpose of obtaining alcoholic beverages.
- For any person or group to sell alcoholic beverages without a license.
For any person or group of legal drinking age to sell or furnish any alcoholic beverages to any person who is known to be visibly intoxicated, or to any person who appears to habitually drink alcoholic beverages to excess, or to any person who appears to be a habitual user of narcotics or other habit forming drugs.

**Regarding alcohol and driving a motor vehicle, according to Tennessee law,** it is illegal:

- To drive or be in physical control of a motor vehicle if a person is under 21 years of age and register .02 or more blood-alcohol content (BAC); for individuals who are 21 or over, the blood-alcohol test level is set at .08.
- To consume any alcoholic beverage or possess an open container of alcoholic beverage while operating a motor vehicle.

**Partial summary of punishments for offenses related to alcohol and motor vehicles:**

- The offense of driving while impaired (.02 or greater BAC) for a person under age 21 is a Class A misdemeanor punishable by a driver’s license suspension of one (1) year and by a fine of two-hundred fifty dollars ($250). As additional punishment, the court may impose public service work.
- The offense of driving while the driver is in possession of an open container of alcohol, or of a beverage containing any amount of alcohol, is a Class C misdemeanor punishable by a fine to be established by the court.
- The first DUI offense (.08 or higher BAC) is punishable by 48 hours minimum jail time, one (1) year suspension of license, $350 minimum fine, 11 months and 29 days probation, and participation in an alcohol treatment program.
- The second DUI offense (.08 or higher BAC) is punishable by 45 straight days minimum jail time, two (2) year suspension of license, $600 minimum fine, 11 months and 29 days probation, and treatment.
- The third DUI offense (.08 or higher BAC) is punishable by 120 straight days minimum jail time, three (3) to ten (10) year suspension of license, $1,100 minimum fine, 11 months and 29 days probation, and treatment.
- The fourth DUI offense (.08 or higher BAC) is punishable by 150 straight days minimum jail time, five (5) year suspension of license, $3,000 minimum fine, and one to six years probation or parole.

**Good Samaritan and Medical Amnesty**

In order to promote the safety of all University of the South students in situations involving medical risk from alcohol or drug consumption, any student (Good Samaritan) who calls 911 or the Student Life staff to assist another student needing emergency and/or medical attention may not be cited for any offense under the alcohol or drug policy. The student needing emergency and/or medical attention will not be cited for any offense under the alcohol or drug policy but will be required to meet with Dean of Students staff, and complete alcohol education, will receive a substance abuse assessment, or will be assigned other remedial activities deemed appropriate. If a student violates any other college policy while intoxicated or under the influence of other substances, those infractions are subject to citation. If the student is taken to the hospital, the University reserves the right to contact the student’s parents/guardian. An individual needing emergency and/or medical attention is protected under this policy once during his or her University career. Likewise, a student serving as a Good Samaritan repeatedly may not be protected under this policy should they be seen as a contributor to unsafe behavior.

**Alcohol Abuse**

The deans of students will respond to those students who are experiencing problems because of alcohol abuse. If the abuse should manifest itself in the person’s academic performance or social behavior, a dean will meet with the individual to discuss the problems associated with his or her substance use. The dean and student will generate alternatives for dealing with the situation, including counseling options and consequences if further problems occur. Additionally, the Dean of Students Office may require an alcohol/drug evaluation by a licensed professional, at the
expense of a student. If the dean determines that the student must withdraw from the University for medical or chemical dependency reasons, he or she must leave the Domain within 24 hours with the expectation of seeking treatment as a condition of returning as an enrolled student.

The deans of students most often become aware of an individual’s alcohol abuse because of a disciplinary infraction. Any person who is responsible for this kind of disciplinary offense may be required to submit to a substance abuse educational program and/or may ultimately be separated temporarily or indefinitely from the college. Repeat violations of the drug/alcohol policy would lead to separation.

**University Drug-Free Campus Policy and Related Laws**

The University of the South recognizes the enormous health hazards associated with the illegal use of drugs. In addition to this basic concern for the well-being of Sewanee students and employees, it is also important to note that the University seeks to promote a vigorous intellectual community and a community that encourages growth into responsible citizenship. Since the presence and use of illegal drugs stands in direct contradiction to these basic concerns for our students, the University seeks to discourage the presence of these substances on our campus. The following rules reflect the serious approach that the University has taken in confronting this area of our society’s drug-abuse problem. Two primary policies outline the University’s drug policies. First, the University’s Drug Free Campus Statement can be found on the Provost’s page at: [www.sewanee.edu/media/provost/Drug-Free_Campus.pdf](http://www.sewanee.edu/media/provost/Drug-Free_Campus.pdf) in addition to the *EQB: Guide to Living in Community*, our student code of conduct.

**Drug-Free Campus Statement**

This statement is provided in compliance with the provisions of The Drug-Free Workplace Act of 1988 (41 U.S.C. Sec. 701, et. seq.) and The Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. Sec. 3171, et. seq.) to all University of the South employees and students. The University of the South is committed to achieving a drug free campus and will both support those who voluntarily take steps to rid themselves of illicit drug use and alcohol abuse and rigorously enforce applicable laws and policies.

**Legal Sanctions**

Various federal, state and local statutes make it unlawful to possess, use, distribute, sell or manufacture controlled substances. The penalty imposed depends upon various factors, including the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first time violation of federal criminal drug laws include imprisonment for any period of time up to a term of life imprisonment, substantial fines, supervised release, or any combination of the above. These sanctions are doubled when the offense involves either: 1) distribution or possession at or near a school or college campus or 2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to $10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law (21 U.S.C. Sec. 801, et. seq.). Under state law, the offenses of distribution, possession or casual exchange of controlled substances are punishable as a Class A misdemeanor for a first offense (unless the possession is authorized by a valid prescription). If there is an exchange between a minor and an adult at least two years the minor's senior and the adult knew that the person was a minor, the offense is classified as a felony. See T.C.A. §§ 39-17-417, 418. It is also a Class A misdemeanor to possess with intent to use drug paraphernalia. T.C.A. § 39-17-425. Class A misdemeanors are punishable by imprisonment of up to one year and fines up to $2,500. It is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of his or her employment) or consume alcoholic beverages, wine or beer. T.C.A. § 1-3-113. Further, it is an offense (1) to provide alcoholic beverages to any person under the age of 21, including purchasing alcoholic beverages for or at the request of a person under 21 years of age, (2) for a person under 21 to attempt to purchase alcohol, and (3) to use false identification to purchase alcohol. T.C.A. § 57-3-412
and 57-5-301. Such offenses are generally classified as misdemeanors punishable by prison sentences of less than a year and fines ranging from $50 to $2,500. Repeat offenders may be subject to harsher penalties.

Students convicted of crimes involving controlled substances are at risk of loss of Federal Financial Aid.

**Student Code of Conduct Drug Policy**

The University of the South intends to send a “zero tolerance” message regarding illegal possession or misuse of drugs, or knowingly being in the presence of those who possess or misuse drugs. An example of “knowingly being in the presence of” someone either possessing or misusing drugs is standing in a discernible group of people where one or more persons is using drugs when observed by a University official, giving rise to the inference that all those in the group were participating in a drug activity. This is only one example, but there could be many such situations, so students must be sure to dissociate themselves from those possessing or misusing drugs.

The following rules reflect the serious attitude that the University has taken in confronting this area of our society’s drug-abuse problem. The University’s Drug Free Campus Statement can be found on the Provost’s Page at: www.sewanee.edu/media/provost/Drug-Free_Campus.pdf.

- Unauthorized possession, use, manufacture, and/or distribution of narcotics, hallucinogens, and/or dangerous drugs, including (but not limited to) marijuana, cocaine, lysergic acid diethylamide (LSD), roofies (GHB), ecstasy, and prescription drugs, are illegal under both federal and state law. By state law, synthetic drugs meant to mimic illegal drugs (e.g. K2, K3, bath salts, “Spice,” “Molly’s Plant Food,” “Vampire Blood,” “Ivory Wave,” “Cloud 9,” or upper/downer brownies) are also illegal. Students may be subject to prosecution by authorities for violation of these federal and state drug laws. Penalties may be severe, and potential damage to the professional career is great.

- Anyone who sells, distributes, or provides illegal drugs, including prescription drugs and synthetic drugs, to another person is suspended from the University. Students who make available any drugs to another person will be responsible for complicity and may be responsible for endangerment.

- The use or possession of marijuana or the illegal use or misuse of prescription drugs on or off campus is strictly prohibited. If a student is not suspended for a first offense, any subsequent offense results in suspension. Students found guilty of marijuana possession or use while participating in a University-sponsored or University-coordinated program abroad are generally suspended immediately.

- Students who drug others will face serious consequences, very likely separation from the University. “Drugging others” includes, but is not limited to, adding drugs to a common source of alcohol or slipping drugs into food or an individual’s drink. Those complicit in the distribution of drugged beverages or food will also face serious sanctions.

- In addition to being a violation of Tennessee law, driving under the influence of alcohol or other drugs is prohibited by University policy. Any student found driving under the influence is subject to serious University penalties.

**Counseling, Treatment and Rehabilitation Programs**

The University urges students and employees engaged in the illicit use of drugs and/or the abuse of alcohol to seek professional advice and treatment. The University's health plan for employees and their dependents and many other health plans provide some coverage for substance abuse treatment. Preliminary evaluations, case assessment, and referral for University students and employees are provided by the staff of the University Wellness Center. Information about various drug and alcohol counseling, treatment and/or rehabilitation programs in Sewanee, Winchester, Tracy City, Tullahoma, Chattanooga, Nashville, and elsewhere in the country is also available from the University Wellness Center, the Office of the Dean of Students, and Human Resources. All inquiries will be treated confidentially to the extent possible.
University Conduct Processes

Student Conduct Process vs. Criminal or Civil Systems
The student conduct process is not a criminal or civil court system. The two systems are independent, have different purposes, processes, and standards used to determine responsibility and consequences. The criminal/constitutional defense of double jeopardy does not apply. While some procedural elements may seem similar, Sewanee’s system is founded on educational philosophies and fundamental fairness rather than criminal or civil court systems. As a private institution, the University’s conduct process seeks fundamental fairness by establishing these rights and procedures. Accordingly, Sewanee Constitutional Due Process does not apply to Sewanee’s.

Student Conduct Process and Honor Council
Students should understand that in some circumstances, an offense might lead to action by both the Honor Council and the Dean of Students: for example, a student who is found to be drinking underage and in possession of a fake ID has violated both the student code of conduct and the Honor Code. Also, in addition to being handled through the University, violations of Federal and/or Tennessee law may also be referred to the appropriate legal authorities for adjudication: students may face sanctions from both the legal system and the University.

Preponderance of the Evidence
The prevailing evidentiary standard in criminal matters for determining guilt, “beyond a reasonable doubt” does not apply in the student conduct process. The University uses a preponderance of the evidence standard to determine responsibility which states that if it is more likely than not that the student violated a policy, the student will be found responsible.

Philosophy
The conduct process is designed to be a part of the educational mission of the University, one that focuses on upholding the commitments inherent in the Sewanee community. The conduct process teaches students in the College of Arts and Sciences appropriate and acceptable behavior within a community. The College provides a conduct process in which members of the Sewanee community may resolve violations of the Code of Conduct with mutual respect for one another while fostering relationships. These relationships help to create an environment where members of the community are held responsible for their actions with the ultimate goal of encouraging and fostering the personal growth and development of each student.

Guiding Principles
When there are violations of the Code of Conduct, the conduct process will be governed by:

- Fairness. The process should strive to be consistent, clear, comprehensive and, when possible, efficient.
- Education. The process, including potential consequences, should strive to be educational. Students are responsible for the consequences of their actions and are expected to make wise choices.
- Respect. The process should strive to be characterized by respect for all individuals as well as the community as a whole.

Jurisdiction
The University reserves the right to address student behavior or student organization activity on-campus, off-campus, and online when such behavior or activity is inconsistent with the Code of Conduct or has an adverse impact on the Sewanee community, its members, or the pursuit of its objectives. The University also has the authority to address behavior that occurs during sponsored off-campus events and programs (including the University’s international programs) when it is determined that the behavior conflicts with the University’s policies and/or educational mission. Any incident involving an individual student’s behavior or a student organization’s
activity that is believed to be inconsistent with federal, state, and local laws may be referred to the appropriate authority.

Scope
The University’s Code of Conduct applies to student behavior occurring from the time of admission until the actual awarding of a degree or other separation from the institution. More specifically, each student is responsible for his/her conduct from their admission to the university through the actual awarding of a degree, even though the conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. For entering students, a student’s violation of the Code of Conduct occurring prior to the opening of residence halls for the admitted semester may be addressed through re-evaluation of the offer of admission. After the opening of residence halls for the admitted semester, a student’s behavior will be addressed in accordance with the process published in this guide. For graduating students, violations of policy just prior to, during or after final exams will likely result in the inability to participate in Commencement exercises and stipulations that must be met to receive a diploma at a later date.

Authority
The University Ordinances give the Dean of Students responsibility for establishing and implementing a student disciplinary system. The system addresses student conduct matters not addressed by the Honor Council. Under the direction of the Dean of Students, professional staff members from the Division of Student Life and the Student Conduct Board are responsible for implementing the conduct process for students.

Confidentiality
I. Decisions regarding conduct matters are confidential and become a part of the student’s educational record, and are, therefore, subject to federal regulations set forth in the Family Educational Rights and Privacy Act (FERPA) of 1972. Those involved in inquiries should not comment on any aspect of the case or outcome with anyone other than the involved student(s) unless allowed to do so in accordance with FERPA, Title IX, Clery Act, or other federal provision related to student privacy.
II. Should an employee of the University involved in the conduct process be asked for public comment, he or she should be aware of his or her duty to refuse comment and instead should refer the question to the Dean of Students or his or her designee for an official statement.
III. Persons found to be in violation of this confidentiality provision will be subject to University conduct action. Such disclosure of information is not only in violation of university policy but also of federal law.
IV. Upon request, the University will disclose the results of any conduct proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or his/her next of kin if the alleged victim is deceased.

Parental Notification
The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. When a student is not dependent, the University will also contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk involving their student. The University also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

Interim Administrative Measures
The University may impose interim administrative measures upon a student when there is reason to believe, based upon available information, that the student has engaged or threatened to engage in behavior that (a) poses a danger...
of imminent physical harm to the student or to others, (b) directly and substantially impedes the lawful activities of other members of the campus or (c) has or is likely to cause property damage. Following the imposition of interim administrative measures, the standard conduct process shall be provided as expeditiously as possible. Interim Administrative Measures include, but are not limited to the following:

- **Interim Suspension.** This action requires a student to leave The University of the South domain and property immediately, and not return during the interim suspension period, and/or comply with other stated conditions for a specified period. Students who are issued an interim suspension should also refrain from communicating with University officials outside of the conduct process until the case is resolved.

- **Housing Relocation.** This action requires a student to relocate to another space within the residence halls within 24 hours. If a student disregards this action, he or she shall be subject to further disciplinary action including but not limited to interim suspension.

- **Housing Removal.** A student who is removed from housing cannot enter any residence halls. If a student disregards this action, he or she shall be subject to further disciplinary action including but not limited to interim suspension.

Notice of Interim Administrative Measures
A student will receive written documentation of any interim administrative measures which will explain the nature and reason for the action, as well as any conditions that may apply sent to their University email address or hand delivered. Any student who is suspended on an interim basis and returns to The University of the South domain or property and/or violates other stated conditions shall be subject to separate discipline for violation of the interim suspension and may be treated as a trespasser. Permission to be on campus for a specific purpose must be requested and obtained in writing from the Dean of Students, or his/her designee, prior to any conduct contrary to the suspension or restrictions.

Resolution Process for Code of Conduct Violations
The following applies to violations of the Code of Conduct. Applicable processes under the University’s Honor Code, Non-Discrimination, Harassment, and Retaliation Policy, and Sex Discrimination Policy may differ from processes under this Code of Conduct. The process set out in the applicable policy/code will apply.

**Report**
The conduct process begins with a report of a violation of the Code of Conduct. Any member of this community, any anonymous person or any concerned person can file a report via the Dean of Students’ webpage, via Sewanee Police Department, via email or by any other means. All reports of alleged violations that are deemed credible and contain actionable information are referred to the Director of Community Standards who assigns the case to the appropriate adjudicatory body.

**Notice**
After the report is reviewed and the case is created, the student will receive notice in writing through the student’s University email address of the alleged violation with the subject “Important Notice Regarding EQB Violation.” The Dean of Students’ Office reserves the right to schedule a hearing time, date, and location and may take under consideration such factors as the Conduct Officer(s) schedule, prejudice to the student of delaying the hearing date, the time necessary to collect information, nature of the alleged violation(s), and a student’s academic obligations but will expect the hearing to be a priority over the student’s social obligations. This notice will also specify if the case is being adjudicated administratively or if it being reviewed by the Student Conduct Board. In accordance with University policy, students are expected to check their email daily. The student is considered to have received notice upon the letter being sent via email. Failure or refusal to respond to notice of the incident (i.e. not checking email, avoiding attempted contact efforts by University officials, etc.) may result in a hearing being conducted in the student’s absence and sanctions being assigned. In certain circumstances (such as a first offense) and at the Dean's,
or designee’s, discretion, the Notice letter may indicate that if the student chooses not to attend a hearing, the student is presumed to accept responsibility and the standard sanctions will be imposed. In cases involving a violation of Residential Life policy, such as a violation discovered during a room inspection, the standard sanction will be assigned in the Notice letter and a meeting is not required should the student accept the sanction.

Accommodations
Students may request accommodations related to the student conduct process due to a disability. Students should request accommodations through the Student Accessibility Services office. Accommodations may include a decision to delay or modify the standard conduct process. This action will not absolve a student from being held accountable through the conduct process. The Dean of Students may refer a student for evaluation, at the student’s expense, by an independent licensed psychiatrist or psychologist chosen by the University. As a condition of continued enrollment at the University, the student may be required to participate in counseling or therapy.

Hearing Types
There are several adjudicatory bodies that hear cases of alleged violations of the Code of Conduct. Alleged violations of the University’s Sex Discrimination Policy and the Non-Discrimination, Harassment and Retaliation Policy will be handled in processes outlined within each respective policy. Alleged violations of the Honor Code will be adjudicated by the Honor Council. Considerations in selecting the appropriate adjudicatory body include, but are not limited to, the need for confidentiality, anonymity, community or individual safety, or expediency. The Code of Conduct hearing options are:

Student Conduct Board
The Student Conduct Board is a panel comprised of trained students who were selected through an application and interview process. The Director of Community Standards serves as an advisor for the panel and is present during hearings. The panel’s purpose is to educate students about the University’s expectations regarding standards of behavior. The Student Conduct Board is the students’ judiciary. It is not a court of law. Although students have the right to the advice of another individual, there are no lawyers involved. When an alleged violation is heard before the Student Conduct Board, the panel is responsible for determining whether or not a violation occurred as well as assigning appropriate sanctions for the Dean or designee to review prior to implementing. The Student Conduct Board does not hear cases that could result in suspension or expulsion.

Administrative Hearing (Conduct Meeting)
Administrators that hear cases include the Deans of Students, Director of Community Standards, and Director of Residential Life, or another designee made by the Dean of Students (collectively “Conduct Officers”). All Conduct Officers have the authority to consult with other appropriate university officials in order to effectively adjudicate the case. All cases, including cases that may result in suspension or expulsion, may be heard in an administrative hearing.

The following procedures are followed regardless of the adjudicatory body.
I. A student’s failure or refusal to attend the hearing or request for the hearing to be rescheduled prior to the hearing date will be treated as the student’s acceptance of responsibility for all alleged violations, will result in a hearing being conducted in the student’s absence, including the assigning of sanctions. The Board or Conduct Officer reserves the right to extend or reduce any deadlines associated with the conduct process if the effect of the extension or reduction would benefit the student.
II. At a hearing, a student must indicate whether he or she accepts or denies responsibility for an alleged violation(s).
III. During a hearing/meeting, a student may view currently available information related to the incident, may receive instructions regarding the conduct process, and may have any policy language reviewed with him or
her. The University reserves the right to redact information when it poses a risk to the safety of an individual or individuals or is required by FERPA. Should the student wish to have additional time to review the incident report or to collect information that would be helpful in the case outcome, an additional meeting or hearing time can be assigned to reconvene within 5 class days.

IV. If a Conduct Officer needs to reschedule the hearing prior to its commencement, the officer will make a reasonable effort to notify the student of the new time, date and location of the hearing. The officer will set a new hearing time, date, and location at his or her sole discretion.

V. A hearing is a closed meeting involving only those who have information regarding what happened, an optional advisor, and those responsible for the conduct process. An optional advisor serves as a support person during the hearing but cannot speak directly to the Conduct Officer during a hearing. The hearing may not be recorded by anyone other than the Conduct Officer and the recording is the property of the University.

VI. During a hearing, the student will have the opportunity to challenge or clarify information related to the incident and present his/her own information related to the incident.

VII. The student may request permission to bring a person or persons who have information related to the incident to the hearing. The name of any person appearing as a witness should be emailed to dstudent@sewanee.edu no less than one class day prior to the hearing and include why the witness is relevant to the case.

VIII. The Conduct Officer will determine whether the information is relevant to what happened during an incident and may limit information if it is determined to be irrelevant.

IX. At the conclusion of the hearing, the Conduct Officer will deliberate responsibility using the preponderance of the evidence standard.

X. A student’s prior conduct record will be considered only during the sanctioning phase of the hearing and will not be considered during the deliberation of responsibility.

XI. If a student is responsible for a violation(s), the Conduct Officer will assign sanctions. All outcomes and sanctions will be sent to the student in writing.

Conduct Outcome Letter
Decisions regarding responsibility and sanctions, if any, will be delivered to the student in writing through the student’s University email address or in person. When delivery is not in person, the student is considered to have received the outcome upon the letter being sent via email.

Disruption of Conduct Process
I. No one will engage in conduct that disrupts a hearing, lessens the authority or dignity of a Conduct Officer, or otherwise obstructs justice on campus.

II. No one will cause, attempt to cause, or coerce a student to give false information in any hearing. Students found to be giving false information can be referred to the Honor Council for lying.

III. Students will fully comply with instructions of a Conduct Officer.

IV. Behavior that disrupts the conduct process will be treated as a violation of failure to comply.

V. The Conduct Officer(s) may take action against a person or advisor who is interfering with the hearing in his or her sole discretion. Such action includes—but is not limited to—halting the hearing, rescheduling the hearing, or removing the person or advisor from the hearing and proceeding in his or her absence.

Conduct Process for Students Who Leave Sewanee before Resolution
I. Incomplete Consequences. If a student completed the conduct process and received educational sanctions or fines but leaves the University without completing the sanctions, then the student’s conduct record will indicate that he or she has incomplete sanctions and a Student Affairs hold will be placed on the student’s official University record/account. This hold will prevent a student from obtaining transcripts and reapplying to the University until the sanction(s) or fine is resolved.
II. Notice Provided. If a student has been given notice of a charge but leaves the University before the conduct process has been completed, the process will continue regardless of the student’s participation. The student will receive notice of the continued process, opportunity to participate, and documentation of the outcome. Should the student receive educational sanctions or fines and fail to complete the sanctions by the deadline, then the student’s conduct record will indicate that he or she has incomplete sanctions and a Student Affairs hold will be placed on the student’s official University record/account. This hold will prevent a student from obtaining transcripts and reapplying to the University until the sanction(s) or fine is resolved.

III. Notice Not Provided. If a student leaves the University before he or she is given notice regarding his or her alleged incident, all documentation of the incident will be placed in the student’s conduct record, and a Student Affairs hold will be placed on the student’s official University record/account. Should the student return to the University, the case will be resolved at that time.

Sanctions

Sanction Philosophy

The philosophy behind the sanction process is developmental. We believe in an ongoing developmental process of individuals assuming responsibility for the effect of their behavior on themselves and others. Additionally, students are expected to engage in behavior that creates a mutually beneficial living and learning community for all. It is important to note that empathy does not preclude accountability in determining sanctions. Students often ask to have their character considered in the sanctioning process, but judgement is not made on the worth of an individual, accordingly, information related to a person’s character is not warranted. A student’s conduct is cumulative and sanctions may be greater where a student has been found responsible for violations in the past, or is found responsible for more than one charge in a single incident. In determining appropriate sanctions for incidents, the institution is guided by three considerations that foster the student’s development.

I. Education
   A. What type of sanction will assist the student in understanding why the commitment and/or policy violated is important?
   B. What type of sanction will either cause or reaffirm the student’s reflection on his or her behavior?
   C. What impact does the student’s behavior have on him or her and the campus community?

II. Restitution
   A. What sanction will make the student or community whole, as if the behavior had never happened?

III. Community Trust
   A. What sanction will serve as a deterrent to future behavior of the student and other members of the community?
   B. What sanction is necessary, to communicate to the student the seriousness of the violation, signify to the community that this type of behavior is unacceptable, and reassure the community that the University will hold others accountable to their responsibilities?
   C. What sanction is necessary to reflect the shock or insult the community feels as a result of a particular act?

Sanctions

There are three categories of sanctions issued: Disciplinary status, Punitive sanction, and Educational activity. Disciplinary status refers to the type of reprimand issued (warning, probation, etc.), while punitive sanction is often a fine, restitution or restriction, and finally educational activities vary widely and aim to have the highest impact on future decision-making and behavior change.

In all cases, sanctions can include, but are not limited to, the following:
Disciplinary Status

- **Warning**: written notice given to draw your attention to the fact that your behavior was not appropriate and violated University policy.

- **Limited Probation**: a period of time during which any further violation of policy puts the student’s status with the University in jeopardy. Limited Probation could potentially affect the student's’ ability to represent the University in leadership positions or on athletic teams, participation in student activities or study abroad opportunities, entrance into University residence halls or other areas of campus, or contact with another specific person(s). This probation is limited in duration and will typically be assigned for no more than 1 semester.

- **Institutional Probation**: a period of time during which any further violation of University policy will result in suspension for no less than 1 academic semester. Institutional Probation will affect a student’s ability to represent the University in leadership positions within student organizations or programs, participation in student activities and study abroad opportunities. A student on Institutional Probation will be considered to not be in good standing and such will be reported to campus partners who request a conduct check for a University activity.

- **Suspension**: separation from the University for a specified period (not less than 1 academic semester), which includes loss of all tuition, fees, coursework, and other privileges of an enrolled student regardless of the time in the semester when the sanction is imposed. Separation from the University in this manner may result in the grade of W for all courses regardless of the time in the semester when the sanction is imposed. Any student who is suspended will automatically be barred from campus and will be expected to leave campus within 3 class days. In cases where campus safety is an issue, a suspended student may be asked to leave immediately and/or may be provided a police escort to retrieve belongings. Further stipulations may be added for students who had previously been slated to graduate.

- **Indefinite Suspension**: separation from the University for an indefinite period, which includes loss of all tuition, fees, coursework, and other privileges of an enrolled student regardless of the time in the semester when the sanction is imposed. Separation from the University in this manner may result in the grade of W for all courses regardless of the time in the semester when the sanction is imposed. Any student who is suspended will automatically be barred from campus and will be expected to leave campus within 3 class days. In cases where campus safety is an issue, a suspended student may be asked to leave immediately and/or may be provided a police escort to retrieve belongings. Further stipulations may be added for students who had previously been slated to graduate.

- **Expulsion**: separation from the University without the possibility of readmission. A student will lose all tuition, fees, coursework, and other privileges of an enrolled student regardless of the time in the semester when the sanction is imposed. Separation from the University in this manner will result in the grade of W for all courses regardless of the time in the semester when the sanction is imposed. Any student who is expelled will automatically be barred from campus and will be expected to leave campus immediately and/or may be provided a police escort to retrieve belongings. Expelled students are not permitted on the Domain without express permission from the Dean of Students.
Fine / Restriction

- Housing relocation: the University reserves the right to relocate students as appropriate to ensure safety and a productive learning environment for all students.
- Removal from University housing: a person removed from University housing for conduct reasons will be responsible for all housing charges assessed for the semester he/she is removed. Additionally, the student will be responsible for the complete payment of his/her current meal plan, unless he/she receives an exemption from the Dean of Students.
- Restitution: a person causing damage or contributing to damage of any property or person may be responsible for paying to repair, replace or make right the situation.
- Fines: a student who violates University policy will be assessed a fine in certain instances. The University recognizes that fines are effective deterrents to some types of behavior and therefore all fines are published annually.
- Loss of privileges: specific privileges to be involved in the Sewanee community and represent the University may be limited or lost as a result of violating University policy, including but not limited to the privilege to move off-campus, membership in co-curricular organizations, ability to participate in recruitment for Greek organizations, and/or remaining in residence halls beyond finals.
- No-Contact Order: individuals may be issued mutual no-contact orders that may also limit access to certain areas of campus in an effort to provide safety and productive learning environments. Contact between these persons is not permitted even through third parties and social media. No-contact orders may also be issued outside of sanctioning in an effort to preserve the educational environment for both parties.
- No-Trespass Order: the University will limit any person from coming to the Domain or campus as appropriate. This order is typically issued by Sewanee Police in consultation with the Dean of Students.

Educational Activity / Intervention

- Parental notification: The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. The University may contact parents/guardians to inform them of situations in which there is a significant and articulateable health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct reports pursuant to FERPA.
- Reflection essays: a student may be asked to research and reflect on a violation involving safety, behavior unbecoming, a particular state or federal law, or other relevant issue and will write a 3-5 page paper on the subject.
- Letters of apology: students may be assigned to provide a reflective letter of apology.
- Letter to my future self: students may be asked to write a reflective letter to their future self (in 5 or 10 years) explaining the violation and reflecting on what they hope the impact of this learning moment to be. Letters are submitted to a website and sent back to students at a future date.
- Required attendance in educational seminars or programs: there are several in-person and online educational seminars and workshops that students may be assigned to attend that are specifically designed to address the issue or behavior. On occasion, students may be asked to pay for these classes or services as applicable.
- Drug Testing: students will have 24 hours to complete and submit a drug test at a local facility. Any failed, missed, late, or diluted tests will constitute a failed test and subject the student to further sanctioning. These tests are random and students who are selected will be contacted via Sewanee email and phone.
- Substance use assessment: students may be required to complete a substance use assessment with a qualified counselor to assess if further treatment is needed, and to provide verification that the assessment has been completed. Counselors may only report to verify completion, however, should there be a concern about the student’s ability to persist or safety, the counselor may report this to the University.
Cumulative Sanctions
Offenses are cumulative and multiple offenses will result in enhanced or additional sanctions. Multiple violations of even minor offenses can result in cumulative penalties, increased fines and ultimately suspension. Offenses in the same violation type, repeated violations over time and/or several violations at the same incident will result in increasingly punitive outcomes.

Incomplete Sanctions
Failure to complete sanctions previously assigned for a conduct case can result in an additional conduct charge of "Failure to Comply". As a result of this additional charge, the student will receive additional sanctions and/or a Student Affairs hold will be placed on the student’s official University record/account. This hold will prevent a student from obtaining transcripts and adjusting classes/registering for classes at the University.

Conduct Forgiveness
We recognize that students will make mistakes. As a result, students who have committed their very first offense may be able to take advantage of our conduct forgiveness policy. Conduct forgiveness gives students a one-time opportunity to restore any loss of privileges associated with a violation by completing service to the community. If a student never has any other incidents in which s/he is found responsible, the initial incident will not be reported on a conduct check. Not all offenses are eligible. If eligible, additional details about taking advantage of this program will be provided in a student’s outcome letter.

Appeal Process
The decisions made by a Conduct Officer or Student Conduct Board related to responsibility or sanctions can be appealed, provided that one or more of the reasons for appeal is relevant to the case:

1. Procedural error, which had a bearing on the original decision.
2. New information that was not available at the time of the hearing which would affect the original decision.
3. Information demonstrating that there is no way a reasonable person could have arrived at decisions similar to the original decision absent bias.

The right to appeal does not entitle a student or student organization to a full rehearing of the entire case. The appellate board reviews the appeal only if sufficient and appropriate grounds for appeal exist. No appeal simply stating the student’s perception that the outcome is overly punitive will be considered unless outcomes vary wildly from standard sanctioning practices.

Appellate Officer / Appeals Board
The Appellate Officer for cases resulting in suspension or expulsion shall be the Vice Chancellor. All other cases will be referred to the Appeals Board for review. The Appeals Board is comprised of three members, including students and faculty or staff members. The students serving on the Appeals Board shall be appointed from the Student Conduct Board and will not have participated in the original hearing of the case. The faculty or staff members shall be appointed by the Dean of Students, or designee, annually and will chair the appellate proceedings. All three members shall have an equal vote and a majority vote is needed to change a previous decision regarding responsibility and/or sanctions.

Appeal Procedures
The following procedures are followed regardless of the appellate body.

- A written request must be completed and submitted via the online request form, within three class days from the date of the Outcome Letter.
- Unless instructed otherwise, a student should continue going to class during the Appeals Process.
- The appeal should be complete at the time of submission, including at a minimum: the reason(s) for appeal with the supporting facts, any new information available and why it was not available at the time of the
The appellate officer or appeals board shall have access to the case file maintained by the Dean of Students’ office, which will be provided by the office to the appellate body.

The Director of Community Standards and Appeals Board chair will review the written request, any accompanying information, and will decide whether or not to grant an appellate review.

- In cases where the outcome assigned is suspension or expulsion, the Director of Community Standards will forward the request and case information to the Vice Chancellor for review. The student does not have an active role in this appeal.
- If the Appeals Board finds no basis for review, then the original decisions regarding responsibility and sanctions will stand, and the student will be notified in writing sent via email to the student’s University email address.
- If there are grounds for review of a case that did not result in suspension or expulsion, the Appeals Board will either review the case information or convene a rehearing of the case. A student is not guaranteed a meeting with the Appeals Board during the review.

- Appellate responses are communicated in writing and sent to the student’s University email address. The student is considered to have received the appellate response upon the response being sent to the student’s email address.
- Sanctions related to suspension, expulsion, and removal from campus housing will not take effect until the appellate process is complete, except in the case of Interim Administrative Measures.
- The process is complete once the appellate response is sent to the student’s University email address.

**Appeal Outcomes**

- The Appellate Officer or Appeals Board has the option of:
  - affirming the original decision(s) regarding responsibility and sanctions,
  - affirming the original decision(s) regarding responsibility and modifying the sanctions,
  - if a procedural error is found to have impacted the original outcome, sending the matter back for a rehearing by either the Student Conduct Board or Conduct Officer,
  - or reversing the original decisions regarding responsibility and eliminating the sanctions.

- All appellate responses are final.

**Documentation and Retention of Conduct Records**

All documentation related to the incident will be placed in the student’s conduct file. A student’s conduct file(s) and record(s) will be maintained by the Dean of Students Office. All conduct files and records will be retained for seven years from the incident date. Suspensions and expulsions will be retained indefinitely. Upon a request for conduct check by the student or on behalf of the student, with a signed release of information disclosure, the University will respond to questions about a student’s conduct history and disciplinary status. Students who have questions about what types of information will be disclosed should contact the Dean of Students office at dstudent@sewanee.edu. Students may request their complete conduct file, or any part, by completing an online request on the Dean of Students’ webpage. The amount of information requested will determine the time needed to process the request, not less than 48 hours or two business days.

**Complaints and Grievances**

Sewanee students are emerging adults responsible for managing, with our support and guidance, their academic and personal affairs. Accordingly, the University asks parents to trust this educational effort whenever possible and allow their students to seek resolution. Even as we expect students to take initiative and responsibility for solving
their problems, we believe that helping them gain the information and strategies they need to seek remedies for their concerns produces a better outcome for all students.

The Dean of Students serves as the primary coordinator of response and support to students with concerns. If a student has an issue with a University policy or practice, we expect them to review the appropriate policies and handbooks and to pursue their concerns directly with the appropriate office or program. For example, there are already processes in place for appealing final course grades, Honor Council and student conduct outcomes, financial aid decisions, and parking tickets. For students who have complaints or grievances outside of these published remedies, please file the formal complaint or grievance via online form describing the issue or treatment, related actions, and remedy sought. Complaints will be investigated and/or referred to other offices as necessary.

A written response regarding the issue will be sent to the student who initiated the complaint within 30 days.

Information about grievances that are not resolved internally and may involve state consumerism, state licensing boards, or accreditation can be reviewed at the Provost’s web page at www.sewanee.edu/provost/report-a-concern-or-complaint/.

**University Weapons Policy**

The University prohibits possession of weapons of any kind on University property (excluding weapons lawfully owned and maintained on commercial and residential leaseholds), with the limited exceptions noted in the Scope and Application section of this policy. Threatening to use a weapon, regardless of whether a weapon is present, will also be considered a violation of this policy.

Employees and students who bring weapons onto University property will be subject to sanctions which may include discharge, suspension, or expulsion. Furthermore, employees, students, contractors, and others who bring weapons onto University property are subject to arrest. Weapons brought onto campus property in violation of this policy will be confiscated.

Any employee who intends to have a permitted weapon in his or her vehicle while on a University parking lot must complete a disclosure form, available at the Sewanee Police Department, and provide proof that the employee has a valid handgun carry permit and owns the vehicle in which it will be stored. Employees who fail to abide by these carry permit rules will be subject to discipline, up to and including discharge.

**Consequences**

Possessing or threatening to use a weapon in violation of this Policy is a serious issue and as such, the likely outcome of such an incident is separation from the University. Referral to local law enforcement and the application of criminal charges is also likely. Possession of a weapon on University property in violation of this policy is a Class E Felony and may be subject to prosecution. The weapon and any ammunition will also be forfeited.

**Responsibilities**

This policy is a safety policy, which is overseen by the Sewanee Police Department. Policy enforcement is a shared responsibility between the Sewanee Police Department and the dean of students office. Policy changes are reviewed by risk management and legal counsel and approved by the Provost’s office.

**Procedures**

Weapon violations are enforced by the Police Department, and student violations are also enforced under the EQB Guide by the appropriate dean’s office, most commonly the dean of students office.
Section on Sex Discrimination Prevention & Policy

University Commitment

The University of the South stands firmly for the principle that its employees, students, and participants of university-sponsored programs have a right to be free from discrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, veteran/reserve/national guard status, pregnancy and childbirth, and genetic information. Similarly, employees, students, and participants of university-sponsored programs have the right to be free from sexual discrimination in educational programs and activities and with regard to employment. The University is committed to sustaining a community in which the dignity of every individual is respected. Key to this value are efforts to nurture an environment of civility and mutual respect and to foster a culture of reporting concerns so that the University can respond promptly and equitably whenever an incident occurs. All employees, students, and participants of university-sponsored programs also have the right to be free from unlawful harassment and retaliation.

Related Commitments

The University is also committed to free expression. Speech not specifically directed against individuals in a harassing way may be protected by traditional safeguards of free speech, even though the comments may cause considerable discomfort or concern to others in the community.

Title IX Coordinator

The Title IX Coordinator at the University of the South is Dr. Sylvia Gray, 931.598.1420, Woods Lab 138, smgray@sewanee.edu or titleix@sewanee.edu. Dr. Gray is charged with monitoring compliance with the policy according to the Title IX law and regulations. Dr. Gray is also responsible for oversight of Title IX investigations. Questions regarding Title IX, as well as concerns and reports of non-compliance, may be directed to her.

Additional information for students, including full definitions and disciplinary procedures for sexual discrimination, is available at https://new.sewanee.edu/titleix/.

The University’s discrimination/harassment policy may be found at www.sewanee.edu/media/provost/Non-DiscriminationPolicy.pdf.

Prevention and Educational Programs

The University offers a collection of programs on the topic of sexual discrimination. Training sessions provide detailed information on the University’s policies and expectations and increase our community’s awareness of sexual violence. Though not a comprehensive list, below is a collection of intervention or educational programs.

Bystander Intervention: The University Wellness Center offers bystander intervention training to all incoming students as well as returning students, as requested. Bringing in the Bystander is a nationally recognized, evidence-based sexual assault and violence prevention program. Recognized by the White House Task Force to protect students from sexual assault, Bringing in the Bystander frames violence prevention as a community
responsibility, and teaches students necessary skills to intervene effectively to promote and protect the safety of all members of the campus community.

**SWAG (Student Wellness Action Group) and the University Wellness Center staff** provide broad wellness training on sexual health, healthy relationships, and bystander intervention with more than 13 hours of training, along with weekly meetings to address ongoing challenges and opportunities for programming and informal support. Similarly, the University has a Sewanee Wellness Advisory Committee of employees dedicated to the same topics, focusing on institutional strategy.

**Web-based material and timely warnings** aim to address prevention, reporting, and support options.

During the academic year, the **Wellness Colloquium** topics included both prevention and awareness programs, such as: cultivating authenticity; bystander intervention; developing resilience; finding meaning and purpose in life; sleep health; time management; and intuitive eating and nutrition.

**Bairnwick (the “Wick”)** Women’s Center programs cover an array of topics and include a week-long “sexual health week” aimed at elevating student’s prevention and awareness efforts.

**Student Health Fair** provides important information about sexually transmitted infections and healthy sexuality, along with other information on support services and medical care.

**Sewanee Monologues** is an annual compilation of narratives from real Sewanee students. Students are invited to submit stories anonymously, and the chosen pieces are performed by fellow students in Guerry Auditorium. Both women and men have submitted their gendered stories, and the topics range from silly to serious, the mood from comical to tragic stories of sexual misconduct.

**Online programs:** All new students and every student in the college receive or have received basic education on definitions of sexual misconduct, consent, and the effects of alcohol and other drugs on the body and decision making.

**Training Related to Sexual Discrimination**

**Students:** The University requires all first-year students prior to matriculation to participate in an online training on alcohol use, abuse, and sex discrimination. The online program specifically includes a module on sex discrimination and key definitions, including consent. Residence life staff, namely Proctors, also receive training on University policy, appropriate response to sex discrimination, mandatory reporting, and bystander intervention. Other students who receive training on sex discrimination include athletes, Greek leaders, the Women’s Center residents, FYP Mentors, Orientation Leaders, PRE Mentors, and members of the Student Title IX Advisory Committee.

**Employees:** Faculty and staff with routine relationships and access to students are required to report any concerns or direct information related to an allegation of sex discrimination. Faculty and staff are instructed annually of their requirement to report incidents and provided instructions on how and whom to report. New faculty and staff receive training as part of new faculty orientation.

**Individuals Responsible for Policy, Investigations, and Hearings:** Training is provided for all campus adjudicators; a pool of University employees responsible for hearing formal complaints under Title IX.
Title IX—Level 1 Beginner Training Dates: Department chairs and staff leadership with oversight of a department should contact Dr. Sylvia Gray directly to schedule large group department trainings. Pre-scheduled trainings are available and listed on the Title IX website for faculty/staff who cannot attend with their department. Additional dates are added as needed or requested.

Notification of Medical, Counseling and Support Services

Our community is trained to understand the importance of support and immediate medical attention. Our community is trained to:

- Support the survivor. The greatest fear of a sexual assault survivor is that they will not be believed; accept what you are hearing. Avoid judgment.
- Validate the significance of the event. Do not minimize the trauma they experienced. Recognizing the impact of the assault on their life may be helpful in the healing process.
- Listen and be patient. Let her/him tell her/his story at their own pace. Demonstrate care.
- Reinforce that the sexual assault was not the student's fault.
- Refer a student to confidential resources or one of three options (see below).

There are several important reasons to go to a hospital or an appropriate medical facility (e.g. Southern Tennessee Regional Hospital, University Wellness Center, Chattanooga Rape Crisis Center) following a sexual assault, namely:

1. to identify and treat any physical injuries (some internal injuries may not be immediately apparent to you);
2. to take sexually transmitted disease prevention measures, and to learn about pregnancy prevention options; and
3. to collect and preserve forensic evidence. This may include completion of an "Evidence Collection Kit," which documents evidence of foreign hair, body fluids, or injuries to your body. Testing for Rohypnol, GHB, or other "date rape drugs" may also be advisable, under some circumstances. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want.

Formal notification advises victims of the right to confidential counseling, legal assistance, victim support, visa and immigration support, and financial aid assistance, once a report is made to the University in which a victim is identified.

Reporting Sex Discrimination including Sexual Harassment

University Responsibility

All forms of discrimination that are prohibited by Title IX and this Policy should be reported to the Title IX Coordinator under the following provisions. The University strongly encourages individuals who have knowledge of, who have witnessed, or who have experienced sex discrimination, including sexual harassment, firsthand to report what occurred - both in order to get the support they need and to enable the University to respond appropriately. Once the University has actual notice of an allegation of sexual harassment, it is required to respond promptly in a manner that is not deliberately indifferent. The University must: (1) take immediate and appropriate steps to investigate or otherwise determine what occurred; and (2) take prompt and effective action to (a) end any harassment that occurred; (b) remedy its effects; and (c) prevent its recurrence.

Although there is no time limit for the filing of a report of sex discrimination including sexual harassment, the University’s ability to respond effectively may be compromised by the passage of time between the occurrence of an incident and the filing of a report. At the time of filing a formal complaint (signed complaint), the complainant must be
participating in or attempting to participate in a University education program or activity to trigger the University's obligation to conduct a formal investigation.

**Reporting Options**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by filing a report using the online reporting system at “ReportSexualMisconduct.sewanee.edu.” Such a report may be made at any time (including during non-business hours).

The Title IX Coordinator at the University of the South is Dr. Sylvia Gray. Dr. Gray is charged with monitoring compliance with the policy according to the Title IX law and regulations. Dr. Gray is also responsible for oversight of Title IX investigations. Questions regarding Title IX, as well as concerns and reports of non-compliance, may be directed to the Title IX Coordinator using the information below:

**Reporting Online:** ReportSexualMisconduct.sewanee.edu

Dr. Sylvia Gray  
Woods Laboratory, Office 138  
University of the South  
P: 931.598.1420  
735 University Avenue  
E: smgray@sewanee.edu or titleix@sewanee.edu  
Sewanee, TN 37383  
Pronouns: She/Her/Hers

Anyone who wishes to make a report of an alleged violation of this policy has the following options:

1. Report to the University and/or;
2. Report to the Sewanee Police Department for on-campus conduct, or to the appropriate police agency with jurisdiction for off-campus conduct and/or;
3. Report to the US Department of Education, Office for Civil Rights

**Reporting to the University**

University reports can be submitted electronically at ReportSexualMisconduct.sewanee.edu or by mail, telephone, in person (see contact information above). In person reports can be made to the Title IX Coordinator. Students studying abroad or away may also report to the Title IX Coordinator. In addition, electronic submissions for undergraduate students are sent to the Title IX Coordinator and may be copied to the Sewanee Police Department. Electronic reports are also copied to the Dean of Students Office for undergraduate students, or the Director of the graduate program for graduate students or the Dean of Students of the School of Theology for Theology students. Faculty and Staff reports are submitted to the Title IX Coordinator and may be copied to Human Resources, the office of the Provost, and the office of General Counsel.

The University supports two types of reports—anonymous and identifiable.

1. **Anonymous Reports:** Reporters (other than University employees mandated to report) may submit a report of alleged sexual harassment anonymously online by omitting their name and contact information. In the case of anonymous reporting, the University will not be able to contact reporters to obtain further information about the incident or to offer options or support measures. In addition, the University’s ability to respond to the report will be limited to the information provided. The University nevertheless encourages reporting of sexual harassment and sex discrimination, even anonymous reporting, and will make such use of the reported information as circumstances allow.

2. **Identifiable Reports:** The University preliminarily will gather and review information on all identifiable reports of sex discrimination, including sexual harassment. Representatives from the Dean of Students
office, Title IX Office, and/or the Sewanee Police Department will promptly reach out to the complainant (or the person reporting on behalf of the individual involved, if the reporter is not the individual directly affected by the conduct) to advise them as to their options. The appropriate University official(s) will obtain additional information about the reported incident, if available, and offer support, assistance and, where appropriate, interim or emergency measures to address any immediate concerns for the safety of involved persons and/or the University community. Title IX Policy 2020-2021 (updated: August 14, 2020) page 14 of 29 Where a complainant or respondent requests an investigation of a violation of this Policy, the investigation will follow the steps under the heading of “Grievance Process for formal Complaints of Sexual Harassment.”

Requests for Confidentiality
If an involved party or witness requests confidentiality - e.g., requests that the information contained in the report be maintained confidentially, that no investigation be conducted, and/or that no disciplinary action be taken - the individual with whom this information has been shared will consult with the Title IX Coordinator for further evaluation as to whether that request can be honored.

1. The University will attempt to honor a request of confidentiality if it can do so without compromising the safety of the reporter, complainant, respondent, third parties identified in the report, or the broader University community. In order to make this determination, the University will weigh the request for confidentiality against the University’s obligation to provide a safe, nondiscriminatory environment for the entire University community.

2. When evaluating a request for confidentiality, the University will consider a range of factors to determine whether the alleged respondent will commit additional acts of sexual harassment or other misconduct. The presence of one or more of these factors could lead the University to determine that it must investigate the incident and, if appropriate, pursue disciplinary action against the alleged respondent. Factors include but are not limited to:
   ○ whether there have been other sex discrimination or sexual harassment reports about the same alleged respondent;
   ○ whether the alleged respondent has a history of arrests or prior records indicating a history of engaging in sex discrimination;
   ○ whether the alleged respondent threatened further sexual harassment or other misconduct against the complainant or others;
   ○ whether the sexual harassment was committed by multiple respondents;
   ○ whether the sexual harassment was perpetrated with a weapon;
   ○ whether the complainant is a minor (under the age of legal consent);
   ○ whether the University possesses other means to obtain relevant evidence of the alleged sexual harassment (e.g., security cameras or personnel, physical evidence);
   ○ whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group; and/or
   ○ whether there is any other evidence suggesting predatory behavior by the alleged respondent(s).

3. If the University honors a request for confidentiality the party should understand that the University’s ability to meaningfully investigate the incident and pursue disciplinary action may be severely compromised. The University may nevertheless take steps to limit the effects of the alleged sexual harassment and prevent its recurrence without undermining the request for confidentiality by, for example, increasing monitoring, supervision and/or security at locations or activities where the sexual harassment was alleged to have occurred; and/or providing training and education for students and employees. Additionally the University can offer support measures as appropriate.

4. If the University cannot honor a request for confidentiality, the University will share the reported information only with (1) those individuals who are responsible for handling the University’s response, and (2) those individuals with whom the University must share information in order to conduct an effective
investigation and/or implement an effective response so as to address any threat to Title IX Policy 2020-2021 (updated: August 14, 2020) page 15 of 29 the safety of the University community. In any case, the University will inform the requesting party in advance how the University intends to proceed, with whom the reported information will be shared, and whether and to what extent their identity can be protected.

Amnesty Policy for Reporting Incidents of Sexual Discrimination to the University

**Alcohol and other drug violations disclosed in a report of sexual discrimination:** Sometimes reporters or witnesses are hesitant to report to University officials or participate in report processes because they fear that they themselves may be charged with policy violations, such as drug or alcohol use at the time of the incident. It is in the best interest of this community that individuals feel safe to come forward to share what they know. To encourage reporting, the University offers all students reasonable amnesty from being charged for alcohol or drug policy violations related to the sexual harassment incident. For more information, see the Good Samaritan and Medical Amnesty Policy in the EQB Guide.

**Reporting to the Police**

Sexual harassment and some forms of sex discrimination may constitute a criminal offense as well as a violation of this policy. Incidents that occur on campus fall within the jurisdiction of the Sewanee Police Department. Individuals who have been harmed are urged to report sexual violence immediately to the police, in addition to the University. The police have legal power to issue search warrants to collect forensic evidence, and are also able to assist in obtaining a court order of protection. Individuals may contact the police in any of the following ways: (1) they can go to the Sewanee Police Department on 111 Alabama Avenue and speak with an officer; (2) they can dial 911 for immediate emergency assistance or report directly to the Sewanee Police Department, by calling 1111; (3) if they seek medical attention, they may ask a staff member or medical personnel to call the police on their behalf; or, (4) they can utilize the LiveSafe Application when downloaded on a mobile device. If requested, the Dean of Students’ staff may arrange and/or attend a meeting between undergraduate students and the police for purposes of filing a report.

Criminal investigations are separate and independent from University investigations. When a report is filed, the University will attempt to coordinate its investigation with that of the police to the extent possible. The University may delay its investigation temporarily while a law enforcement agency is gathering evidence so as not to interfere with their investigation, but the University will not wait for the conclusion of a criminal investigation or criminal proceedings before commencing (or completing) its own investigation. It is also important to remember that the definition of sexual harassment under this Policy and the related definitions under criminal statutes are not identical in all respects, and that the burden of proof for a finding of responsibility under University policy - a “preponderance of the evidence” - is lower than the burden of proof for a finding of guilt under criminal law - “beyond a reasonable doubt.” For these reasons, the outcome of any criminal investigation will not determine the outcome of any proceedings under this policy or vice versa.

**How to file a report with the Office for Civil Rights (OCR)**

Individuals with complaints of a sexual nature also have the right to file a formal complaint with the United States Department of Education, the federal governing body in charge of enforcing Title IX:

**Office for Civil Rights (OCR)**
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline: (800) 421-3481
Facsimile: (202) 453-6012  |  TDD#: (877) 521-2172
E-mail: OCR@ed.gov
Note: Federal laws prohibit the taking of retaliatory measures against any individual who files a complaint in good faith.

**Note on False Reports:** The University will not tolerate intentional false reporting of incidents. It is a violation of the Honor Code for undergraduate students, expectations for graduate students, and professional conduct of faculty and staff to make an intentionally false report of any policy violation; it may also violate state criminal statutes and civil defamation laws. Students, faculty and staff will be subject to disciplinary action if they are found to have knowingly filed a false report, made false statements, or submitted false information to the University.

**Requesting Support Measures**

Individuals seeking support measures should speak with the Title IX Coordinator who will evaluate and, if warranted, coordinate appropriate measures. University officials may need to take protective measures to ensure a safe and nondiscriminatory environment even when the involved parties do not specifically request the measures. Students studying away or abroad can request support from the program official or to the University of the South's Title IX Coordinator upon their return to campus.

The specific support measures implemented and the process for implementing those measures will vary depending on the facts of each case. The Title IX Coordinator and/or appropriate official will consider, among other factors: the specific needs of the complainant or respondent; the severity or pervasiveness of the allegations; any continuing effects on the complainant or respondent; the age of those involved if they are a minor; and whether the complainant and respondent share the same residence hall, class, athletic team, on-campus job location, etc.

Support measures should provide continued access to education programs and activities. Support measures prior to an investigation and hearing process may not be punitive or overly burdensome. Support measures that may be implemented after consultation may include, but are not limited to:

- No-contact order between complainant and respondent or other involved party
- Limiting access to campus or areas of campus and certain college facilities or activities
- Alteration of class schedules for students
- Alteration of or release from on campus housing arrangements
- Changing campus work schedules or job assignment
- Requesting consideration of faculty for additional time or rescheduling of exams, papers, or other assignments
- Taking an incomplete in a class Title IX Policy 2020-2021 (updated: August 14, 2020) page 17 of 29
- Authorized withdrawal from a class, study away or abroad programs
- Alternative course completion options
- Voluntary leave of absence
- Access to counseling services
- Providing a police escort to ensure safe movement between classes and activities
- Increased security at specified locations
- Any other reasonable remedy that can be tailored to the involved individuals

When a complainant and respondent are undergraduate students who are members of the same organization or athletic team, a dean of students or designee will consider ways to permit both students to continue participation; however, when such compromise is not possible, the Title IX Coordinator has the discretion to determine how best to provide supportive measures to both students.

**No-Contact and Protective Orders**

A no-contact order is issued by the University and directs parties (generally the complainant and respondent(s)) to refrain from having in-person or electronic contact with each other, directly or through proxies. A University-issued no-contact
order is enforceable through the University’s conduct processes. The no-contact order is not the same as an order of protection/protective order, which must be obtained through the court system and is enforceable by law enforcement and the court.

If an involved individual represents an ongoing threat to the health or safety of another involved party of sexual harassment, it may be possible for the individual who feels threatened to obtain a court-ordered emergency or preliminary protective order. These orders are temporary, and they may be issued if the judge believes that there is an immediate threat to health or safety. Later, after a full hearing, the court may agree to issue a “permanent” protective order in appropriate cases. Protective orders are separate and distinct from University-issued no-contact orders. Protective orders may be obtained only from a court of law, and their violation may result in criminal charges. An individual who wishes to seek a protective order should contact the Sewanee Police Department. No-contact orders, if deemed appropriate by the Title IX Coordinator, will be issued directly from the Dean of Students Office for students, Human Resources for staff, or Provost’s Office for faculty, and are enforceable through the University policy and EQB Guide for Living in Community (i.e. Code of Conduct), the Staff Handbook and the Personnel Procedures for Faculty.

Reporting Violations of Support Measures to the University

All individuals are encouraged to report concerns about the failure of another individual to abide by the provisions of a support measure. Failure to abide by restrictions imposed by a support measure may result in disciplinary action independent of the outcome of a grievance process for sex discrimination.

Expectations of Complaints and Respondents

Expect To:

- Have your report heard in accordance with University policy and procedures.
- Receive information about your options and about the Title IX process.
- Have opportunities to ask questions pertaining to the Title IX investigation and resolution process at any time.
- Be informed of and have access to campus services, including confidential resources and support measures.
- To know, and where applicable, challenge for good cause who will serve in any role of the investigative and resolution processes.
- Have one advisor of your choice present during all investigative meetings and the hearing process.
- Choose not to actively participate in the investigation process or withdraw from participation in an investigation at any time with the understanding that the investigation and resolution process may or may not move forward to completion without your participation.
- Have ten calendar days (10) to review and respond to investigative reports.
- Submit questions for consideration for any of the parties involved in the investigative process.
- Review and have an opportunity to respond to all information presented in an investigation and hearing as allowed by the policy.
- Be informed in writing of the outcome/resolution, any sanctions imposed, and the rationale for the outcome, where permissible.

Differences in University and Criminal or Civil Court Processes

The University provides a fair, respectful, prompt, and reasonable process. The University’s disciplinary processes do not and are not intended to provide all of the process and protections of criminal or civil lawsuits. Conduct violations that are also violations of federal or Tennessee law may be referred to the appropriate legal authorities for investigation and adjudication. Additionally, an individual who asserts that they may have been harmed by another may have the right to bring a civil, personal lawsuit against the alleged wrongdoer. The
University’s process is not a court process and thus rules of law, evidence, and procedure used in court proceedings do not necessarily apply.

The aforementioned list of expectations is not exhaustive. Please review this policy or see the Title IX web page for more information. You may also contact your process facilitator or the Title IX Coordinator for additional questions.

**Resolving a Sex Discrimination Complaint**

Reports of sex discrimination that are not sexual harassment (i.e. sexual assault, dating violence, domestic violence, or stalking) should still be filed with the Title IX Coordinator and, after review, may be promptly directed to the appropriate University official for response.

**Grievance Process for Formal Complaints of Sexual Harassment**

The steps begin by describing who may file a report along with what occurs following the submission of a report and end with the Hearing Process and Procedures. Throughout these processes, any University official with responsibility under this policy may delegate their responsibility to another University official. This act of delegation is done to avoid an actual or apparent conflict of interest, to ensure a fundamentally fair process, or to ensure that the process is completed in a timely manner. Any investigation may be delegated to an external investigator by the Title IX Coordinator in consultation with other appropriate University leadership when necessary to ensure an impartial and/or timely investigation. Submission of a formal written complaint will result in a resolution process which typically includes the following:

- **Submission of a report**
  - Who May File a Sexual Harassment Report
  - Notice of options, resources, and individual or mutual support measures (where applicable)
  - Multiple Reports Filed
  - Multiple Respondents

- **Preliminary Information Review**
  - Review of Options and Resources
  - Initiation and Review of a Formal Complaint
  - Appeal Process for Dismissal of a Formal Complaint
  - Emergency Removal and Administrative Leave
  - Informal Resolution Process

- **Initiation of the Investigative Process**
  - Confidentiality within Investigations
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1 - a written statement signed by the Complainant setting out the facts alleged and requesting an investigation and resolution process before the investigation and resolution process may commence.
Who May File a Sexual Harassment Report: As noted in the “Reporting Sexual Harassment” section above, anyone with knowledge of sexual harassment is encouraged, and some University officials are mandated, to report the harassment or sex discrimination.

Notice of options, resources, and individual or mutual support measures (where applicable): There is no deadline for reporting sex discrimination, including sexual harassment, under this policy. Although delayed reporting may compromise the ability of the University to investigate and remedy the sex discrimination in question. Under Title IX, reports of sexual harassment (discussed below) must be in the form of a formal complaint. Reasonable deviations from these procedures by the University will not invalidate a decision or proceeding unless significant prejudice to an involved party is caused by such deviation.

Multiple Reports Filed: If a second or multiple reports are filed against a respondent, or if additional reports arising from the same set of facts or circumstances are filed against other respondents, before the initial report is resolved, the Title IX Coordinator in consultation with other University officials shall have the discretion to determine how to proceed with investigation of the complaints. The reports may proceed with separate investigations and hearings, or may be consolidated.

Multiple Respondents: In the event that a report involves more than one respondent, the Title IX Coordinator in consultation with other University officials shall have the discretion to determine how to proceed with investigation of the complaints against multiple respondents.

Preliminary Information Review

Review of Options and Resources: Preliminary information reviews can be used for determining the need for support measures and/or an investigation. Following the submission of an identifiable report of sexual harassment, the Title IX Coordinator or designee will request to meet with the complainant to review available resources and options (see section on Requesting Support Measures). A preliminary information review provides an opportunity for the complainant to share concerns about their experience to the Title IX Coordinator or a designee. The complainant will be informed of their options for resolution and support and may request other support measures even if they do not wish to pursue an investigation. (See section on Requesting Support Measures). Additional preliminary information, including written statements, reports and/or other information about the incident may also be discussed.

Initiation and Review of a Formal Complaint: Where the complainant wishes to move forward with an investigation, the Title IX Coordinator must have the complainant provide a signed request using the designated form. The Title IX Coordinator will determine if the allegations in the complaint, if proven, would constitute sexual harassment under this policy. The Title IX Coordinator must dismiss the formal complaint if the allegations would not constitute sexual harassment even if proven, the conduct did not occur in the University’s education program or activity, or did not occur against a person in the United States.

The University may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the University; or specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The Title IX Coordinator will provide written notice to the complainant about the dismissal of a complaint or any allegations therein. The Title IX Coordinator will simultaneously send the notice of dismissal to the respondent if the respondent has already been notified of the complaint. When the Title IX Coordinator dismisses a complaint, the Title IX
coordinator may also forward the complaint to the Dean of Students Office for students or the Provost or Human Resources for employees to be reviewed and adjudicated by the appropriate office.

**Appeal Process for Dismissal of a Formal Complaint and Emergency Removal:** In the event of an emergency removal or dismissal of a formal complaint, either party may appeal. See section on procedures on Appeals.

**Emergency Removal and Administrative Leave:** The University may initiate removal of a respondent from the education program or activity on an emergency basis. Where the respondent is a student, this process is an Emergency Removal. Where the respondent is a faculty or staff member, this process is an emergency administrative leave. In doing so, the University will conduct an individualized safety and risk analysis, determine whether an immediate threat is present to the physical health or safety of any individual arising from the allegations of sexual harassment that justifies removal, and provide the respondent with notice and an opportunity to challenge (i.e. Appeal) the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

**Students and Employees with Disabilities**
At any point during these procedures, students seeking accommodations for disabilities should contact Student Accessibility Services by phone at (931) 598-1229 or email at sas@sewanee.edu. Faculty or Staff seeking accommodations for disabilities should contact Human Resources by phone at (931) 598-1381 or email at hr@sewanee.edu.

**Informal Resolution Process:** Where both parties agree, an informal process may be pursued to resolve a complaint. In order to pursue an informal process, a formal complaint (signed complaint) must be filed. Complaints involving a student and employee are not eligible for an informal process. The Title IX Coordinator or a designee may facilitate an informal resolution process at any time prior to reaching a determination of responsibility. Title IX Coordinator or designee will obtain the parties’ voluntary, written consent to the informal resolution process. An informal resolution process includes but is not limited to mediation that does not involve a full investigation and adjudication, provided that the Title IX Coordinator or designee notifies the parties in writing of:

- the allegations,
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations,
- provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

**Initiation of the Investigative Process**

**Confidentiality within Investigations:** Throughout the process of investigation and resolution of a report of sexual harassment, reasonable efforts will be made to maintain individuals’ confidentiality by the University. At different times in the process, however, it may be important to discuss the alleged incident with witnesses and/or others who have information that is pertinent to the case, or on a need-to-know basis. While the University recognizes that involved parties need to seek support and talk to potential witnesses about the incident in order to gather evidence, it is also important, however, to use discretion in discussing the incident or the identities of others involved in the process. In a small community, public discussion of incidents can be very hurtful and deter others from reporting. Additionally,
sharing information about the conduct of involved parties with others who are not necessary to the investigation or resolution may form the basis for a finding of retaliation.

**Timeframe for resolving a Grievance:** The University will promptly respond to any complaint under this policy with the intent to complete the grievance process within at least three months of the filing of a formal complaint; however, temporary delays may extend the resolution of the process. The Title IX Coordinator may determine the need for an extension or delay or the parties may request extensions or delays, in writing, to the Title IX Coordinator, stating with specificity the reason for the request. The Title IX Coordinator may grant limited extension of timeframes for good cause by providing written notice to the complainant and respondent of the delay or extension and the reason for the action. Good cause may include such considerations as the unavailability of a party or witness, certain concurrent law enforcement investigations, or the need for language assistance or accommodation for disabilities, or other reasonable good causes determined by the Title IX Coordinator.

**Notice of Allegation and Investigation:** Once a formal complaint is filed the complainant and respondent will be notified of the allegations and that an investigation will commence. The University does not compel any party to participate in an investigation or hearing process. However, the University may continue with an investigation or hearing even where a party decides not to participate or where a complaint has not been dismissed. Once an investigation is initiated and before the respondent is interviewed, the Dean of Students Office will notify the complainant and the respondent, in writing, of the commencement of an investigation. Such notice will:

1. identify the complainant and the respondent;
2. state the conduct alleged that may constitute sexual harassment;
3. specify the date, location and nature of the charges to the extent known;
4. include a statement that the respondent is presumed not responsible for the alleged conduct and that determination regarding responsibility is made at the conclusion of the grievance process;
5. identify the investigator;
6. identify the Title IX Coordinator;
7. identify the process facilitator;
8. explain that the involved parties may have an advisor of their choice, who may be, but is not required to be an attorney and that the advisor may also inspect and review all submitted evidence. Where an involved party does not have an advisor, the University will provide one on their behalf;
9. explain the prohibition against retaliation against any person involved in the investigation;
10. state the University’s prohibition on filing false reports, knowingly making false statements, or knowingly submitting false information;
11. instruct the parties not to destroy any evidence (including electronic evidence and photographs) in any format; and
12. provide a copy of this policy.

**Investigation Procedures**

**Compiling the Investigative Report:** Once a formal complaint is accepted, the investigator will commence a prompt, thorough, fair, impartial, and reliable investigation. The investigator will meet separately with both the complainant and respondent as well as any identified witnesses. The investigator will request relevant documents and physical evidence and ensure that the complainant and the respondent have submitted written statements regarding the incident. The investigator will review each statement with the individual submitting it and share it with the other party. As determined by the investigator, only those identified witnesses who have direct knowledge of the event will be interviewed or asked to provide a written statement. The investigator will share witness responses with the involved parties. The investigator will make an audio recording and may have notes on each of these meetings.
The respondent, upon learning of the initial report and at any time prior to the completion of an investigation and the receipt of the investigator’s final report, may elect to terminate the investigation by accepting responsibility, via written statement, for the conduct alleged. If the respondent accepts such responsibility, the investigation will conclude and a final investigative report will be made available to the complainant, respondent, advisor if applicable, and the appropriate office for adjudication. The case will be referred to the appropriate decision maker who will proceed with a resolution, which will include any sanctions to be imposed. In cases where the respondent does not accept responsibility, the investigator uses statements and other evidence submitted by the reporter, complainant, respondent, and all witnesses to produce a preliminary report that will be made available for review and response by the complainant and respondent.

**Review and Response Period:** Once a preliminary report is produced, the investigator simultaneously makes electronic copies of the report available to the complainant and respondent and advisor of each party, for review and response. Due to the draft nature of a preliminary report and in an effort to maintain confidentiality of the investigative process, these electronic copies may not be downloaded or shared. Each of the parties may submit a written statement to the investigator within ten calendar (10) days of the date on which the investigator’s report was provided to them. The purpose of such statements is to allow the parties an opportunity to address any perceived factual errors or omissions in the investigator’s report and to disclose any evidence that was not previously known or available to the investigator. The investigator will review statements and any additional evidence provided to evaluate relevance and if relevant make the appropriate updates to the preliminary report. If new evidence or information is to be included in the report, that information will be shared with the other party who will be provided an opportunity to review and respond to the new information. Review and response statements will be added to the final report. Both parties will be notified of when the review and response period begins and ends as well as the approval of any requests for extension of time to respond. The investigator may offer a final opportunity to meet with both parties regarding their review and response statement before the report is finalized.

**Final Investigative Report:** After the complainant and respondent have reviewed the preliminary report and submitted responses if any, the investigator produces the final investigative report. The final investigative report will set out the facts provided to the investigator, will summarize the information obtained through the investigation, and will include documentation submitted in the course of the investigation. Once it is final, the report is submitted to the appropriate decision maker for resolution. The advisors, complainant and respondent will receive an electronic copy of the final report. The Title IX Coordinator may simultaneously make hardcopies of the final investigative report available to the complainant, respondent and advisors upon request.

Once the final investigative report has been submitted to the appropriate decision maker for resolution and to the advisors, complainant and respondent, the investigation is deemed closed. No additional information or evidence will be considered except in extraordinary circumstances where it is established that the information or evidence was not available to the party wishing to introduce the additional information or evidence and could not have been discovered or obtained through reasonable diligence in the course of the investigation.

**Past sexual history:** The past sexual history or sexual character of a party will not be deemed relevant in the investigation or hearing unless such information is determined to be relevant by the investigator and/or Title IX Coordinator.

**Prior conduct violations:** Previous conduct violations of the involved parties are not generally relevant. However, a University official may supply previous conduct information to the investigator if:

- the previous incident was substantially similar to the present allegation, or
- the information indicates a pattern of behavior and substantial conformity with that pattern by the involved individuals.
Previous conduct information may also be provided to a hearing panel during deliberations if it is relevant to determining an appropriate sanction in the present case.

**Hearing Process and Procedures**

Once the appropriate decision maker receives a final investigative report, that official will convene a Hearing Panel. The Hearing Panel is the only option for resolution in cases of sexual harassment such as sexual assault, dating violence, domestic violence and stalking unless the respondent accepts responsibility for the charges or there has been a request for an informal resolution of student on student cases.

**Hearing Panel:** The Decision Maker for cases in which the respondent is a student are typically chaired by the Dean of Students or a designee. In cases where the respondent is a faculty or staff member, the decision maker shall be a designee from the applicable College or School for faculty or from Human Resources for staff. If either involved party objects to the decision maker based on conflict of interest or perceived bias, the involved party must convey their concern in writing to the Title IX Coordinator within 24 hours of receipt of a hearing notice that designates the decision maker and Hearing Panelists. The Title IX Coordinator will determine whether the decision maker has a demonstrable personal bias for or against either involved party and, if so, a new decision maker will be designated by the Title IX Coordinator. The Title IX Coordinator’s determination is final. The decision maker will select at least two hearing panelists to hear the case. The decision maker will avoid selecting panelists who have a close relationship with the involved individuals or who are closely connected to the issue being reviewed and who might have a difficult time rendering an impartial decision. If either involved party objects to a panel member based on conflict of interest or perceived bias, the involved party must convey their concern to the decision maker in writing within 24 hours of notice of the make-up of the hearing panel. The decision maker will make a determination whether the panelist(s) has a demonstrable personal bias for or against either involved party. If so, a new panelist will be assigned. The decision maker and any panel member is also expected to recuse themselves if there is a conflict of interest or difficulty in rendering an impartial decision.

**Hearing Panel Process and Procedures**

- **Before the Hearing**
  - The involved parties (complainant and respondent) are provided at least ten (10) calendar days to review the final written report and evidence prior to attending the live hearing.
  - Hearings are audio-recorded and only an audio recording will be made available to either involved party by request in the event of an appeal. The hearing panel deliberations are not recorded.
  - Each party and witnesses are placed in separate physical or virtual private waiting rooms prior to the start of the live hearing. There are no recording devices or additional persons allowed in the waiting rooms beyond those who are participating in the hearing.
  - Each party will be able to see and hear in real time, the testimony of the other party and any witnesses who may be present for the hearing. Witnesses will not be present for or hear/see the testimony of the involved parties or other witnesses where a witness is not an advisor.

- **During the Hearing**
  - The decision maker will commence the hearing by providing a statement of expectations on how the hearing will be conducted. The decision maker will also receive the verbal agreement of each person in attendance to participate in and adhere to the parameters of the hearing process and procedures.
  - The complainant is the first party to meet with the hearing panel, followed by the respondent and then the witnesses. After hearing from the witnesses, the hearing panel may recall either involved party or witnesses in any order for follow-up questions or cross-examination.
○ Each involved party commences by sharing an opening oral statement, followed by questions from the decision maker and hearing panelists.
○ After each involved party and each witness responds to all questions from the decision maker and hearing panelists, each party’s advisor may ask the other party and any witness all relevant questions and follow up questions including those challenging credibility.
○ The advisor will state each question for cross examination to the decision maker prior to the party or witness’s response. Before a complainant, respondent, or witness answers a cross-examination by an advisor, the decision maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The decision maker shall also have the responsibility to ensure that relevant and material questions are worded in a manner that is not intended to harass or intimidate the party to whom the question is posed.
○ When there are no further questions, the party/witness then returns to their physical waiting area or follows the virtual parameters provided by the support staff to return to their virtual waiting room.
○ When there are no further questions from the decision maker and hearing panel, the involved parties, or the advisors, the hearing will move forward with closing statements.
○ When closing statements have been made, the hearing will conclude and the involved parties, advisors and witnesses will be dismissed individually where hearings are in person. When hearings are virtual, the support staff notify each participant when they are dismissed from the hearing.

● After the Hearing
  ○ The decision maker and hearing panel then meet in private to deliberate. Deliberations are not recorded.
  ○ The decision maker and hearing panel carefully evaluate and determine responsibility based on a preponderance of evidence (i.e. what more likely than not occurred).
  ○ If the respondent is to be found responsible, then the decision maker and hearing panel will also consider appropriate sanctions.
  ○ The decision maker makes the final decision about responsibility and sanctions, if applicable, and notifies both parties of the decision and sanctions, including the rationale for the outcome. Where credibility of the parties is an issue in determining preponderance of the evidence, the rationale will include an explanation of how the panel resolved questions of credibility.

Outcomes: The decision maker has the responsibility of providing the written notification to the complainant and respondent of the determination regarding responsibility, the rationale, as well as any sanctions that may apply. Proceedings and decisions will not be disclosed to those outside of the hearing except on a need to know basis or where a waiver has been signed by a student. The complainant has a right to be informed of the outcome, in writing, and to be informed of any sanctions that directly relate to them, and essential findings supporting the outcome. Outcome letters to involved parties will include, but is not limited to:

● Identification of the allegations potentially constituting sexual harassment (see definition of sexual harassment);
● A description of the procedural steps taken from
  ○ the receipt of the formal complaint through the determination,
  ○ including any notifications to the parties,
  ○ interviews with parties and witnesses, site visits, methods used to gather other evidence,
  ○ and hearings held;
● Findings of fact supporting the determination;
● Conclusions regarding the application of the University’s policy to the facts;
● A statement of, and rationale for, the result as to each allegation,
Sanctions for Sexual Harassment Including Sex Discrimination

The range of sanctions under this policy includes but is not limited to educational sanctions, probation, suspension, expulsion, termination, or a combination of sanctions proportionate to the violation. Determinations of responsibility will be maintained in the student conduct record for students and with the personnel record for employees. All records involving sex discrimination are maintained with the Title IX office for a period of seven years.

When deciding on an appropriate sanction, the decision maker and the hearing panel may consider any student or employee record of past incidents of misconduct, at the University or elsewhere, including violations of the EQB Guide to Living in Community (i.e. the Code of Conduct), as well as the number, timing, nature, and severity of such past incident(s). The panel may also consider, as part of their deliberations, whether a given sanction will (a) bring an end to the policy violation in question, (b) reasonably prevent the recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the University community. For more information on student sanctions and details about probation, suspension, and expulsion, visit the sanctions page on the Dean of Students website.

Appeals

Appeals of sexual harassment including sexual discrimination outcomes

Appeals may be pursued when:

1. a formal complaint is dismissed
2. an emergency removal or administrative leave has been imposed
3. a determination regarding responsibility has been made.

Appeals for a Dismissal of a Formal Complaint

If an individual wishes to appeal a decision of the dismissal of a formal complaint, such an appeal must be submitted in writing to the appropriate dean or director for students (i.e. Director of Community Standards, Dean of the School of Theology, or the Director of the School of Letters), Human Resources for Staff, the Dean of the College for faculty, or the Provost for other participants. An individual must submit their appeal to the appropriate dean or director within three (3) calendar days of the date of a notice of dismissal. The dean or director may decide the appeal directly or appoint a designee to review the appeal. The dean, director or their designee shall notify the parties, in writing, of the final action on the appeal within 3 calendar days of receipt of the appeal materials. Where there is a need to extend the 3-day review period of the appeal, the parties will be notified in writing.

Appeals of Emergency Removal or Administrative Leave

If an individual wishes to appeal a decision of emergency removal or administrative leave, such an appeal must be submitted in writing to the Title IX Coordinator or their designee within three (3) calendar days of the date of a notice of removal. The Title IX Coordinator will appoint a board to review the appeal. The Title IX Coordinator or designee will
collect all appeal documents and forward the appeal to the appeal board. The Title IX Coordinator or designee will notify both parties when an appeal is filed and when the appeal has been submitted to the appeal board. The chair of the appeal board shall notify the parties, in writing, of the final action on the appeal within 3 calendar days of receipt of the appeal materials. Where there is a need to extend the 3-day review period of the appeal, the parties will be notified in writing.

**Appeal from a Determination Regarding Responsibility**

An appeal may be decided by the Vice-Chancellor or by a board appointed by the Vice Chancellor. Either party may appeal a decision and/or sanction. Appeals in cases regarding a finding of responsibility of the Title IX policy are limited to one or more of the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator(s), or decision maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Note: Both parties will be notified when an appeal is filed.

If an individual wishes to appeal a decision, such an appeal must be submitted in writing to the Title IX Coordinator or designee within three (3) calendar days of the date of the outcome letter. If there is an appeal, it will be shared with the other party. The other party will have three (3) calendar days to submit their response in writing to the Title IX Coordinator. The Title IX Coordinator or designee will collect all appeal documents and forward the appeal, any response from the other party, and the hearing record to the Vice-Chancellor. The Title IX Coordinator or designee will notify both parties of the submission of the appeal to the Vice-Chancellor.

**Process for Reviewing an Appeal for a violation of sexual harassment**

The Vice-Chancellor may review an appeal directly or appoint a board to review the appeal. If a board is appointed to review the appeal, the chair of that board will make a recommendation to the Vice-Chancellor for a final determination. Reviewing an appeal includes an examination of the full investigation and hearing record, the outcome, sanctions, the written appeal, and any response to the appeal.

**Decision on Appeal for a violation of this policy**

The Vice-Chancellor may choose to affirm the action of the decision maker, to affirm the decision but to change the sanction, to refer the case back to the decision maker and hearing panel for further consideration, or to reverse the decision. The Vice-Chancellor shall notify the parties, in writing, of the final action on the appeal within 30 calendar days of receipt of the appeal materials from the Title IX Coordinator or designee. Where there is a need to extend the 30-day review period of the appeal, the Vice-Chancellor will provide notice of the need for an extension to the involved parties and the Title IX Coordinator or designee, prior to the close of the initial 30-day period. The notice of extension will include the new expected date of the appeal outcome.

**Decision Makers for Appeals**

The decision maker(s) for appeals are not the same person(s) who may dismiss formal complaints, make a determination regarding responsibility for an alleged violation of the policy, or make a determination regarding an emergency removal or administrative leave.
Final Decision on Appeals

Involved parties are afforded only a single appeal. Once an appeal is submitted and concluded, the grievance process ends, and the decision is final. The Vice Chancellor will make the final decision on all appeals in cases involving a finding of responsibility for a violation of this policy. An appeal board or designee will make the final decision on all appeals involving an emergency removal, administrative leave, or the dismissal of a formal complaint.

Parental Notification

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. The University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The University also reserves the right to designate which University officials have a need to know about individual conduct reports pursuant to FERPA.

Support and Other Resources

Additional resources and support are listed below:

Confidential Resources for Reporting and Support:
- University Wellness Center 931.598.1270 or 931.598.1700 after normal business hours (medical and counseling services are available for undergraduate students during normal business hours)
- Any ordained clergy in All Saints’ Chapel when information is disclosed to the clergyperson in their professional capacity (931-598-1274, All Saints’ Chapel).
- Haven of Hope (Domestic Shelter/Advocacy Center) 931.728.1133
- The RAINN Hotline (Rape, Abuse & Incest National Network) 800.656.4673 or chat hotline at online.rainn.org
- Chattanooga Rape Crisis Center 423.755.2700.
- Sexual Assault Center of Nashville 1.866.811.7473

Other Resources for Reporting and Support:
- Southern Tennessee Regional Health System (Sewanee Hospital 931.598.5691 or Winchester Hospital 931.967.8200). While reporting to a healthcare professional is confidential, the medical staff is obligated to notify law enforcement when injuries are life threatening or if injuries result from the use of a weapon (T.C.A. § 38-1-101)
- Any University mandated reporter such as faculty, staff, lay persons working in the Chaplain’s office, or student leaders such as proctors, FYP mentors, or orientation leaders.
- Call 911 (emergency) or the Sewanee Police Department at 1111 (non-emergency) for support from law enforcement.
- Extension 1111 can also be used to be routed to a professional staff member who can contact the Dean-OnCall after normal business hours.
- For other virtual, online, peer and professional support options, please refer to the Title IX webpage or contact the Title IX Coordinator.

If you feel that you or someone you know is a victim of sexual discrimination or that there has been a violation of Title IX or the sexual discrimination policy, please contact:

Title IX Coordinator, Dr. Sylvia Gray at 931.598.1420, smgray@sewanee.edu, or titleix@sewanee.edu.
Dr. Gray is located in Woods Lab room 138.
Sexual Violence—Risk Reduction Tips

Risk reduction tips and suggestions that may aid in staying safe from sexual violence:

- Make any limits known as early as possible.
- Always tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Remember that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a person under the influence of drugs or alcohol as a sexual opportunity.
- Take care of your friends and ask that they take care of you.
- Contact authorities immediately for a response, support, resources, or other protective measures.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you maintain sexual respect:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- Do not make assumptions about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go; or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you do not have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and nonverbal communication and body language.

If you are sexually assaulted:

- Get to a safe place as soon as you can.
- Get medical attention as soon as possible.
- Try to preserve all physical evidence. Don’t wash or change clothes if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Contact the Sewanee Police Department or the Franklin County Sheriff’s Department by dialing 911. Any member of the Dean of Students Office (931.598.1109) will assist you in contacting the police, upon request.
- Talk with a counselor at University Wellness Center (931.598.1325) or another counselor of your choice.

Registered Sex Offenders

The Tennessee Bureau of Investigation maintains a registry of sex offenders, which may be found at https://www.tn.gov/tbi/general-information/redirect-tennessee-sex-offender-registry-search/sex-offender-registry-search.html.

Fire Safety Report
The Campus Fire Safety Right-to-Know Act serves to increase fire safety awareness and provide prospective and current students and employees with information regarding University policies and fire statistics.

**Sewanee Volunteer Fire Department**
Approximately 48 trained students, employees, and community members operate the University’s fire department. Fire personnel are certified in standard fire operations, mountain rescue, and vehicle extrication.

The Sewanee Volunteer Fire Department’s equipment consists of two pumpers, one ladder truck, one heavy rescue truck, one mini pumper, two four-wheel drive vehicles, and three utility vehicles. One of the four-wheel drive vehicles is equipped with jaws of life and mountain rescue equipment.

**Procedures for Fire Emergencies**
If you discover a fire on campus, you should do the following:

- **Report the information immediately.** Pull the fire alarm or call 911 to report fire concerns to the emergency dispatcher.
- **Warn everyone and evacuate the building immediately.** Follow the fire evacuation plans.
- **Count heads.** Verify that everyone is out of the building. Do not re-enter the building.
- **Stay clear.** Get at least 500 feet away from the building.
- **Stay in a safe area.** Until the building is declared safe by the proper authorities, stay out of the building.
- **Keep access roads open.** SPD will ensure that key access roads are open for emergency vehicles.
- **If you or your clothes are on fire,** STOP, DROP, AND ROLL, wherever you are.
- **Gathering points are identified for each residence area.** Locations can be found at LiveSafe, the free, mobile safety app and at [http://www.sewanee.edu/map/](http://www.sewanee.edu/map/).

**Fireworks**
Students may not possess fireworks on campus without the written permission of the dean of students or the Sewanee Police Department. A violation results in a minimum fine of $200.

**Fire permits**
Students and student organizations are strictly forbidden to have open fires on the Domain without permission from the Office of Environmental Stewardship and/or Student Activities and on main campus, permission is granted by the Sewanee Police Department.

**Rules for open fires for on-campus events**
- **Permission is obtained by registering events through Engage and requesting permission from the Office of Environmental Stewardship and/or Student Activities.**
- **Absolutely no accelerants are to be used to start the fire,** nor may any be present at the fire scene.
- **Fires may only be constructed out of natural wood or untreated lumber and started with paper, cardboard, or kindling.**
- **Fires must be at least 25 feet from the nearest structure,** including cars.
- **Fires (flames) may not be taller than a ceiling**—roughly how high an average six-footer can reach above his head, or around eight feet.
- **The fire area must be cleared of debris, trash, etc.**
- **There must be a designated firemaster who remains sober** (not drinking at all) and who is in charge of the fire.
- **No horseplay, chicken fighting, wrestling, firewalking, or fire jumping is permitted.**
- **No urinating or defecating in the fire.**
- **No burning of electronics, furniture, rugs, pillows, tires, bikes, animals, treated or glued woods, cross ties, or materials other than those specifically permitted in the second item above.**
- A water/garden hose must be present, connected to a sufficient water supply, and capable of reaching the fire.
- At the end of the bonfire, the fire must be doused and put out.
- If there is a problem, the firemaster should call Emergency Dispatch.
- Fires will not be permitted during dry spells and may be cancelled if other conditions warrant.

Campfires in the outer Domain are **permitted only in existing fire rings** at the following approved areas:

- Old Cowan Road
- Cedar Hollow Lake
- Dotson’s Point
- The Forestry Cabin
- Cheston Cabin
- King’s Farm
- The end of firelane behind gate 6
- Lake Dimmick camping point
- Audubon Lake
- Chestnut Lake

All firewood must be small enough to fit in the respective ring. No live trees may be cut for firewood. It is the camper’s responsibility to know if a fire ban is in effect. Questions are to be directed to the Sewanee Police Department (ext. 1111) and additional information can be found at [www.sewanee.edu/offices/oess/domain/recreation/](http://www.sewanee.edu/offices/oess/domain/recreation/).

**Fire Safety Drills in Residence Halls**

The Sewanee Fire Department conducts one unannounced fire drill each year at each residence hall and annually in academic buildings, as well. Drills provide clarity as to how students should exit a building and the appropriate nearby gathering point. All persons must exit a building during a fire drill.

**Smoking is prohibited** in the common rooms, hallways, and personal living spaces of our residential facilities. You must be at least 50 feet from the entrance of any building on campus to smoke, per Tennessee state law and University policy. Incense and candles are also prohibited in all student residential buildings.

**Fire Safety Precautions and Sanctions:** Students are expected to observe the following rules. Violators of these regulations or the general expectations of safe behavior are subject to a minimum of a $25 fine, disciplinary action, payment of any damages, and a maximum fine of $500. If the fire department answers a call due to misbehavior, the responsible parties are likely to be charged a minimum fine of $200 (the cost of response by the fire department is approximately $500 per hour).

- For the protection of residents, residence halls are equipped with smoke and fire detection and prevention devices. Tampering with the smoke detector and alarm system or with fire extinguishers is a University offense as well as a violation of the fire code. Inappropriately discharging a fire extinguisher will result in a $100 fine as well as the cost of clean-up and the cost of recharging the extinguisher.
- Stairwell doors leading to hallways should be kept closed.
- Hallways must be kept clear at all times. Furniture and personal belongings such as bicycles, trunks, boxes, and drying racks may not be placed in the hallways.
- Ceiling hangings of any description are not permissible as they interfere with the proper function of the fire/smoke detection and prevention devices.
Fireworks, firecrackers, and flares are not permitted in the residence halls. Students are not permitted to possess fireworks and firecrackers while on the campus. Violators are fined $200.

Lighting or heating devices which produce an open flame or smolder are prohibited in the residence halls. This includes candles, incense, and kerosene lamps. No hot-plates, indoor grills, toaster ovens, or auxiliary heaters are to be used; hot irons and coffee pots should not be placed on the carpet. Halogen lamps are discouraged; bulb wattage must not exceed 150 watts.

Cardboard boxes and boxes of like materials may not be stored in attics of residence halls if gas water heaters are present in these attics.

Bicycles left in residence hall common rooms, halls, stairwells, or where they obstruct exits will be removed. They should be stored only in areas approved for bike storage.

Personal refrigerators (limited to half-size, “under-the-counter” models) are allowed in student rooms. Refrigerators must meet all requirements and specifications as prescribed by the Residential Life Office. Those found unsafe will be removed.

Students should not tamper with electrical fixtures. Only power strip extension cords are permitted.

Students must comply with all fire safety measures undertaken on campus, including vacating buildings when a smoke/fire detection device has been activated or when the fire department is engaged in a practice session. Failure to exit during an alarm results in a $75 fine.

Fire Hazards and Combustible Materials

The University is committed to the safety and welfare of our community. Combustible materials including, but not limited to, gasoline, gunpowder, flammable chemicals, explosives, etc. are not permitted. Incendiary devices of any kind, including fireworks, are strictly prohibited in University facilities and on the premises of the University. Fire hazards such as candles, appliances, or extension cords restricted by Residence Life from the residence halls, etc. are not permitted. Smoke detectors, sprinkler systems, alarms, and fire extinguishers are integral to student and facility safety and are not to be tampered with, disabled, or misused in any way. Smoke detectors must remain plugged in (if not battery operated). Students are prohibited from covering a smoke detector with any object for any reason. Due to its significant importance in protecting the community, the University is assertive in addressing violations of this policy. (EOB: The Guide for Living in Community)

University Policy on Smoking

Smoking is prohibited in all enclosed University property, including University vehicles, and is also prohibited within 50 feet of the entrance to any facility.

Plans for Improving Fire Safety

Addressable fire systems are installed in all newly constructed and most renovated University-owned spaces. ISO routinely evaluates our fire department and currently has an exceptional rating. Policies are reviewed annually and updated when appropriate. Current construction projects including the University Bookstore, Wellness Commons, Carnegie Hall and Lines house renovations include sprinkler systems in construction documents.

Reports of Fires in On-Campus Student Housing

All fires in on-campus housing must be reported to either 911 or 931.598.1111 or using the LiveSafe mobile app. Even fires that have already been extinguished must be reported. When calling, please provide as much information as possible about the location, date, time and cause of the fire. Note: The University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The fire safety log can be reviewed at the Sewanee Volunteer Fire Department or the Sewanee Police dispatch.
The Annual Fire Safety and Security Report is required to include three years of statistics, specifically for the 2017, 2018, and 2019 calendar years.

### Calendar 2019

<table>
<thead>
<tr>
<th>Location</th>
<th>Category of Fire</th>
<th>Nature of Fire</th>
<th>Fire-related injuries</th>
<th>Fire-related deaths</th>
<th>Property damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunter Hall 340 University Avenue</td>
<td>Unintentional</td>
<td>Electrical</td>
<td>0</td>
<td>0</td>
<td>Less than $200</td>
</tr>
</tbody>
</table>

| Totals                             |                  |                |                       |                     |                  |

### Calendar 2018

<table>
<thead>
<tr>
<th>Location</th>
<th>Category of Fire</th>
<th>Nature of Fire</th>
<th>Fire-related injuries</th>
<th>Fire-related deaths</th>
<th>Property damage</th>
</tr>
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<tbody>
<tr>
<td>Sigma Alpha Epsilon, 66 Mississippi Avenue</td>
<td>Undetermined</td>
<td>Unknown</td>
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<td>Intentional</td>
<td>Arson</td>
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<td>Arson</td>
<td>0</td>
<td>0</td>
<td>Less than $100</td>
</tr>
</tbody>
</table>

| Totals                             |                  |                |                       |                     | Less than $200   |

### Calendar 2017

<table>
<thead>
<tr>
<th>Location</th>
<th>Category of Fire</th>
<th>Nature of Fire</th>
<th>Fire-related injuries</th>
<th>Fire-related deaths</th>
<th>Property damage</th>
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| Totals   |                  |                |                       |                     | 0                |
### On-Campus Student Housing Fire Safety Systems

<table>
<thead>
<tr>
<th>Facility</th>
<th>Alarm monitored by police</th>
<th>Sprinkled</th>
<th>Smoke Detectors</th>
<th>Central Alarm</th>
<th>Fire Extinguishers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armentrout House</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Ayres Residence Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Ayres Multicultural Center</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Barnwell Apartments 1, 2, 3, and 4</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Benedict Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Cannon Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Chaplain House</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Cleveland Hall</td>
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<td>Yes</td>
<td>Yes</td>
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<td>Courts Hall</td>
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<td>Yes</td>
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<tr>
<td>Elliott Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Emery Hall (now PKE)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>French House</td>
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<td>Yes</td>
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<tr>
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<tr>
<td>Gorgas Hall</td>
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<td>Hoffman Hall</td>
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<td>Yes</td>
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<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>Johnson Hall</td>
<td>Yes</td>
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<td>Yes</td>
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<td>Yes</td>
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<tr>
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<td>Yes</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Paschall House (Italian House)</td>
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<td>Yes</td>
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<td>Phillips Hall</td>
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<tr>
<td>Quintard Hall</td>
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<tr>
<td>Richardson House</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Russian House</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Smith Hall</td>
<td>Yes</td>
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<tr>
<td>Spanish House</td>
<td>Yes</td>
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<tr>
<td>Theme Houses (on Georgia Avenue)</td>
<td>Yes</td>
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</tr>
<tr>
<td>Theme Houses (on Mississippi Avenue)</td>
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<td>St. Luke’s Hall</td>
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<td>Yes</td>
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<td>Trezevant Hall</td>
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<td>Yes</td>
<td>Yes</td>
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<td>Tuckaway Hall</td>
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<td>UH 105</td>
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<td>UH 106</td>
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<td>UH 108</td>
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<tr>
<td>Facility</td>
<td>Alarm monitored by police</td>
<td>Sprinkled</td>
<td>Smoke Detectors</td>
<td>Central Alarm</td>
<td>Fire Extinguishers</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------</td>
<td>-----------</td>
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<tr>
<td>Alpha Delta Theta Sorority</td>
<td>Yes</td>
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<tr>
<td>Alpha Tau Omega Fraternity*</td>
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<td>Check 3</td>
<td>Check 4</td>
<td>Check 5</td>
</tr>
<tr>
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<tr>
<td>Chi Psi Fraternity*</td>
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<td>Kappa Omega Sorority</td>
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<td>Lambda Chi Alpha Fraternity*</td>
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<tr>
<td>Phi Gamma Delta Fraternity*</td>
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<td>Phi Kappa Epsilon (listed as Emery)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Phi Society of 1883 Fraternity*</td>
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<tr>
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<td>Yes</td>
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</tr>
</tbody>
</table>

*University does not own this facility.

The University owns other facilities that are primarily rented to employees, but are also used occasionally to house students. All of these units are equipped with fire alarms which are checked annually. Fire alarms are centrally monitored 24/7.
VI. Crime Report

The Sewanee Police Department is responsible for crime statistics and retaining documentation in accordance with and as required by Tennessee state law, the Student Right-to-know, and the Crime Awareness and Campus Security Act of 1990 as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Crime data is also collected from University officials and local police agencies. All of this information is used to compile this annual report. Statistics are also reviewed by multiple University officials for accuracy. Each column represents a full calendar year—January through December. Definitions of offenses can be found in the final section.

Explanations
Changes in specific crime statistics reported for 2017 required explanations when reported to the Department of Education. The University offered the following explanations in response to a required justification by the U.S. Department of Education.

Disciplinary Actions—On-campus Student Housing Facilities: In 2017 the University strategically added security at special events occurring on campus, resulting in an increase of enforcement and citations for disciplinary action. This strategy included an increased presence at Greek organization social events.

Crimes Defined

<table>
<thead>
<tr>
<th>Jeanne Clery Act Definitions</th>
<th>Tennessee Incident-Based Reporting Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rape</td>
<td>Carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity</td>
</tr>
<tr>
<td>Sodomy</td>
<td>Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.</td>
</tr>
<tr>
<td>Sexual Assault with an Object</td>
<td>Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.</td>
</tr>
<tr>
<td>Additional Clery Terms</td>
<td>Any incident meeting these definitions is considered a crime for the purposes of Clery Act reporting even if no Tennessee law was violated.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>A felony or misdemeanor crime of violence committed: By a current or former spouse or intimate partner of the victim; By a person with whom the victim shares a child in common; By a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner; By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or, By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.</td>
</tr>
</tbody>
</table>
| Dating Violence       | Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.  
For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. |
| Stalking              | Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: Fear for the person’s safety or the safety of others; or Suffer substantial emotional distress. |
| Course of Conduct     | Two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property. |
| Substantial Emotional Distress | Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. |
**In 2016 eight burglaries occurred in one evening by a single individual going room to room taking food that did not belong to him/her. Not all offenses are of equal severity, but we take all crimes seriously and report them appropriately.**
## VAWA OFFENSES

<table>
<thead>
<tr>
<th>VAWA Crime</th>
<th>Year</th>
<th>On Campus</th>
<th>Student Housing</th>
<th>Non Campus</th>
<th>Public Property</th>
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<tr>
<td>Domestic Violence</td>
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<td>0</td>
<td>0</td>
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<td></td>
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<td>Dating Violence</td>
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## ARRESTS

<table>
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<tr>
<th>Crime</th>
<th>Year</th>
<th>On Campus</th>
<th>Student Housing</th>
<th>Non Campus</th>
<th>Public Property</th>
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<td>0</td>
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</tr>
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<td>Liquor Law Violations</td>
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<td>1</td>
<td>0</td>
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## REFERRED FOR DISCIPLINARY ACTION

<table>
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<th>Student Housing</th>
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<th>Public Property</th>
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<td>9</td>
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## HATE CRIME OFFENSES

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<th>Student Housing</th>
<th>Non Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
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<td>Hate Crimes</td>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
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<td>2019</td>
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</table>
### UNFOUNDED CRIMES

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<tr>
<th>Unfounded crimes in the year in which they were originally reported</th>
<th>Year</th>
<th>All Categories</th>
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<tr>
<td>Total Unfounded Crimes</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2019</td>
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</tr>
</tbody>
</table>
Reference: Defining Locations

Crime statistics within this report are listed under four location types, which are as follows:

**On-campus:** Any building or property owned or controlled by the University and used by the University in direct support of or in a manner related to the University’s educational purposes, including residence halls, classrooms, offices, dining facilities, athletic facilities, etc. On-campus includes all residence halls.

**Non-Campus:** Any building or property owned or controlled by a student organization recognized by the institution and any building or property owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property that is within the campus or is immediately adjacent to or accessible from the campus, including sidewalks, streets, thoroughfares or parking areas.

**Residence Hall:** All residence halls or other residential facilities for students on campus. This includes Greek housing.
Reference: Outer Domain Map
# Reference: Buildings and Addresses on Campus

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Description</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</thead>
<tbody>
<tr>
<td>All Saints’ Chapel</td>
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<td>686 University Ave.</td>
<td>Sewanee</td>
<td>TN</td>
<td>37383</td>
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<tr>
<td>Alpha Delta Theta</td>
<td>On-campus Building</td>
<td>163 Mississippi Ave.</td>
<td>Sewanee</td>
<td>TN</td>
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<tr>
<td>Alpha Tau Omega</td>
<td>On-campus Building</td>
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<td>Sewanee</td>
<td>TN</td>
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<tr>
<td>Armentrout House</td>
<td>On-campus Building</td>
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<td>Art Gallery</td>
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<tr>
<td>Bishop’s Common</td>
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<tr>
<td>Bruton-Guerry Tennis Center</td>
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<tr>
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<td>On-campus Building</td>
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<tr>
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<td>Barnwell Apartments</td>
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<td>Sewanee community park</td>
<td>359 Ball Park Rd</td>
<td>Sewanee</td>
<td>TN</td>
<td>37375</td>
</tr>
<tr>
<td>Southern Tennessee Regional Hospital</td>
<td>Sewanee hospital</td>
<td>1260 University Ave.</td>
<td>Sewanee</td>
<td>TN</td>
<td>37375</td>
</tr>
<tr>
<td>Otey Parish</td>
<td>Sewanee local church</td>
<td>216 University Ave.</td>
<td>Sewanee</td>
<td>TN</td>
<td>37375</td>
</tr>
<tr>
<td>Address</td>
<td>Facility Name</td>
<td>Intersection</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------------------</td>
<td>-----------------------</td>
<td>------</td>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>Franklin Co. Convenience Ctr.</td>
<td>Sewanee Recycling Center</td>
<td>132 Missouri Ave.</td>
<td>Sewanee</td>
<td>TN</td>
<td>37375</td>
</tr>
<tr>
<td>Sewanee Elementary School</td>
<td>Sewanee Elementary School</td>
<td>209 University Ave.</td>
<td>Sewanee</td>
<td>TN</td>
<td>37375</td>
</tr>
</tbody>
</table>