



Annual Notifications, Campus Security & Fire Safety Report

2024

Provost's Message

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 2024 Annual Notifications, Security and Fire Safety Report for the 2023 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 2023—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 and work diligently to help ensure the health and safety of everyone who visits or calls our beautiful Domain their home.

Sincerely,

Scott Wilson
Provost

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I. 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* 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](#)

- [Employee Disability Accommodation Policy](#)
- [Service Animal Policy](#)

[Conflicts of Interest Policy](#)

Consumer Disclosures

- Academic programs (see above)
 - [College Academic Programs](#)
 - [School of Theology Academic Programs](#)
 - [School of Letters Academic Programs](#)
- Graduation rates
 - [College of Arts & Sciences](#)
 - [School of Theology](#)
 - [School of Letters](#)
- [Student financial assistance types of aid, study away aid, Federal, State, Local, and Institutional Assistance Programs](#)
- [Voter registration](#)

[COVID-19](#)

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](#)

Parking

- [Parking Policy](#)

[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 Sevanee 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*

Discrimination

- [Non-Discrimination, Anti-Harassment & Retaliation Policy](#)
- [Title IX](#)
- [Title IX and Sex Discrimination Policy](#)

Domain Use & Policies

- [Camping Policy](#)
- [Gate Key and Road Use Policy](#)

Drug and Alcohol Abuse Prevention Statement

- [Employees & Students](#)

Employee Protection (Whistleblower) Policy

- [Whistleblower Policy](#)

Emergency Procedures

- [Emergency Procedures \(by type\)](#)
- [Crisis Services](#)

Equity in Athletics Report

- *To see a copy or for more information, please contact the Office of the Director of Athletics in the Fowler Center.*

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](#)

Tuition, fees, and financial aid

- [College Tuition and Fees](#)
- [School of Theology Tuition and Fees](#)
- [School of Letters Tuition and Fees](#)

Students Rights and Responsibilities

- [Financial Aid](#)
- [EOB Guide for Living in Community](#)
- [Code of Conduct](#)

Vaccinations

- [College Immunizations](#)
- [School of Theology Immunizations](#)

Weapons Policy

- [Weapons Policy](#)

Withdrawal Policy

- [Withdrawal from the College](#)
- [Withdrawal from the School of Theology](#)
- [Withdrawal from the School of Letters](#)

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, 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, Human Resources, and Admission offices, it is also at

<https://new.sewanee.edu/offices/university-offices/sewanee-police-department/annual-fire-and-safety-report/>.

This information was most recently updated in September 2024.

II. 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 uses 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 a chief of police, criminal investigator, two patrol supervisors, ten full-time officers and four part-time officers, one compliance/records clerk, four full-time communications dispatchers and two 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, and 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 LiveSafe mobile safety app, 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 the 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.

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 exists, 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 licensed health care 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.

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 SPD.
- 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 Sewanee (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 the executive team, 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 in every building on campus.

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 are available in the previous section.

Active Shooter or Physical Threat

Active shooter situations are defined as those where an individual is “actively engaged in killing or attempting to kill people in a confined and populated area.” Active shooter situations are unpredictable and evolve quickly. Law enforcement officers may not be present when a shooting begins. No single response fits all active shooter situations. There are three basic options: run, hide, or fight. During an active shooter situation, individuals will rarely have all of the information they need to make a fully informed decision about which option is best. *Do not activate the fire alarm!* An active fire alarm would signal occupants in rooms to evacuate the building and thus place them in potential harm as they attempt to exit. Buildings will not be evacuated using this method. You should quickly determine the most reasonable way to protect your own life.

Response to an Active Shooter Incident:

Run:

- If it is safe to do so, the first course of action that should be taken is to run out of the building and move far away until you are in a safe location.

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Avoid elevators.
- Leave your items behind.
- Help others escape if possible.
- Prevent individuals from entering the area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Let someone know where wounded people are located.
- Once you are outside and out of danger, go to your assembly area to be accounted for if it is safe to do so.

Hide:

- If running is not a safe option, hide in as safe a place as possible.
- If possible, choose a location where the walls might be thicker and have fewer windows.
- Lock the doors.
- Barricade the doors with heavy furniture.
- Stay away from windows.
- Do not peek out of windows to see what is going on.
- Close and lock windows, and close blinds or cover windows.
- Turn off lights.
- Silence all electronic devices (phones, televisions, computers, etc.).
- When outdoors, get behind a tree, wall or fence, lie down and wait for rescue
- If caught in an open parking lot, find a car and hide behind its front wheel/engine area.
- Remain silent.
- Remain in place until given an all-clear by identifiable law enforcement.

Fight:

- As a last resort *and only when you feel your life is in imminent danger. Attempt to disrupt and/or incapacitate the active shooter.*
- Commit to your actions.
- Act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with improvised weapons like chairs, fire extinguishers, scissors, books, etc. to distract and disarm the shooter.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and/or use an improvised weapon.

Call: As soon as you safely can, call 911, and provide the following information:

- Location of the shooter.
- Shooter's direction of travel, if known.
- Number of shooters, if more than one.
- Description of the shooter.
- Number of potential victims.
- Describe the weapons if you can.
- Even if you cannot speak, keep the line to 911 open unless instructed to hang up.

Law Enforcement Role/Response and Your Actions

The primary goal of law enforcement is to eliminate the threat and stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. They may be armed with rifles,

shotguns, and/or handguns and may use pepper spray or tear gas to control the situation. Expect to experience officers shouting orders and even pushing individuals to the ground for their safety. As the first responders' primary responsibility is to eliminate the threat, they will not stop to help injured persons. Other first responders will do so once the environment is safe. Officers will need to take command of the situation.

When they arrive, it is important that you:

- Remain calm and follow officers' instructions.
- Evacuate in the direction that you see officers coming from.
- Avoid pointing, screaming, or yelling.
- Keep hands visible and empty.
- Do not stop a police officer to ask for help or direction when evacuating. Rescue personnel will be in a safe area to provide assistance.

AFTER an Active Shooter Incident

- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for medical responders to arrive, provide first aid—apply direct pressure to wounds, and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious, and keep them warm.
- Keep your hands visible and empty.
- Avoid quick movements toward officers.

Information and Assembly Points

After you have reached a safe location or assembly point, you will likely be held in that area by officers until the situation is under control and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so. Inform rescue personnel of any immediate medical needs.

MEDICAL EMERGENCY (also for Injury, Automobile Accident, Alcohol or Drug Overdose)

When an injury or other medical emergency occurs, it is important that members of the community understand how to respond to protect human health and safety. Medical emergencies can occur at any time and may be the result of traffic accidents, slips or falls, preexisting health conditions, workplace accidents, etc.

Response

If a serious medical emergency, injury, automobile accident, sudden illness, or alcohol or drug overdose occurs:

- Do not move the victim, unless they are in immediate danger.
 - If the incident is an alcohol or drug overdose, lay 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.
- Immediately call or have someone call 911 and report the emergency. Provide the following information:
 - Nature of the medical emergency
 - Exact location of the emergency (e.g., address, building, and/or room number)
 - Condition of the victim.
 - Identity of the victim.
 - Suspected or known cause of the emergency.
 - Any observable information (whether the victim is breathing, turning blue, non-responsive, etc.).
- Follow instructions of the emergency dispatcher.
- Remain on the phone to provide updated information regarding the incident.
- Provide first aid and medical assistance as necessary, if trained*.

- If the victim is conscious, try to comfort them and obtain medical information (i.e. medical problems, medications, etc.). Such medical information will assist medical personnel if the victim loses consciousness.
- Have someone meet the ambulance and direct emergency personnel to the victim.

***Note:** Only qualified trained personnel should provide first-aid treatment, artificial respiration or CPR, and/or utilize an AED.

Preparation

- To prepare for a potential medical emergency, consider the following:
- Receive CPR and first-aid training.
- Know the locations of automatic external defibrillators (AED) and receive AED training.
- Maintain an adequate supply of prescription medication(s) with you, if necessary.
- Update your emergency contact information.
- Ensure the appropriate offices on campus are aware of any ongoing health conditions or disabilities that may affect your ability to respond to an emergency situation. Students can notify Student Accessibility Services (sas@sewanee.edu) while employees can notify the ADA director (ada@sewanee.edu). You may also choose to notify your supervisor and/or co-workers of health conditions, if you are comfortable doing so and it is necessary for your safety in the event of an emergency.
- Know or maintain contact information for your primary care physician and the location of hospitals near your work and home.

Bomb Threat

If you receive a bomb threat via telephone, remain calm and obtain as much information as possible. If possible, have someone else call the Sewanee Police Department (SPD) at 1111 or call 911. If the threat was left on your voicemail, do not erase it. If you receive a written bomb threat, ensure that the document is handled as little as possible and pass it on to the SPD. If the written bomb threat is received by electronic means, save it to your computer. Notify the immediate supervisor within your work area.

Do not ignore a bomb threat or suspicious package. In all cases notify SPD. SPD will assess and investigate the situation. Officers will determine whether and how to notify additional law enforcement, other external agencies, other University personnel, and the campus community. Follow instructions from SPD, other law enforcement, and University personnel. Pursue evacuation if instructed to do so by authorities.

CRITICAL SAFETY RULES

- Never use a cell phone, radio, or other transmitter during a bomb incident.
- Do not touch or move any unusual or suspicious items.
- Do not activate a fire alarm.
- If directed to evacuate, scan your immediate work area for any unusual or suspicious items as you leave the area.
- All suspicious items should be treated as a bomb until proven or deemed otherwise.
- Be aware of secondary devices. Assembly areas should be thoroughly searched for suspicious items immediately.

BOMB THREAT INITIAL RESPONSE

- If you receive a bomb threat by telephone, remain calm, and obtain as much information as possible. Do not hang up the phone.
- If applicable, pay attention to your telephone display and record the information shown in the display window, such as the phone number of the caller.
- Note the time of the call, when it was received, and when it ended

- Keep the caller on the line as long as possible in order to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller:
 - Pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
 - Note characteristics of the caller's voice (gender, age, education, accent, etc.).
- Questions to ask:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What building?
 - What floor?
 - What room or area?
 - What kind of bomb is it?
 - What does it look like?
 - What will cause it to explode?
 - Why has the bomb been planted?
 - Did you place the bomb?
 - Where are you calling from?

DECISION TO EVACUATE

- The Sewanee Police Department, other law enforcement officers or first responders, or University officials will make and announce evacuation decisions.
- Evacuate calmly to your designated assembly area and check in (see Evacuation).
- Help those around you who may need additional assistance.
- Do not leave the safe location or assembly point until law enforcement authorities have instructed you that it is safe to do so.

IDENTIFYING SUSPICIOUS PACKAGES

- Those individuals in charge of initially receiving packages on behalf of the University, such as Student Post Office (SPO) personnel, are trained to identify potentially suspicious packages.

Civil Disturbance

Do not interfere with or obstruct a peaceful civil protest; instead, watch peacefully or continue with your business on campus as usual.

A civil disturbance is a disruptive event caused by a group of people, including, but not limited to, riots, protests, sit-ins, demonstrations, and illegal parades; or protests that disrupt normal University activities, result in damage to University buildings or grounds, or threaten the safety of others. A civil disturbance might include actual or potential violence or other crimes, either immediately or as the disturbance escalates.

INITIAL RESPONSE

- Call 911.
- Sewanee Police Department officers will assess and investigate the situation, as appropriate, and negotiate or take other appropriate actions to attempt to resolve the disturbance.

GENERAL INSTRUCTIONS

- Avoid responses or measures that might exacerbate or escalate potential violence or chaos.

- Stay away from doors and windows, secure work areas, and shut down computers, as appropriate.
- Await and follow instructions from Sewanee Police Department, other University personnel, or additional first responders.
- Evacuate or shelter in place if instructed to do so.
- Demonstrations by members of the Sewanee community generally should not be interrupted or disbanded unless one or more of the following conditions exists as a result of the demonstration:
 - Disruption of the normal operations of the University.
 - Obstruction of access to offices, buildings, or other facilities.
 - Threat of physical harm to persons or damage to facilities.
 - Willful demonstrations within the interior of any building or structure, except as specifically authorized, subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
 - Unauthorized entry into or occupation of any room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any property, equipment, or facilities.

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

DURING THE SHAKING

If you are inside:

- Stay there until the shaking stops.
- Take cover under the closest tables, desks, or other solid pieces of furniture, or in a doorway if it is in close proximity and is strongly supported.
- If furniture is not available, assume a low position as close to the center of the room as possible.
- Cover your face and head with your arms, and assume a crouching position.
- Stay clear of glass, windows, shelves, overhanging cabinets, lighting fixtures, etc.
- If you are in bed, stay there unless you are under a heavy light fixture. Protect your head with your pillow.
- Be aware that the electricity may go out and sprinkler systems or fire alarms may turn on.
- Do not use elevators.

If you are outside:

- Stay outside.
- Move away from buildings, overhangs, streetlights, trees, and utility wires.
- Cover your face and head with your arms, and assume a crouching position.

If you are in a vehicle:

- Stop at the safest place possible (away from power lines, trees, overpasses, bridges or ramps).
- Stay in the vehicle for shelter.

ONCE THE SHAKING HAS STOPPED

- If someone with you is trapped, has sustained a serious injury, or otherwise cannot be moved, call 911.
- Exit the building when safety permits, and assist others as you are able.
- Expect aftershocks.
- Go to your assembly area if it is safe, otherwise go to your alternate assembly area.

- Be aware that utilities may be damaged. If you are aware of damage to gas, power, or water lines, call 911.
- The incident commander will establish an area for medical treatment, if necessary.
- Follow the instructions of safety personnel.
- Wait for safety officers to tell you when it is safe to return to your building.

Evacuation Procedures

In the event of an incident that requires complete evacuation of campus, such evacuation would be done in cooperation with external agencies.

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.

- *Elevators should never be used during an emergency evacuation.*
- Take only important personal possessions that are in your immediate vicinity if they can be carried easily without risk to yourself or others. Items you may take include coats, phones, valuables, medicines, purses, wallets, glasses, and keys. You should also take any pets with you. You should never try to retrieve items in another location in the building.
- All occupants should immediately exit the building through the nearest safe exit or stairwell.
- Help individuals with additional needs, including individuals with disabilities, as you are able. Inform the nearest emergency responder or dial 911 to share the individual's location.
- 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.
- Direct visitors or anyone needing assistance to stairwells and exits.
- When you are outside, move away from the building and go to the assembly area for the building.
- Do not leave the site until you check in to account for all persons. (see Accounting For All Persons)
- Building occupants should not re-enter the facility until they are cleared to do so by emergency personnel.

Fire Emergency

Know the location of fire exits and alarm systems in your area and how to use them.

If you catch on fire, **stop, drop, and roll** to smother the flames.

If you see the fire prior to the alarm sounding:

- Extinguish a fire only if you can do so safely and quickly. After the fire is extinguished, call 911.
- If the fire cannot be extinguished, evacuate the area.
- Activate (pull) the nearest fire alarm on your way out.
- Call 911.

If you are in a room when the alarm sounds:

- Assume an emergency exists.
- Cease all operations and prepare to vacate the area.
- FEEL THE DOOR FOR HEAT
 - If the door is not hot, crouch low, and open the door slowly. Close the door quickly if smoke is present so you do not inhale it.
 - If you can, evacuate.
 - If the door is hot, DO NOT OPEN IT.
 - Make sure the door is unlocked so emergency personnel can enter.
 - Go to a phone or window and contact someone for help.
 - Place wet towels under the door, and stay low where the air quality is better.

As you evacuate:

- Avoid smoke-filled areas. If you are caught in smoke or heat, stay low to the ground where the air quality is better. Take short breaths through your nose until you reach safety.
- Close all doors and windows to confine the fire as you evacuate.
- Do not lock doors. Emergency personnel will need to be able to enter.
- Do not use elevators
- Walk quickly to the nearest marked exit, and alert others to do the same.
- Help those around you who may need additional assistance in exiting the building. Call 911 or notify emergency responders if someone is unable to leave the building, and share their location.
- Go to your assembly area.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- The incident commander will establish an area for medical treatment, if necessary.
- Follow the instructions of safety personnel.
- Wait for safety officers to tell you when it is safe to return to your building.

If you cannot evacuate:

- If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window, as a marker for rescue crews.
- Do not jump. If necessary, stay near the floor where the air will be less toxic, wet towels, and place them under doorways.
- If there is no window, stay near the floor where the air will be less toxic; smoke is the greatest danger in a fire.
- Shout at regular intervals to alert emergency crews of your location.

Hazardous Materials Incident or Chemical Spill

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. These do not constitute an emergency situation for purposes of this Plan.

Material Safety Data Sheets (MSDS), which contain information about hazardous materials are available in hard copy in every department in which hazardous materials are used or stored and available online through [a link on the Risk Management Webpage](#).

When the spill happens:

- If you are outdoors, move upwind.
- If the chemicals are on a person:
 - Consult the MSDS for first-aid action. Flushing the affected area with water is often prescribed.
 - Remove contaminated clothing.
- Make no attempt to clean up hazardous materials.
- Do not walk into or touch any spilled materials.
- Avoid inhalation of all gasses, fumes, and smoke.
- Do not assume gasses/vapors are harmless because they lack odor.
- If it can be done safely, isolate the area by closing doors and windows.
- Call 911 and provide the following information:
 - Your name, phone number, and location.

- 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.
- Evacuate if possible.
 - Walk quickly to the nearest marked exit, and alert others to do the same.
 - Help those around you who may need additional assistance in exiting the building.
 - Go to your assembly area.
 - Stay with anyone who is overcome from exposure and cannot evacuate, and call 911.
 - The incident commander will establish an area for medical treatment, if necessary.
 - Follow the instructions of safety personnel.
 - Wait for safety officers to tell you when it is safe to return to your building.
- 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, including air conditioners, heating units, exhaust fans, and air handlers.
 - If there is a danger of explosion, close any shades, blinds, or curtains.
 - Follow the instructions of safety personnel.
 - Wait for safety officers to tell you when it is safe to evacuate the building.
- Special Considerations:
 - If lab animals are at risk as a result of a hazardous materials incident, contact the Biology Department chair.
 - SPD will notify the EHS Director, the Chemical Hygiene Officer, or other appropriate University personnel, as appropriate once the emergency is contained.

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 the 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

A mental health emergency is a situation in which your emotional distress causes potentially life-threatening danger to yourself or others. It can also include non-life-threatening situations that cause severe distress or loss of control.

Examples include:

- Serious thoughts of suicide.
- Thoughts of harming someone else.
- Recent assault or abuse.
- Hallucinations.
- Recent death of a loved one or other significant loss.
- Witnessing or experiencing a traumatic event.

If you are a student experiencing a mental health emergency:

- For immediate emergency care, call 911 or go immediately to the nearest hospital emergency room.
- If you are experiencing a mental health emergency during regular business hours (8 a.m. to 4:30 p.m., Monday through Friday), a counselor at Counseling and Psychological Services (CAPS) will see you that same day.
 - You can call 931.598.1325 for a same-day appointment or just walk into the CAPS office in the University Wellness Commons (604 University Avenue, ground floor).
- If you experience a mental health emergency outside of business hours, please call the CAPS 24-hour crisis line at 931.598.1700.

If you are concerned that a student is having a mental health emergency:

- If a student reveals to you that they are in emotional distress, it is important to take their concern seriously and to remain calm.
- If you are concerned that the student may cause danger to themselves or others, call 911 immediately.
- If the student is experiencing a mental health emergency during business hours but you believe they are safe for the time being, walk with them to the Counseling and Psychological Services (CAPS) office in the University Wellness Commons (604 University Avenue, ground floor) for a same-day appointment.
- If they are unwilling to go to CAPS, offer to sit with them while they call the CAPS 24-hour crisis line. It is important that you remain with the student until you are sure they have connected with a crisis counselor on the phone.
- If they are unwilling to call the CAPS 24-hour crisis line, call 911.

- If you are not physically with the student who is experiencing a mental health emergency, you should call 911 or dial extension 1111 if you are on campus to initiate a wellness check.
 - If you are concerned about a student but you don't believe their distress constitutes an emergency, you should file a CARE Team Report. The Campus Assessment Response and Evaluation (CARE) Team exists to connect students to appropriate resources to support individual student success and a thriving campus community.

If you are faculty or staff member experiencing a mental health emergency:

- For immediate emergency care, call 911 or go immediately to the nearest hospital emergency room.
- Call the Suicide Hotline (988) or text "HOME" to 741741 to connect with the Crisis Text Line.
- If you are experiencing distress but are not concerned about your immediate safety, Sewanee's Employee Assistance Program (EAP) offers prompt, confidential help through a partnership with New Directions. Contact Human Resources for more information.

Sexual Assault: If you have or someone you are with has been sexually assaulted:

Please see the [sexual assault resources information](#) or visit <https://new.sewanee.edu/titleix/title-ix-support/>. You can also call the University Wellness Center for assistance (931.598.1325). Counseling and health services offered through the University Wellness Center are confidential resources. Additional information is also noted in the *Title IX and Sex Discrimination Policy & Response* section. **After business hours**, call the University Wellness Center Crisis Line at 931-598-1700, 9-8-8 or go to the Emergency Department at STRHS (1260 University Ave, Sewanee, 931-598-5691).

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

TORNADO or HIGH WINDS

A **tornado watch** is issued when conditions are right for a tornado. Stay alert to weather conditions and for any emergency communications. A **tornado warning** is issued when a tornado has been sighted or indicated by the National Weather Service radar in the Sewanee area.

If a tornado or other dangerous high wind event is imminent, the Emergency Communications Systems will be activated.

If you are indoors:

- Assume an emergency exists.
- Move to a safe area (See the Online Campus Map. Select "Health and Safety," then click "Shelter In Place"), assisting those in need.
 - Go to the lowest level of the building you are in.
 - Go to a room or corridor in the innermost part of a building.
- Do not use elevators during a tornado warning.
- Close all doors, including main corridors, making sure they latch.
- Do not lock doors in case there is damage and emergency personnel need to enter.
- Avoid windows, corridors with windows, and large, open spaces (such as auditoriums and cafeterias).
- Crouch near the floor or under heavy, well supported objects, and cover your head.
- Follow instructions of emergency personnel, University officials and the siren system.
- Await the official University or emergency services all-clear. Do not rely on external weather or news reporting.

- If you or someone you are with is injured, call 911 according to the Medical and Injury Emergency instructions.
- If the building you are in is damaged and you are unsure if it is safe to leave upon the all-clear, call 911.

If you are outdoors or in a vehicle:

- Go inside to a safe position (see above).
- If you are in a vehicle, do not try to outrun a tornado. Leave the vehicle and seek indoor shelter or low spots off the side of the road.
- If you are outside and cannot get inside to an area of safety:
 - Stay away from buildings, windows, telephone poles, and electric poles.
 - Seek out a low-lying area such as a ditch or ravine, lie face down, and cover your head. Be aware of potential flooding.
 - Follow instructions of emergency personnel, University officials, and the siren system.
 - Await the official University or emergency services all-clear. Do not rely on external weather or news reporting.
 - If you or someone you are with is injured, call 911 according to the Medical and Injury Emergency instructions.

There is no guaranteed safe place during a tornado. Seek shelter in the best location to minimize your exposure.

SNOW or ICE STORM

When weather conditions exist such that there is actual or predicted snow and/or ice, the Sewanee Police Department will evaluate the conditions of the roads and walkways, among other things, and report findings to the EMET officer on call (usually the vice-chancellor or provost).

GENERAL INSTRUCTIONS

- Stay in a warm, secure location.
- Avoid traveling if you cannot do so safely.
- The vice-chancellor or provost will communicate any cancellations or postponements to the University community, usually through the office of Marketing and Communications.
- Facilities Management staff will work to remove the snow and/or ice and take other appropriate steps to prepare and protect the University community and facilities from snow and/or ice.
- Follow instructions from the Sewanee Police Department, Facilities Management, or other University personnel.
- Depending upon circumstances and time of year, staff of some University services may need to continue working when the University is officially closed for seriously inclement weather. Those departments include the Sewanee Police Department, Facilities Management, Sewanee Dining, and Health Services. Supervisors of these departments are responsible for identifying, in advance, staff members who can most safely get to campus to staff their operations and essential functions.
- Additional information for staff regarding Sewanee's inclement weather policies and operations are found in the Staff Handbook.
- If you experience a medical emergency and are unable to travel safely to the nearest health care provider, call 911 and follow the directions of the dispatcher.

Winter Safety Tips:

- Avoid driving in icy conditions. Ice may cover the roads, sidewalks, and parking lots, making them quite dangerous.

- Choose appropriate footwear for the conditions! 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.

WALK SMART by learning and implementing these suggestions:

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.

Always stay on designated walkways—these walkways are cleared on campus, while taking shortcuts over snow piles and other frozen areas can be hazardous.

Look for, and avoid, slippery surfaces—assume that all wet, dark areas on pavements are slippery and icy, and approach with caution.

Know your limitations—carrying large packages or other items that limit vision can lead to slips and trips.

Schedule extra time—pay attention and don't rush. Most accidents occur due to inattention or being in a hurry.

Make use of handrails—on stairs, outdoor walkways, vehicles, and public transportation.

Always look for trip hazards or obstructions in the path of travel.

Remove snow or mud from shoes before entering any building.

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).

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 violence, 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.

JED Campus is a campus-wide initiative dedicated to suicide prevention. In partnership with JED Campus, a strategic plan for community well-being and suicide prevention was developed and implemented in 2019 and is currently sustained through collaborative programming and student support services.

S.T.I.X. Information is an online training for all first-year students on alcohol use, abuse, and sex discrimination.

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 a campfire is permitted for students, faculty, alumni, and staff and their families on the Domain at three camping structures and nine 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 are only open to students, faculty, staff, and alumni. Unguided caving and hiking opportunities are allowed by authorized users at the user's own risk. Training for students for these activities 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, horseback riding is limited to designated trails. Permit information and approved trails can be found on 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.

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.

III. University Policies & Response Procedures

University students and employees may access the University’s policies on the 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 Provost and a policy committee.

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, clergy, 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 minors 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 <https://new.sewanee.edu/files/resources/protection-of-minors-policy/>. 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/>, 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

In accordance with this policy, a student may be classified as a “missing person” if their absence from campus deviates from their typical behavior patterns and Sewanee has reason to believe that unusual circumstances may be responsible. These circumstances may involve a report or suspicion of foul play, suicidal ideation, or a life-threatening situation. Additionally, if a student fails to return to campus as expected and there is no communication from them, they may also be considered a missing person. It is strongly encouraged that all students provide contact information in case they are reported missing for over 24 hours. Students will be asked annually to designate an individual to be contacted by the University if they are determined to be missing. The designation will remain in effect until changed or revoked by the student.

Missing Student Process:

1. If anyone suspects a residential student at the University of the South may be missing you must inform the Sewanee Police Department immediately at 931-598-1111, which will initiate a chain of notification that will involve the Chief of Police and Investigator.
2. The Sewanee Police Department will conduct an immediate investigation and gather all information regarding the student including from missing student’s friends, faculty and staff, and other college information sources.
3. SPD will collaborate with the Dean of Students Office or Dean of the School of Theology to make an effort to locate the student and determine their state of health and well-being. If the student is under the age of eighteen (18) is determined to be missing, SPD will contact their parent or legal guardian.
4. For the School of Letters residential summer session, the Director will contact the Sewanee Police Department to follow standard procedures. The Director will inform the Dean of the College. The Director will also contact the individual referenced by the student on the Contact Information Form and inform them that the student is considered missing.
5. University officials will also attempt 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.
6. If a student is determined to be missing after 24-hours, the Dean of Students, Dean of the School of Theology, or their designee will contact the Emergency Contact listed by the student and inform them that the student is considered missing.

7. Additional offices deemed necessary by the Dean of Students or Associate Dean of the School of Theology will assist and be notified to aid in the search such as (CAPS, Residence Life, and others as appropriate). The following methods for locating the missing student will be used:
 - Contacting the student's cell phone
 - Email to the student
 - Visiting the student's assigned residence.
8. Information gathered could include, but not be limited to the following:
 - Physical description of the missing student to include attire that was last worn.
 - Cell phone number
 - Vehicle description (if any)
 - Information about the physical and emotional well-being of the student
 - Class schedule, including last day of class attendance
 - Last use of student ID card.
9. After the student has been located, SPD, the Dean of Students, or Dean of the School of Theology 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 additional University departments for ongoing support.

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

- [Community Standards | The University of the South | Sewanee/](#)
- [EQB: The Guide for Living in Community 2024-2025](#)
- [The University of the South Drug-Free Campus Statement](#)

Responsible and Healthy Behavior

Sewanee promotes healthy choices regarding alcohol and other drugs, aimed at reducing the prominence of alcohol on campus, reducing the harms and high-risk behaviors that alcohol and other drugs bring to campus life, and to support the educational mission of the University by offering a healthy and supportive environment.

Sewanee's overall strategy is informed by our own ongoing research and by nationally recognized best practices. Our approach emphasizes:

- **EDUCATION:** Educate 100 percent of incoming students each year about basics of alcohol and alcohol abuse; offer ongoing education throughout the year. Create clear expectations related to alcohol use.
- **COMMUNITY COLLABORATION:** Engage the community in supporting efforts to minimize the harms associated with alcohol and other drug-related issues.
- **ENFORCEMENT:** Provide a consistent response to improper behavior and thereby reinforce personal, group, and community responsibility.
- **INTERVENTION:** Get students the help they need to avoid (additional) critical incidents.
- **CHANGING PERSPECTIVES:** Challenge assumptions about alcohol use among students.
- **MEASURING SUCCESS:**
 - Measuring our progress in these areas, we will rely upon several sources of data, like incident reports, survey results, and focus groups.

- o We aspire to encourage our students to make healthier choices and reduce the harmful behaviors associated with alcohol and other drug use.
- o We hope to promote healthier student-to-student and student-to-community relationships. We will all benefit from being part of a community that chooses to care for each other.

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 [Recognized Student Organization Event Policy](#).

Additionally, the [University Wellness Commons](#) in collaboration with Student Life offers both education and intervention programs.

As appropriate, these policies apply to groups as well as individuals. The University has an [Recognized Student Organization Event Policy](#) that directs students and student organizations on how to host social events and provides students the guidelines, protocols, and expectations for planning and hosting student events.

University Rules Governing Alcohol Expectations & Policies

- 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 lodging), 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 Source: Providing access to or serving alcoholic beverages from common sources is prohibited. This includes possession, storage, or use of any container where alcohol may be stored, mixed, or served from including, but not limited to, kegs of any size, shared coolers, commercial dispensers, or punch bowls or any container that serves as a common source of access to alcoholic beverages to multiple persons.
- 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.
- 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 approved 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.

Good Samaritan and Medical Amnesty

The health and safety of the campus community is a paramount concern for the University. The Good Samaritan policy exists to combat the barriers to seeking help for a medical emergency related to the consumption of alcohol and other drugs by granting amnesty to students and student organizations.

Requirements

Amnesty will be granted to students and recognized student organizations or groups who proactively seek assistance. To qualify for amnesty, a Student or Recognized Student Organization (RSO) must:

1. report any emergency by contacting the appropriate University officials, including law enforcement, when appropriate,
2. remain with any student needing attention or emergency treatment,
3. cooperate with University and/or emergency officials,
4. coordinate with University officials after the incident, and

5. cooperate with any University investigation

This policy does not apply to individuals experiencing an alcohol or drug related medical emergency who are found by University employees (i.e. University Police, Faculty, administrative staff, residence hall staff, etc.).

This policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Conduct. In cases where repeated violations of the University’s Code of Conduct occur, the University reserves the right to initiate the conduct process on a case by case basis regardless of the manner in which the incident was reported. Additionally, the University reserves the right to resolve any case in which the violations are egregious.

The Office of Community Standards reserves the right to contact any student to discuss an incident whether or not this policy is in effect.

Violations Eligible for Amnesty

Amnesty will only be granted for violations of the Code of Conduct related to the possession or consumption of alcohol and/or other drugs. This does not include distribution of these substances to others. Amnesty does not extend to violations of other portions of the Code of Conduct or other University policies.

Amnesty granted through the University conduct process will not apply or impact criminal or civil processes. The University’s accountability processes are not a legal process and operate separately.

The University’s [Title IX/Sex Discrimination Policy](#) also includes amnesty for alcohol and other drug violations. Students are offered amnesty for these policies in incidents related to sexual harassment, even if emergency medical assistance was not required.

Types of Amnesty

Individual Amnesty: The student requiring emergency assistance will not participate in the University’s accountability process through the Office of Community Standards; however, the student will be required to meet with a member of the Dean of Students Office. The purpose of this meeting will be to provide appropriate support and may require the student to complete an assessment and/or educational program. Failure to complete this requirement will negate amnesty given and refer the student back to the Office of Community Standards.

Reporter Amnesty: Students seeking help for another student will not be charged with violations of the Code of Conduct related to alcohol or other drugs as outlined above. This student will receive an outreach from the Dean of Students office, but will not be required to meet. Students who repeatedly seek amnesty as a reporter may not be eligible under this policy and may be required to meet with a representative of the Dean of Students’ Office. These students may also be required to complete an assessment and/or educational program. Failure to complete this requirement will negate amnesty given and refer the student back to the Office of Community Standards.

Recognized Student Organization Amnesty: Student organizations may receive amnesty for policy violations outlined above if they proactively seek assistance for a student during an organizational event as defined by the standards in the Code of Conduct. Organizations who seek amnesty will be required to attend a meeting with a member of the Dean of Students’ Office staff to discuss the circumstances and make appropriate plans to prevent future incidents. RSOs who fail to implement outlined plans or develop a pattern of seeking amnesty may be referred to the Office of Community Standards and be ineligible for amnesty.

Alcohol Abuse

The Dean of Students office will respond to those students who self-report problems because of alcohol and/or drug use disorders. A dean or CARE Team member 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 student may be required to complete a confidential substance use evaluation. If the dean determines that the student must withdraw from the University for medical or chemical dependency reasons, the student must leave the Domain per the involuntary medical withdrawal process. Emergency contacts will be notified if a student goes through the involuntary medical withdrawal process.

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 and [within the EOB: Guide to Living in Community](#), our student code of conduct.

Drug-Free Campus Statement

The unlawful possession, use, distribution, sale or manufacture of illicit drugs and alcohol on the University of the South campus, on property owned or controlled by the University of the South, or as part of any activity of the University of the South is strictly prohibited.

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.

University Sanctions

The University of the South will impose appropriate sanction(s), consistent with local, state, and federal law, on any employee or student who fails to comply with the terms of the University's Drug Free Campus Statement.

- Employees: As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify his or her department head or supervisor of any criminal drug statute conviction for a violation involving the workplace no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any federal or state judicial body. In the event any such conviction involves an employee working on a federal contract or grant, the University will contact the granting or contracting federal agency within ten days of receiving notice of a conviction. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:
 - termination; suspension; mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program; recommendation for professional counseling; referral for prosecution; letter of warning; or probation.
- Students: Possible disciplinary sanctions for failure to comply with the terms of this policy, including failure to notify of conviction, may include one or more of the following:
 - expulsion; suspension; mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program; referral for prosecution; probation; fines; community service; reprimand.

For those cases warranting consideration of reinstatement of students or employees, any such consideration will only be given following appropriate counseling and rehabilitation.

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 undergraduate students are provided by the staff of the Counseling and Psychological Services, University Health Services for students in the School of Letters, the associate dean of community life for students in the School of Theology, and the Human Resources office (hr@sewanee.edu) for employees. 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 Counseling and Psychological Services, University Health Services, the associate dean of community life, and the Human Resources office. All inquiries will be treated confidentially to the extent possible.

University Conduct Processes

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.

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.

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:

1. **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.
2. **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.
3. **Housing Removal.** A student who is removed from housing cannot enter any residence halls.

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

A detailed overview of the resolution process is included in the EQB Guide to Living in Community. Once a report is received and a potential violation of policy is charged, the case will be heard either administratively by the Director of Community Standards or by the Student Conduct Board.

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.

Appeal Process

Appeals: Students and RSOs may submit appeals to the outcome of a resolution process in the following circumstances and observing the procedures outlined below. All appellate responses are final.

1. Cases Eligible for Appeal: Cases heard by the Student Conduct Board or Community Hearing Board are eligible for appeal. Outcomes related to suspension, revocation of RSO recognition, expulsion, and removal from student housing will not take effect.
2. Grounds for Appeal: The decisions made by the Student Conduct Board or the Community Hearing Board related to responsibility or outcomes can be appealed, provided that one or more of the reasons for appeal is relevant to the case:
 - a. Procedural error, which had a bearing on the original decision.
 - b. New information that was not available at the time of the hearing that would affect the original decision.
 - c. Disproportionate nature of the assigned outcomes to the violation.

Appeal Outcomes: The Appeals Board has the option of:

- a. affirming the original decision(s) regarding responsibility and outcomes,
- b. affirming the original decision(s) regarding responsibility and modifying the outcomes,
- c. sending the matter back for a rehearing by a new panel of the Student Conduct Board or Community Hearing Board, whichever heard the original case according to the procedures of the respective Hearing Board, if a procedural error is found to have impacted the original outcome, or d. reversing the original decisions regarding responsibility and eliminating the outcomes.

Outcomes

The University uses a progressive outcome model for addressing repeated violations of University policies throughout a student's enrollment. The outcomes assigned in each case address the specific behaviors present in the incident, as well as considering the student's prior history of violations. The goal of outcomes is to impact future decision-making and initiate appropriate behavior change. Educational outcomes including trainings and reflective activities are used frequently to fulfill this goal. Multiple violations, even minor ones, will see the implementation of more restrictive outcomes as these educational outcomes fail to result in changed behavior. For example, a common outcome for a first-time underage possession of alcohol violation could include an educational course about alcohol, the opportunity to complete Conduct Forgiveness, and a reflection paper. A common outcome for a second-time underage possession of alcohol violation could include an in-person discussion with a trained professional about their substance use, a term of Institutional Probation, and a notification to the student's parent/guardian of their second violation.

The following outcomes may be used for students and RSOs as a means to address the harm caused by their behaviors and resolve violations of this Code of Conduct. More than one outcome may be applied for any single violation.

1. **Administrative Referral:** Students will be required to meet with another University office or department for a particular need or behavior. For example, a student may be referred to meet with a Student Success and Career Readiness coach for academic support.
2. **Conduct Forgiveness:** Conduct forgiveness gives students a one-time opportunity to restore any loss of privileges associated with a violation. A student will complete assigned community service hours to restore harm in the community and complete a reflection paper to earn Conduct Forgiveness. If a student never has any other incidents in which the student is found responsible, the initial incident will not be reported on a conduct check. If further violations occur, Conduct Forgiveness will be revoked including being listed in a student's conduct record and be used for assignment of future outcomes.
3. **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 required to take a drug test will be contacted via University email and phone.

4. **Educational Programs:** There are several in-person and online educational seminars and workshops students may be assigned to attend specifically designed to address the issue or behavior. On occasion, students may be asked to pay for these classes or services as applicable.
5. **Expulsion:** Separation of an individual student 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 status is imposed.
6. **Housing Probation:** Students placed on housing probation are permitted to remain as a campus resident, provided they abide by the rules and regulations outlined in the Code of Conduct, Residential Life Policies, and for campus residency. Violations of any campus policies while placed on housing probation will result in immediate removal from campus housing.
7. **Housing Relocation:** The University reserves the right to relocate students as appropriate to ensure safety and a productive learning environment for all students.
8. **Institutional Probation:** A period of time during which any further violation of University policy may result in suspension. A student or RSO on Institutional Probation will be considered to not be in good standing, which may affect the student's ability to participate in certain University activities including leadership roles and study abroad opportunities or restrictions of an RSO's recognition privileges.
9. **Letters of Apology:** Students may be assigned to provide a reflective letter of apology.
10. **Loss of Privileges:** Specific privileges to be involved in the University 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 out of student housing, membership in RSOs, which may include the ability to participate in recruitment for Greek organizations, and/or remaining in student housing beyond finals.
11. **No-Contact Order:** Individuals may be issued mutual no-contact orders which may also limit access to certain areas of campus in the 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 the resolution process in an effort to preserve the educational environment for both parties.
12. **No-Trespass Order:** The University may limit any person from coming to the Domain or campus as appropriate. This order is typically issued by the Sewanee Police Department in consultation with the Dean of Students.
13. **Other Educational Outcome:** A student may be assigned an educational outcome not listed here that is tailored to their specific need and circumstances of violation.
14. **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.
15. **Reflection Essays:** A student may be asked to research and reflect on a violation.
16. **Removal from Student Housing:** Loss of the privilege of living in student housing. A person removed from student housing for conduct reasons will be responsible for all housing charges assessed for the semester the student is removed. Additionally, the student will be responsible for the complete payment of the student's current meal plan, unless the student receives an exemption from the Dean of Students.
17. **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.
18. **Revocation of RSO Recognition:** Loss of recognition as a registered student organization at the University. The group loses all rights and privileges of University recognition. Revocation may be issued for a period of time equivalent to individual student suspension, or may be issued permanently, equivalent to individual student expulsion.

19. **Social Restriction:** Restriction from participation in or hosting of specified University/sponsored activities, events, or use of specified University facilities. Social restriction may be tailored to each student or RSO based on the nature of the violation.
20. **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 their safety, the counselor may report this to the University.
21. **Suspension:** Separation of an individual student from the University for a specified 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 status is imposed.
22. **Warning:** Written notice given to draw attention to the fact that behavior was not appropriate and violated University policy.

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.

University Weapons Policy

The University Weapons Policy can be found at <https://new.sewanee.edu/files/resources/weapons-policy.pdf>. 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 on University property will be subject to sanctions that may include discharge, suspension, or expulsion. Furthermore, employees, students, contractors, and others who bring weapons on University property are subject to arrest. Weapons brought onto campus property in violation of this policy will be confiscated.

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 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.

IV. Title IX and Sex Discrimination Policy & Response

University Commitments

The University of the South stands firmly for the principle that its employees, students, and participants of university-sponsored programs and activities have a right to be free from discrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, veteran status, pregnancy and childbirth, and genetic information. As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the University does not discriminate on the basis of sex or other protected categories in the education programs or activities which it operates. This requirement of non-discrimination extends to admission to and employment in those programs or activities.¹ 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 and activities have the right to be free from harassment and retaliation.

Inquiries regarding the application of Title IX may be addressed to:

1. The University's Title IX Coordinator, Dr. Sylvia Gray, at:
EQB Annex, Office 104-A
(931) 598-1420
Email: smgray@sewanee.edu or titleix@sewanee.edu
2. The Tennessee regional Office for Civil Rights of the United States Department of Education
Office for Civil Rights, at:
Atlanta Office
U.S. Department of Education
61 Forsyth Street S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: (404) 974-9406
Facsimile: (404) 974-9471
Email: OCR.Atlanta@ed.gov

¹ The University also complies with federal requirements under the Clery Act, Violence Against Women's Act (VAWA), Campus SAVE Act, Family Education Rights and Privacy Act (FERPA), and the NCAA Board of Governors Policy on Campus Sexual Violence.

3. The Assistant Secretary for Civil Rights of the U.S. Department of Education at:
U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: 1-800-421-3481
Email: OCR@ed.gov

Note: The University reserves the right to revise this Policy at any time and post to the [Title IX web page](#) and the Provost's policies and procedures [web page](#). Inquiries involving other forms of discrimination outside the scope of this Policy may be referred to eeo@sewanee.edu or [[this web page](#)]. Contact Dr. Sylvia Gray who is also the Senior Director of Equity & Equal Opportunity.

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

Inquiries regarding the application of Title IX may be addressed to:

1. The University's Title IX Coordinator, Dr. Sylvia Gray, at:
EQB Annex, Office 104-A
(931) 598-1420
2. Email: titleix@sewanee.edu.

Dr. Gray is charged with monitoring compliance with the University's Title IX and Sex Discrimination 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, including full definitions and the resolution process for Title IX, sex discrimination, and other prohibited behavior, is available within the Title IX Policy. The Title IX Policy is located on the Title IX web page at <https://new.sewanee.edu/titleix/>.

The University's Non-discrimination, Anti-Harassment, and Retaliation policy may be found on the Equity and Equal Opportunity web page at <https://new.sewanee.edu/eeo/eeo-staff/>

Prevention and Educational Programs

The University offers a collection of programs on the topic of sex discrimination. Training sessions provide 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.

STIX (Student Title IX Advisory Committee): The mission of [STIX](#) is to reduce the prevalence of sexual misconduct by establishing a diverse group of student leaders tasked with communicating the Title IX policy to the student body, while also identifying student needs and suggesting solutions to the administration. This body may also serve as a collective student voice on issues of sexual misconduct as it pertains to policy, sexual climate, and similar areas.

The SAVE Team: The mission of the [SAVE program](#) is to provide prevention, trauma-informed, and culturally relevant education; resources; and awareness to Sewanee’s community. Students (and employees) play a vital role in shaping the Sewanee experience and community. We are all able to effect change on campus through peer education, program development, and amplifying the value of sexual integrity.

Title IX Signature Annual Programs: Sewanee’s Title IX Office has [nine signature programs](#) that aim to promote sexual integrity and respect, where every person experiences sexuality and relationships in healthy and positive ways that are affirming to their identities while simultaneously eliminating sex discrimination and sexual misconduct.

Annual Teal Awards: Sewanee's Title IX Office aims to recognize those on and off the campus who are promoting the values of sexual integrity and working to eliminate sex discrimination and sexual harm in the Sewanee community. The "Teal Awards" were designed to recognize at least nine honorees who make and have made contributions to our campus in ways that encourage our collective values while preventing sexual harm.

Bystander Intervention: The University Wellness Center offers bystander intervention training to all incoming students as well as to 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.

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

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.

Eat, Learn, Flourish (ELF) is held during the academic year. 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

Student Wellness Advisory Committee (SWAC)

The Student Wellness Advisory Committee (SWAC) helps elevate student feedback to the leadership of the University Wellness Commons, and in so doing, helps to inform services, programming, and strategic planning for student well-being. SWAC members work alongside Wellness leaders to improve the quality of outreach programming and student healthcare.

Sewanee Students for Sensible Drug Usage (SSSDU)

Sewanee Students for Sensible Drug Usage (SSSDU) is a student organization that aims to meet peers where they are. SSSDU aims to advocate for adequate resources and programming that educate the student body and promote overall wellness regarding substance use without shame and fear. SSSDU was established in 2022, and since then has grown exponentially.

Peer Health Educators (PHEs)

Peer Health Educators are a group of trained student leaders that strive to promote healthy behaviors and lifestyles on campus by raising awareness and knowledge in various wellness topics.

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. 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 on decision-making. The Title IX Office specifically uses VECTOR, a learning management system, for campus-wide required trainings.

Training Related to Sex 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/SOP Leaders, SOP Ambassadors, 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 ([see the mandatory reporter policy](#)). New faculty and staff receive training as part of new faculty and new staff orientation.

Individuals Responsible for Policy, Investigations, and Hearings: Training is provided via [Institutional Compliance Solutions \(ICS\)](#) under their Title IX and DEI University for all Title IX adjudicators, a pool of University employees responsible for hearing formal complaints under Title IX.

Reporting Title IX Sexual Harassment including Sex Discrimination

University Responsibility

All forms of discrimination that are prohibited by Title IX and this Policy should be reported to the Title IX Coordinator, especially by those who are designated as mandatory reporters. 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 this 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 EQB Annex, Office 104-A
University of the South P: 931-598-1420
735 University Avenue E: titleix@sewanee.edu
Sewanee, TN 37383 Pronouns: She/Her

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 (preferred), or by postal mail, email, telephone, or in person (see contact information above). In person reports can be made to the Title IX Coordinator. Students studying abroad or away can report to the program leader or the Title IX Coordinator. In addition, all electronic submissions of reports are sent directly to the Title IX Coordinator and 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 reporter (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.

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 the reporter or other involved party 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 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 sexual misconduct;
 - 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 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 the reporter's identity can be protected.

Amnesty Policy for Reporting Incidents of Sexual Harassment to the University

Alcohol and other drug violations disclosed in a report of sexual harassment. 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 EOB 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 can 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.

Internal Student Background Checks and Release of Information Requests. Please contact the Title IX Coordinator, Dean of Students, or the Dean/Advisor of the Student Honor Council regarding a request for the release of information or the process for internal student background checks. You may review those processes [\[Here\]](#) on the Title IX website.

How to file a report with the Office for Civil Rights (OCR). Individuals with complaints of sex discrimination/sexual harassment 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
Web: <http://www.ed.gov/org>

How to file a report with the Equal Employment Opportunity Commission. Individuals with complaints related to other employee discrimination may file a complaint with the United States Equal Employment Opportunity Commission, the federal governing body in charge of enforcing Title VII:

U.S. Equal Employment Opportunity Commission (EEOC)
220 Athens Way Suite 350
Nashville, TN 37228-9940
Telephone: 1-800-669-4000

Fax 615-736-2107
Email: info@eeoc.gov
Web: <https://www.eeoc.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

Support measures are designed to restore or preserve equal access to Sewanee’s Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Sewanee’s educational environment, or deter sexual harassment, sex discrimination, or other prohibited conduct under this Policy. Support measures that may be implemented after consultation may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, support for pregnancy, and other similar 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 should request support from the program official or The University of the South's Title IX Coordinator prior to departure or upon their return to campus.

The specific support measures implemented and the process for implementing those measures will vary depending on the nature of a report or 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 and 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, organization, athletic team, on-campus job location, etc.

When a complainant and respondent are students who are members of the same residence hall, class, organization, athletic team, on-campus job, or similar, then a dean of students, director, supervisor, or coach, in consultation with the

Title IX Coordinator 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 may be obtained through the Title IX Coordinator. No-contact orders, if deemed appropriate by the Title IX Coordinator and are enforceable through the Title IX Policy and other University policy(ies) such as the EQB Guide for Living in Community (i.e Code of Conduct) for students, 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 and Rights of Complainants and Respondents

Expect To Have The Right To:

- Notify proper law enforcement authorities, including on-campus and local police
- Be assisted by campus authorities in notifying law enforcement
- Decline to notify law enforcement authorities of an incident described under this Policy
- Receive support options without an investigative process (see section on Requesting Support Measures)
- Have your report heard in accordance with University policy and procedures.
- Receive information about your options and about the Title IX/Sex Discrimination process.
- Have opportunities to ask questions pertaining to the Title IX/Sex Discrimination 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 under this Policy.
- 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 and appeal documents.

- Have ten calendar days (10) prior to the start of a hearing to review the final investigative report and prepare for a hearing.
- Submit questions for consideration for any of the parties involved in the investigative or hearing process prior to the hearing and during the hearing.
- Review and have an opportunity to respond to all information presented in an investigation and hearing as allowed by this 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 website](#) for more information. You may also contact your process facilitator or the Title IX Coordinator for additional questions.

Resolving a Non-Title IX Sexual Harassment/Sex Discrimination Formal Complaint

Reports of sexual harassment/sex discrimination that do not fall under Title IX (i.e. sexual assault, dating violence, domestic violence, or stalking) should still be filed with the Title IX Coordinator and will follow the same process as Title IX complaints for prohibited conduct under this Policy. If the complaint does not fall under this Policy, it will be promptly directed to the appropriate University official for review and resolution.

Grievance Process and Resolving Title IX Formal Complaints²

The sections that follow outline the process for resolving a formal complaint of sexual harassment and sex discrimination under this Policy. 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 may 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

² 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.

- Emergency Removal and Administrative Leave
- Informal Resolution Process
- **Initiation of the Investigative Process**
 - Confidentiality within Investigations
 - Timeframe for resolving a Grievance
 - Notice of Allegation(s) and Investigation
 - Dismissal of a Formal Complaint during an investigation or hearing process
- **Investigation Procedures**
 - Compiling the Investigative Report
 - Review and Response Period
 - Final Investigative Report
- **Hearing Process and Procedures**
 - Hearing Panel
 - Outcomes

Submission of a Report

Who May File a Report. As noted in the “Reporting Sex Discrimination including 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 - a statement (often electronic) signed by the Complainant setting out the facts alleged and requesting a formal or informal process before an investigation or informal resolution process may commence.

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, an investigation (which is a formal process), an informal process, and/or an emergency or administrative removal. Following the submission of a report of sexual harassment/sex discrimination or other prohibited behavior under this Policy, the Title IX Coordinator and/or designee will 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 and/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, allegations, 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 formal complaint (i.e. 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 or other prohibited behavior under this Policy. Any other alleged violations of University policy, for students or employees (i.e. Human Resource or Faculty Policies, Honor Code and/or EQB Guide) will be addressed additionally as appropriate.

Dismissal of a Formal Complaint during a preliminary review: The Title IX Coordinator must dismiss the formal complaint if the allegations or conduct:

1. Would not constitute sexual harassment/sex discrimination, or other prohibited behavior under this Policy, even if proven
2. Did not occur in the University's education program or activity
3. Did not occur against a person in the United States.

Dismissal of a formal complaint does not preclude action under other provisions of Sewanee's policies and procedures. When a formal complaint is dismissed during a preliminary review, the Title IX Coordinator will provide written notice to the complainant and respondent about the dismissal of a complaint or any allegations therein. When the Title IX Coordinator dismisses a complaint, the complainant or respondent may appeal the dismissal of the formal complaint (see next section on Appeal Process for Dismissal of a Formal Complaint). At the conclusion of an appeal time frame regardless of if an appeal is filed, the Title IX Coordinator will forward the formal complaint to the Dean of Students Office for students or the appropriate office for employee respondents³ for review and resolution. This review will determine whether the matter will be pursued under the Sewanee's Code of Conduct, the appropriate employee Handbook, or other impacted policies or processes at the University

When, according to the reasons under this Policy, a formal complaint is withdrawn in writing by the complainant or dismissed during an investigation or hearing process, the Title IX Coordinator will provide written notice to the complainant and respondent. A withdrawal will result in dismissal of the formal complaint which will stop the investigative or hearing process unless the complainant requests to move to an informal resolution process. Once the process is stopped due to the withdrawal of a formal complaint, the complaint is deemed closed which means that no further action shall be taken. If an informal resolution process is requested, the Title IX Coordinator will follow the process for informal resolution. If an informal resolution process is not requested, the formal complaint will be dismissed and the matter is deemed closed and precludes the parties from resuming a formal complaint arising from the same allegations. The complainant and respondent will receive notices to that effect and there will not be an opportunity for appeal or further review when a formal complaint is withdrawn by the complainant.

Appeal Process for Dismissal of a Formal Complaint and Emergency Removal. In the event of an emergency removal (see below) or dismissal of a formal complaint, either party may appeal. See the section on Appeals at the end of this policy for those procedures.

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

³ Human Resources for staff and/or the Dean of the College for Faculty, Dean or Director for graduate student programs, and the Provost for participants. A designee may always be selected for any processes where appropriate

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 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.⁴

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 and/or a designee may facilitate an informal resolution process at any time prior to reaching a determination of responsibility. Title IX Coordinator and/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 and/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/sex discrimination, 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 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. Complainants and Respondents have the right to discuss their experiences with others while seeking support. However, all parties involved in an investigation or resolution process are urged to maintain the confidentiality of others' involvement throughout the investigative process and after the resolution of a grievance process that was subject to this Policy.

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 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 and/or their designee, at their discretion, 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, but is not limited to, such considerations as the unavailability of a party, advisor or witness, certain concurrent law enforcement investigations, or the need for language assistance or

⁴ See the end of this Policy for information on support for students or employees in need of accommodations for disabilities.

accommodation for disabilities⁵, or other reasonable good causes determined by the Title IX Coordinator and/or their designee.

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 involved parties will be notified, 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 violation(s) 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. 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 or link to this Policy.

Dismissal of a Formal Complaint During an Investigation or Hearing Process.

A formal complaint or any allegations therein may be dismissed during an investigation or hearing process if:

1. 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, which may dismiss the complaint, unless either involved party makes a request to the Title IX Coordinator in writing to move to an informal process.
2. The respondent is no longer enrolled or employed by the University
3. A specific circumstance prevents the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Investigation Procedures

Compiling the Investigative Report. Once a formal complaint is accepted, the Title IX Coordinator or designee will request that the involved parties schedule separate intake meetings within seven (7) calendar days of the receipt of a notice of investigation. The purpose of the intake meeting is to provide a written statement, all evidence, any names of witnesses, and to review the associated policies and expectations of the investigative process. The intake meeting is also an opportunity for involved parties to understand their rights and to allow them time to ask questions, prior to the start of the first investigative interview. Once the intake meeting of the complainant and respondent is complete, the assigned Deputy Coordinator/investigator or designee may move forward with investigating the allegations within the formal complaint. The investigator will commence a prompt, thorough, fair, impartial, and reliable investigation.

⁵ See the end of this Policy for information on support for students or employees in need of accommodations for disabilities.

All participation of involved parties and witnesses in a grievance process under this Policy, is optional. The investigator will not delay an investigation due to the lack of participation of any involved party or witness or due to a delay in the submission of requested evidence. Once the investigator sets a deadline for any portion of the investigative process, the involved parties and witnesses are expected to adhere to that deadline in order to ensure a timely and impartial investigation. The investigator will meet separately with both the complainant and respondent as well as any identified witnesses. The investigator will ensure that the complainant and the respondent have submitted written personal statements or that the investigator has a document, typically from the involved party(ies), indicating that they declined to provide a written statement, prior to the start of the first investigative interview. The investigator will review each statement with the individual submitting it and share it with the other party. The investigator will request relevant documents, media, and any other form of physical evidence to conduct the investigation. 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. If any witness names are provided from either involved party within the deadlines provided, then the investigator will conduct an intake process for all known witnesses. The investigator will share witness responses with the involved parties. The investigator may make an audio recording as well as notes on each of these meetings.

The respondent, upon learning of the formal complaint 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 decision maker serving as the chair of the hearing (i.e. dean, director, and/or designee) to review the final investigative report. Once the case is referred, the decision maker chair will proceed with a resolution, which will include any sanctions to be imposed. In cases where the respondent does not accept responsibility prior to the conclusion of an investigation, the investigator will move forward in producing a draft report that will be made available for review and response by the complainant, respondent and any advisors.

Review and Response Period. Once an investigative draft report is produced, the investigator simultaneously makes electronic copies of the report available to the complainant, 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, copied, duplicated, shared or maintained in any way.⁶ The complainant and respondent will receive a PDF copy of the final report. Each of the parties may review the draft report and submit a written statement to the investigator within ten (10) calendar days of the date on which the investigator's report was provided to them.

A Review and Response Statement is not required. 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. The review and response statement should be a separate bulleted document that identifies the page number, paragraph, and perceived factual error or omission of the individual submitting their review and response statement. Investigators will not change the language or nature of the opposing party's statements or the statements of witnesses. Review and response statements will be added to the final report.

No additional evidence or witness names may be disclosed once the review and response period begins and after it ends. Both parties will be notified of when the review and response period begins and ends as well as the approval of any request for an extension of time to respond.

Final Investigative Report. After the complainant and respondent have reviewed the investigative draft report and submitted responses if any, the investigator produces the final investigative report. The final investigative report will set out the facts, will summarize the information obtained through the investigation, and will include documentation submitted in the course of the investigation. Once it is final, the investigative report is submitted to the decision maker chair for resolution. The decision maker chair will submit the report to their designated hearing panelists. The

⁶ Requests to review the case file prior to the completion of an investigation report may be made to the investigator

investigator simultaneously provides instructions to access and download an electronic copy of the final investigative report for the complainant, respondent and advisors. Involved parties must download an electronic copy of the final investigative report by the deadline provided. Involved parties may also request a PDF copy of the final report prior to the deadline provided.

Once the final investigative report has been submitted to the decision maker chair for resolution and to the complainant, respondent, and any advisors, the investigation is deemed closed. The complainant, respondent, and any advisors will have ten (10) calendar days to review the final investigative report before a hearing occurs.

Additional Evidence. No additional information or evidence will be considered by the involved parties except in extraordinary circumstances where it is established by the Title IX Coordinator that the information or evidence is relevant to the resolution process and could not have been discovered or obtained through reasonable diligence in the course of the investigation. In such rare cases, the involved parties may submit the relevant information or evidence to the Title IX Coordinator within 24 hours following receipt of the final investigative report. If new evidence or information is deemed relevant, the Title IX Coordinator will notify the involved parties, advisors, and decision makers that the current process will stop and the investigation will return to the review and response process. The investigator will provide an electronic file for the involved parties to access, review, and respond to the new evidence/information. The investigative process will move forward from that point according to the Policy.

End of Final Investigation Review. At the conclusion of the ten (10) day review of the final investigative report and any additional evidence, the involved parties, any advisors, and witnesses will receive a hearing notice that outlines the identity of the hearing panelists,⁷ a hearing date, time, the list of witnesses who are asked to be present for the hearing, the date range to schedule a pre-hearing intake, and any additional information related to preparing for the hearing. The hearing panel may review evidence related to the allegations that was reviewed by the parties, regardless of whether the evidence was incorporated into the final investigative report; however, certain evidence such as past sexual history or privileged information, may or may not be considered unless such information has been waived by the involved party and is determined to be relevant by the investigator, Title IX Coordinator, decision maker chair, or designee.

Types of Evidence That May or May Not Be Considered

Investigator's Record. Only the investigator's report, interviews, audio, and other information collected by the investigator will serve as the official evidence and record for the investigation and resolution process.

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, Title IX Coordinator, decision maker chair, or designee.

Privileged Information: Sewanee will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.

- **Medical and Mental Health Records:** The University may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a healthcare professional acting in their professional capacity, and which are made or maintained in connection with the provision of treatment to the party, unless the University obtains that party's voluntary written consent to do so for the resolution process.

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

⁷ Although the Chair and Hearing Panelists are all decision makers, in order to distinguish between the Chair of a hearing and other hearing panelists, the Chair is referred to as the "Decision Maker Chair" while other decision makers are referred to as hearing panelists in this Policy.

- 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 decision maker chair receives a final investigative report, that official will convene a Hearing Panel. The Hearing Panel is the only option for resolution in cases where there is a formal complaint request for an investigation of any alleged violation of this Policy unless the respondent accepts responsibility of the allegations or there has been a request for an informal resolution. Informal Resolution options are not available where the complaint involves a student and employee.

Hearing Panel: The decision makers for cases are typically chaired by a faculty or staff member who is part of a pool of trained decision makers. If there is no one available from the pool of trained decision makers, the Dean of Students and/or a designee shall chair the hearing for cases in which the respondent is a student. In cases where the respondent is a faculty or staff member, the decision maker chair shall be a designee from the applicable College or School for faculty or from Human Resources for staff.

The decision maker chair will select at least two hearing panelists to hear the case. The decision maker chair 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. 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.

If either involved party objects to the decision maker chair or hearing panelist 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. The Title IX Coordinator will determine whether the decision maker(s) 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.

Participants in the Hearing. Participants at the hearing include the decision maker chair, hearing panelists⁸, the involved parties, advisors to the involved parties, witnesses, the Title IX Coordinator, any designated support staff, and anyone providing authorized accommodations. Any witnesses scheduled to participate in the hearing must have been interviewed by the investigator (s) or have provided a written statement or answered questions from the investigator in writing.

Hearing Panel Process and Procedures

- **The Day Prior to the Hearing**
 - **Pre-Hearing Intake:** The pre-hearing intake is only for the complainant, respondent and their respective advisors. During the pre-hearing intake, parties and their Advisors may meet with the Title IX Coordinator and support staff separately to review the expectations of the hearing process. The pre-hearing intake is also an opportunity to review written questions previously submitted and/or to submit, in writing, any questions involved parties wish to ask during the live hearing so that the decisionmaker chair can be prepared to respond to the relevancy of said questions during the live hearing. This intake does not preclude the advisor from asking additional questions live during the hearing.
 - **Pre-Hearing Submission of Questions:** The decision maker chair may request that the parties submit questions, in writing, prior to the hearing. This submission does not preclude the advisor

⁸ A hearing typically has no more than three hearing panelists (A decision maker chair and two hearing panelists)

from asking additional questions during the live hearing. The decision-maker may allow for the submission of questions prior to the hearing regardless of whether a pre-hearing intake occurs.

- **Pre-hearing conference:** The decision maker chair reserves the right to hold a prehearing conference with the intake process, especially in complex cases involving multiple Complainants, Respondents and/or a significant number of witnesses. The decision-maker may discuss any preliminary relevancy determinations regarding submitted questions and/or discuss alternative ways in which to ask questions; however, the decision-maker will make any final relevancy determinations in real time, orally, during the live hearing. This conference does not preclude the advisor from asking additional questions live during the hearing.

- **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 appearing before a hearing panel.
- Hearings are audio recorded. Although hearings are also typically video recorded, 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 hearing. There are no recording devices or additional persons allowed in the waiting rooms beyond those who are participating in the hearing according to this Policy. For the purpose of confidentiality, all involved parties, advisors, and witnesses will be asked to confirm that neither they nor anyone else is or will record the hearing nor will anyone else be present during the course of the hearing process.
- Each involved party will be able to 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 the testimony of the involved parties or other witnesses where a witness is not an advisor.

- **During the Hearing**

- The decision maker chair 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 party commences by sharing an opening oral statement, followed by questions from the decision maker chair and hearing panelists. Involved parties may state that they do not have an opening oral statement if they do not wish to provide one.
- After each party and each witness responds to all questions from the decision maker chair 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 chair prior to the party or witness's response. Before a complainant, respondent, or witness answers a cross-examination question by an advisor, the decision maker chair must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The decision maker chair 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.
- After the complainant, respondent and any witnesses are questioned, if necessary, the decision maker chair and hearing panel may recall the complainant, respondent, or any witness for further questioning.

- When there are no further questions from the decision maker chair and hearing panel, the involved parties, or the advisors, the hearing will move forward with closing oral statements. Involved parties may state that they do not have a closing oral statement if they do not wish to provide one.
- 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 chair and hearing panel then meet in private to deliberate. Deliberations are not recorded.
 - The decision maker chair 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 chair and hearing panel will also consider appropriate sanctions.
 - The decision maker chair makes the final decision about responsibility and sanctions, if applicable, and notifies the Title IX Coordinator of the outcome and rationale of the Hearing Panel. The Title IX Coordinator will notify both parties of the decision and sanctions, including the rationale for the outcome and any associated sanctions. 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: Proceedings and decisions will not be disclosed to those outside of the hearing except on a need to know basis or where a release of information waiver has been signed by a student or written consent is provided by an employee. The complainant has a right to be informed in writing of the outcome, any sanctions that directly relate to them, and any essential findings supporting the outcome. Outcome letters to involved parties will include, but are not limited to:

- Identification of the allegations potentially constituting sexual harassment under Title IX (see definition of sexual harassment) or any other form of sex discrimination;
- 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, 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,
 - including a determination regarding responsibility,
 - any disciplinary sanctions the University imposes on the respondent,
 - and whether remedies designed to restore or preserve equal access to the University’s education program or activity will be provided by the University to the complainant; and
- The University’s procedures and permissible bases for the complainant and respondent to appeal.

Sanctions for Title IX 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 submitted to the Title IX Office, including but not limited to formal complaints, grievance processes, sex discrimination, sexual misconduct, or other prohibited behavior of a sexual nature are maintained with the Title IX office for a minimum period of seven years. The documentation of all records are private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under the Family Education Rights and Privacy Act

(FERPA).⁹ Employee records of the grievance process will be included in the employee’s official employment record within the Human Resources Office and with the Dean of the applicable Program, School, or College.

When deciding on an appropriate sanction, the decision maker chair 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 [Community Standards](#) on the Dean of Students website or the faculty or Human Resources Handbooks for employees.

The University may trespass participants such as visitors and guests who have been alleged to have engaged in prohibited conduct without any rights to resolution under this Policy. Members of the University community who host guests may also be held accountable for a guest’s misconduct pursuant to applicable University policies.

Appeals

The University will notify the other party that an appeal is filed within five (5) calendar days of receipt of the appeal. The other party has the opportunity to provide a written statement in response to the appeal within five (5) calendar days of notification of the filing of an appeal.

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

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.

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 appellate officer or their designee within five (5) calendar days of the date of a notice of dismissal. The Title IX Coordinator will notify the involved parties in writing as to the name and contact information of this individual. The appellate officer or their designee may decide the appeal directly or appoint a board to assist in the review of the appeal. The appellate officer or chair of the appeal board shall notify the parties, in writing, of the final action on the appeal within five (5) calendar days of receipt of the appeal materials. Where there is a need to extend the 5-day review period of the appeal, the parties will be notified in writing. A five day (5) appeal period will occur regardless of if there is a submission of an appeal from the involved party.

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 appropriate appellate officer or their designee within five (5) calendar days of the date of a notice of removal. The Title IX Coordinator will notify the involved parties in writing as to the name and contact information of this individual. The appellate officer or their designee may decide the appeal directly or appoint a board to assist in the review of the appeal. The appellate officer or chair of the appeal board shall notify the parties, in writing, of the final action on the appeal within five (5) calendar days of receipt of the appeal materials. Where there is a need to

⁹ Under the [NCAA Board of Governors Policy on Campus Sexual Violence \[Policy Here\]](#), student athletes must complete an annual disclosure related to their conduct that resulted in discipline through a Title IX proceeding or in a criminal conviction for sexual, interpersonal or other acts of violence.

extend the 5-day review period of the appeal, the parties will be notified in writing. A five day (5) appeal period will occur regardless of if there is a submission of an appeal from the involved party.

Appeal from a Determination Regarding Responsibility

An appeal will be decided by an appellate board of trained faculty and staff. 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.

If an individual wishes to appeal a decision, such an appeal must be submitted in writing to the Title IX Coordinator or designee within five (5) calendar days of the date of the outcome letter. A five day (5) appeal period will occur regardless of if there is a submission of an appeal from either involved party. If there is an appeal, it will be shared with the other party. The other party will have five (5) 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 chair of the appellate board.¹⁰ The Title IX Coordinator will notify the involved parties in writing as to the name and contact information of this individual. The Title IX Coordinator or designee will notify both parties of the submission of the appeal to the appellate board.

Process for Reviewing and Making a Decision on an Appeal

Involved parties are afforded a single appeal. 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. The appellate board may choose to affirm the decision, to affirm the decision but change the sanction, to refer the case back to the decision maker chair and hearing panel for further consideration, or to reverse the decision.

The chair of the appellate board shall provide written notice to the Title IX Coordinator of the final decision on the appeal within ten (10) calendar days of receipt of the appeal materials from the Title IX Coordinator or designee. Where there is a need to extend the 10-day review period of the appeal, the Title IX Coordinator, will provide notice of the need for an extension to the involved parties and their advisors. The notice of extension will include the new expected date of the appeal outcome. Once the appeal is decided, the Title IX Coordinator will notify the involved parties and their advisors of the final decision of the appeal board. Again, once an appeal is submitted and concluded, the decision is final.

Support and Other Resources

Students and Employees with Disabilities

Accommodation Requests: Participants in need of disability related accommodations and/or interpretation services during the investigation or hearing must contact the Title IX Coordinator with said requests five (5) days prior to the first investigative interview or scheduled hearing.

- Students seeking accommodations for disabilities under this Policy should contact Student Accessibility Services by phone at (931) 598-1229 or email at sas@sewanee.edu.
- Faculty or Staff employees seeking accommodations for disabilities under this Policy should contact the ADA Office by phone at (931) 598-1896 or email ada@sewanee.edu to be put in contact with the Director of ADA. See the ADA web page [[HERE](#)]. Faculty or Staff may also contact the Human Resources Office at 931-598-1382 or hr@sewanee.edu, as appropriate. See the HR web page [[HERE](#)].

Confidential Resources for Reporting and Support:

¹⁰ An appeal board typically has no more than three hearing panelists (A hearing chair and two appeal panelists).

- [University Health Services](#) is open to all full-time, degree-seeking students Monday through Friday, during business hours of 8:00 am - 4:30 pm.
 - Counseling and Psychological services is open to all full-time, degree-seeking undergraduate students Monday through Friday, during business hours of 8:00 am - 4:30 pm.
 - School of Theology students seeking access to counseling and psychological care services can contact the Office of Community Life at the School of Theology. School of Letters students seeking access to counseling and psychological care services can contact University Healthy Services for appropriate referrals.
- Any ordained clergy 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

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.

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, PRE/SOP leaders, 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-On-Call after normal business hours.
- For other emergency, virtual, online, peer and professional support options, that are both in and outside of Sewanee, please refer to the [Title IX website](#).
- For support related to pregnancy, please contact the Senior Director of Equity, Equal Opportunity, and Title IX at titleix@sewanee.edu

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

Title IX Coordinator, Dr. Sylvia Gray at 931-598-1420, titleix@sewanee.edu.

Dr. Gray is located in the EQB Annex, Office 104-A.

Please view the Flow Chart for the Title IX Policy and Process [here](#).

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>.

V. 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

The Sewanee Volunteer Fire Department is staffed by a full time fire chief and approximately fifty-one trained students, employees, and community members. Fire personnel are certified in incident command, meet minimum fire operation standards, rope rescue, and vehicle extrication.

The Sewanee Volunteer Fire Department's equipment consists of one 105ft aerial cable of flowing 2000 gallons per min, three 1500 gpm pumpers carrying 1000 gallons of water, one brush truck, one high-pressure foam-capable brush truck, one heavy rescue truck (with extrication tools), two four-wheel-drive vehicles (one equipped with mountain rescue equipment), and one off road utility vehicle for accessing part of our community trails.

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 [Campus 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. On the 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, crossties, 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 911.
- Fires will not be permitted during dry spells and may be canceled 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
- Baseball Field

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 on the [Recreation Webpage](#).

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 fine, disciplinary action, and payment of any

damages. If the fire department answers a call due to misbehavior, the responsible parties are likely to be charged a fine (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 state fire code. Inappropriately discharging a fire extinguisher will result in the cost of clean-up, the cost of recharging the extinguisher, and possibly a fine.
- 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.
- Lighting or heating devices that smolder or produce an open flame 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.
- 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 could result in disciplinary action.

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. ([EQB: 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 it currently has an ISO rating of 5. Policies are reviewed annually and

updated when appropriate. Any future and current construction projects will 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 Department. The Annual Fire Safety and Security Report is required to include three years of statistics, specifically for the 2020, 2021, and 2022 calendar years.

Calendar 2023

Location	Category of Fire	Nature of Fire	Fire-related injuries	Fire-related deaths	Property damage
	0	0	0	0	0
Totals	0	0	0	0	0

Calendar 2022

Location	Category of Fire	Nature of Fire	Fire-related injuries	Fire-related deaths	Property damage
	0	0	0	0	0
Totals	0	0	0	0	0

Calendar 2021

Location	Category of Fire	Nature of Fire	Fire-related injuries	Fire-related deaths	Property damage
	0	0	0	0	0
Totals	0	0	0	0	0

On-Campus Student Housing Fire Safety Systems

Facility	Alarm monitored by police	Sprinkled	Smoke Detectors	Central Alarm	Fire Extinguishers
Ayres Residence Hall	Yes	Yes	Yes	Yes	Yes
Ayres Multicultural Center	Yes	Yes	Yes	Yes	Yes
Barnwell Apartments	Yes	No	Yes	Yes	Yes
Benedict Hall	Yes	Yes	Yes	Yes	Yes
Cannon Hall	Yes	Yes	Yes	Yes	Yes
Chaplain House	Yes	Yes	Yes	Yes	Yes
Cleveland Hall	Yes	Yes	Yes	Yes	Yes
Courts Hall	Yes	Yes	Yes	Yes	Yes
Crafting House	Yes	Yes	Yes	Yes	Yes
Elliott Hall	Yes	Yes	Yes	Yes	Yes
French House	Yes	Yes	Yes	Yes	Yes
Green House	Yes	Yes	Yes	Yes	Yes
German House	Yes	Yes	Yes	Yes	Yes
Gorgas Hall	Yes	Yes	Yes	Yes	Yes
Hodgson Hall	Yes	Yes	Yes	Yes	Yes
Hoffman Hall	Yes	Yes	Yes	Yes	Yes
Humphreys Hall	Yes	Yes	Yes	Yes	Yes
Hunter Hall	Yes	Yes	Yes	Yes	Yes
Johnson Hall	Yes	Yes	Yes	Yes	Yes
McCrary Hall	Yes	Yes	Yes	Yes	Yes
McCory House	No	No	Yes	No	Yes
Paschall House (Italian House)	Yes	Yes	Yes	Yes	Yes
Phillips Hall	Yes	Yes	Yes	Yes	Yes
Quintard Hall	Yes	Yes	Yes	Yes	Yes
Richardson House	Yes	Yes	Yes	Yes	Yes
Eastern European House	Yes	Yes	Yes	Yes	Yes
Smith Hall	Yes	Yes	Yes	Yes	Yes
Spanish House	Yes	Yes	Yes	Yes	Yes
Theme Houses (on Georgia Avenue)	Yes	Yes	Yes	Yes	Yes
Theme Houses (on Mississippi Avenue)	Yes	Yes	Yes	Yes	Yes
St. Luke's Hall	Yes	Yes	Yes	Yes	Yes
Trezevant Hall	Yes	Yes	Yes	Yes	Yes
Tuckaway Hall	Yes	Yes	Yes	Yes	Yes
Women's Center, Bairnwick	Yes	Yes	Yes	Yes	Yes
UH 10	No	No	Yes	Yes	No

UH 11	No	No	Yes	Yes	No
UH 117	No	No	Yes	Yes	No
UH 138	No	No	Yes	Yes	No
UH 15	No	No	Yes	Yes	No
UH 31	No	No	Yes	Yes	No
UH 36	No	No	Yes	Yes	No
UH 64	No	No	Yes	Yes	No
UH 73	No	No	Yes	Yes	No
UH 80	No	No	Yes	Yes	No
UH 93	No	No	Yes	Yes	No
UH 94	No	No	Yes	Yes	No
UH 95	No	No	Yes	Yes	No
UH A16	No	No	Yes	Yes	No
UH A17	No	No	Yes	Yes	No
UH A19	No	No	Yes	Yes	No
UH A21	No	No	Yes	Yes	No
UH A22	No	No	Yes	Yes	No
UH A23	No	No	Yes	Yes	No
UH A24	No	No	Yes	Yes	No
UH A25	No	No	Yes	Yes	No
UH A26	No	No	Yes	Yes	No
UH A29	No	No	Yes	Yes	No
UH A30	No	No	Yes	Yes	No
UH A33	No	No	Yes	Yes	No
UH A34	No	No	Yes	Yes	No
UH A35	No	No	Yes	Yes	No
UH A36	No	No	Yes	Yes	No
UH A37	No	No	Yes	Yes	No
UH A38	No	No	Yes	Yes	No
UH A42	No	No	Yes	Yes	No
UH A43	No	No	Yes	Yes	No

On-Campus Greek Organization Housing Fire Safety Systems

Facility	Alarm monitored by police	Sprinkled	Smoke Detectors	Central Alarm	Fire Extinguishers
Alpha Delta Theta Sorority	Yes	Yes	Yes	Yes	Yes
Alpha Tau Zeta Sorority	Yes	Yes	Yes	Yes	Yes
Chi Psi Fraternity*	Yes	No	Yes	Yes	Yes
Delta Kappa Epsilon Fraternity*	Yes	No	Yes	Yes	Yes
Delta Tau Delta Fraternity*	Yes	No	Yes	Yes	Yes
Gamma Sigma Phi Fraternity	Yes	Yes	Yes	Yes	Yes
Kappa Alpha Fraternity*	Yes	No	Yes	Yes	Yes
Kappa Delta Sorority	Yes	Yes	Yes	Yes	Yes
Kappa Omega Sorority	Yes	Yes	Yes	Yes	Yes
Lambda Chi Alpha Fraternity*	Yes	No	Yes	Yes	No
Phi Gamma Delta Fraternity*	Yes	No	Yes	Yes	Yes
Phi Kappa Epsilon	Yes	Yes	Yes	Yes	Yes
Phi Society of 1883 Fraternity*	Yes	No	Yes	Yes	Yes
Phi Sigma Theta Sorority	Yes	Yes	Yes	Yes	Yes
Sigma Alpha Epsilon Fraternity*	Yes	No	Yes	Yes	Yes
Sigma Nu Fraternity*	Yes	No	Yes	Yes	Yes
Theta Kappa Phi Sorority	Yes	Yes	Yes	Yes	Yes
Theta Pi Sorority	Yes	Yes	Yes	Yes	Yes

*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.

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.

Crimes Defined

Jeanne Clery Act Definitions		Tennessee Incident-Based Reporting Definitions	
Rape	The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.	Rape	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
		Sodomy	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.
		Sexual Assault with an Object	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.
Fondling	The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.	Fondling	Touching of the private body parts of another person for the purpose of sexual gratification or any other reason, without the consent of the victim because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
Incest	Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.	Incest	Consensual sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape	Non-forcible sexual intercourse with a person who is under the age of consent.	Statutory Rape	Consensual sexual intercourse with a person who is under the statutory age of consent.
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Additional Clery Terms	Any incident meeting these definitions is considered a crime for the purposes of Clery Act reporting even if no Tennessee law was violated.
Domestic Violence	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 cohabitating 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.
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.

CRIMINAL OFFENSES

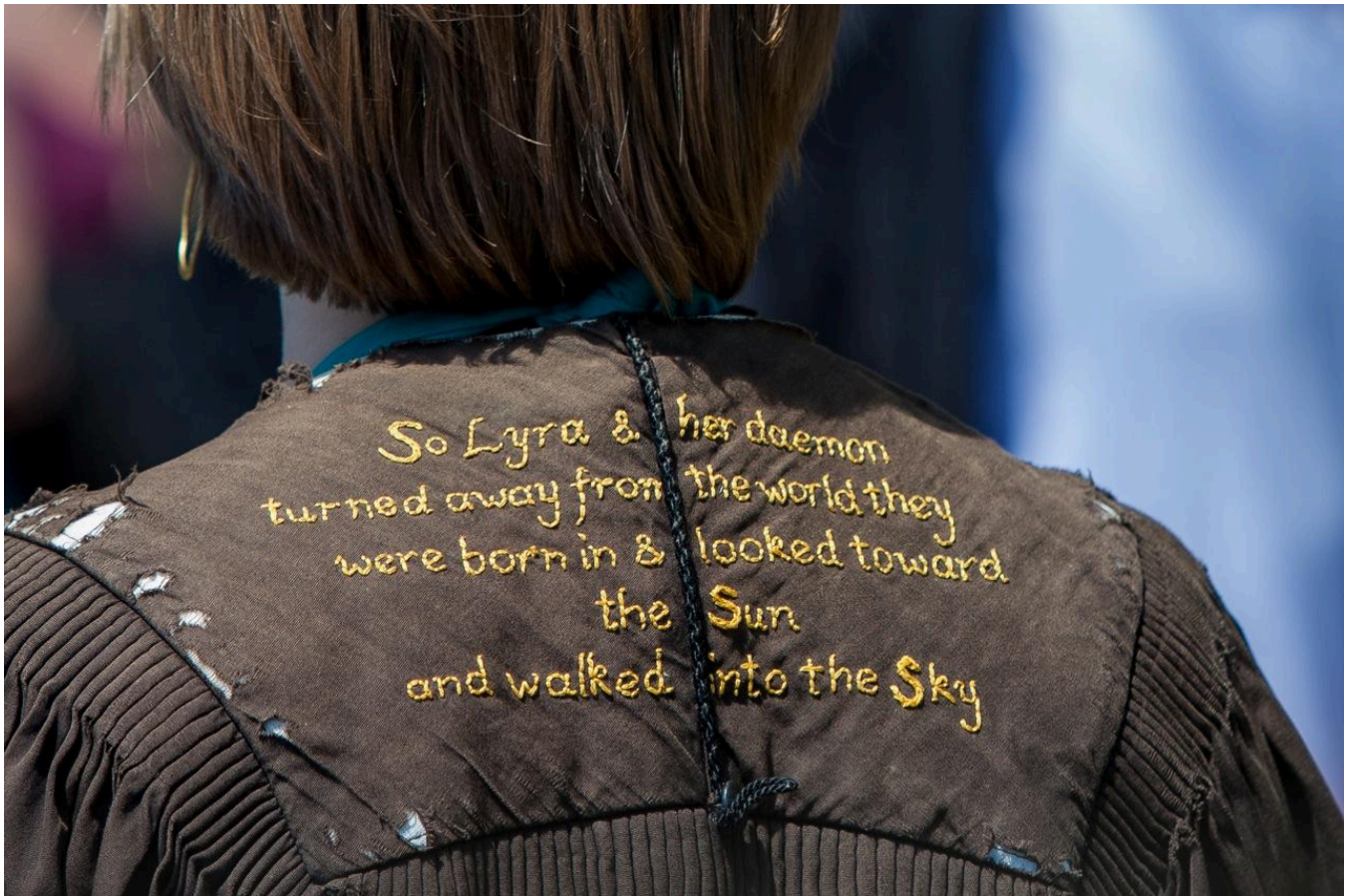
Criminal Offenses	Year	On Campus	Student Housing	Public Property
Murder and Non-negligent Manslaughter	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Non-negligent Manslaughter	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Rape	2021	4	3	0
	2022	1	1	0
	2023	0	0	0
Fondling	2021	0	0	0
	2022	0	0	0
	2023	3	3	0
Incest	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Statutory Rape	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Robbery	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Aggravated Assault	2021	0	0	0
	2022	0	0	0
	2023	1	0	0
Burglary	2021	8	8	0
	2022	1	0	0
	2023	3	3	0
Motor Vehicle Theft	2021	1	0	0
	2022	0	0	0
	2023	2	0	0
Arson	2021	0	0	0
	2022	0	0	0
	2023	0	0	0

VAWA OFFENSES				
VAWA Crime	Year	On Campus	Student Housing	Public Property
Domestic Violence	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Dating Violence	2021	0	0	0
	2022	1	1	0
	2023	1	1	0
Stalking	2021	0	0	0
	2022	0	0	0
	2023	5	0	0
ARRESTS				
Crime	Year	On Campus	Student Housing	Public Property
Illegal Weapon Possession	2021	2	1	0
	2022	0	0	0
	2023	1	0	0
Drug Abuse Violations	2021	8	2	0
	2022	0	0	1
	2023	1	1	0
Liquor Law Violations	2021	4	2	0
	2022	2	1	0
	2023	6	0	0
REFERRED FOR DISCIPLINARY ACTION				
Crime	Year	On Campus	Student Housing	Public Property
Illegal Weapon Possession	2021	13	0	0
	2022	2	1	1
	2023	0	0	0
Drug Abuse Violations	2021	23	20	0
	2022	9	8	0
	2023	6	6	0
Liquor Law Violations	2021	16	9	0
	2022	24	8	6
	2023	38	2	0
HATE CRIME OFFENSES				

Crime	Year	On Campus	Student Housing	Public Property
Murder and Non-negligent Manslaughter	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Rape	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Fondling	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Incest	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Statutory Rape	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Robbery	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Aggravated Assault	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Burglary	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Motor Vehicle Theft	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Arson	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Simple Assault	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Larceny-Theft	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Intimidation	2021	0	0	0
	2022	0	0	0
	2023	0	0	0

Destruction/Damage/Vandalism of Property	2021	0	0	0
	2022	0	0	0
	2023	0	0	0

UNFOUNDED CRIMES		
Unfounded crimes in the year in which they were originally reported	Year	All Categories
Total Unfounded Crimes	2021	0
	2022	0
	2023	0



Reference: Defining Locations

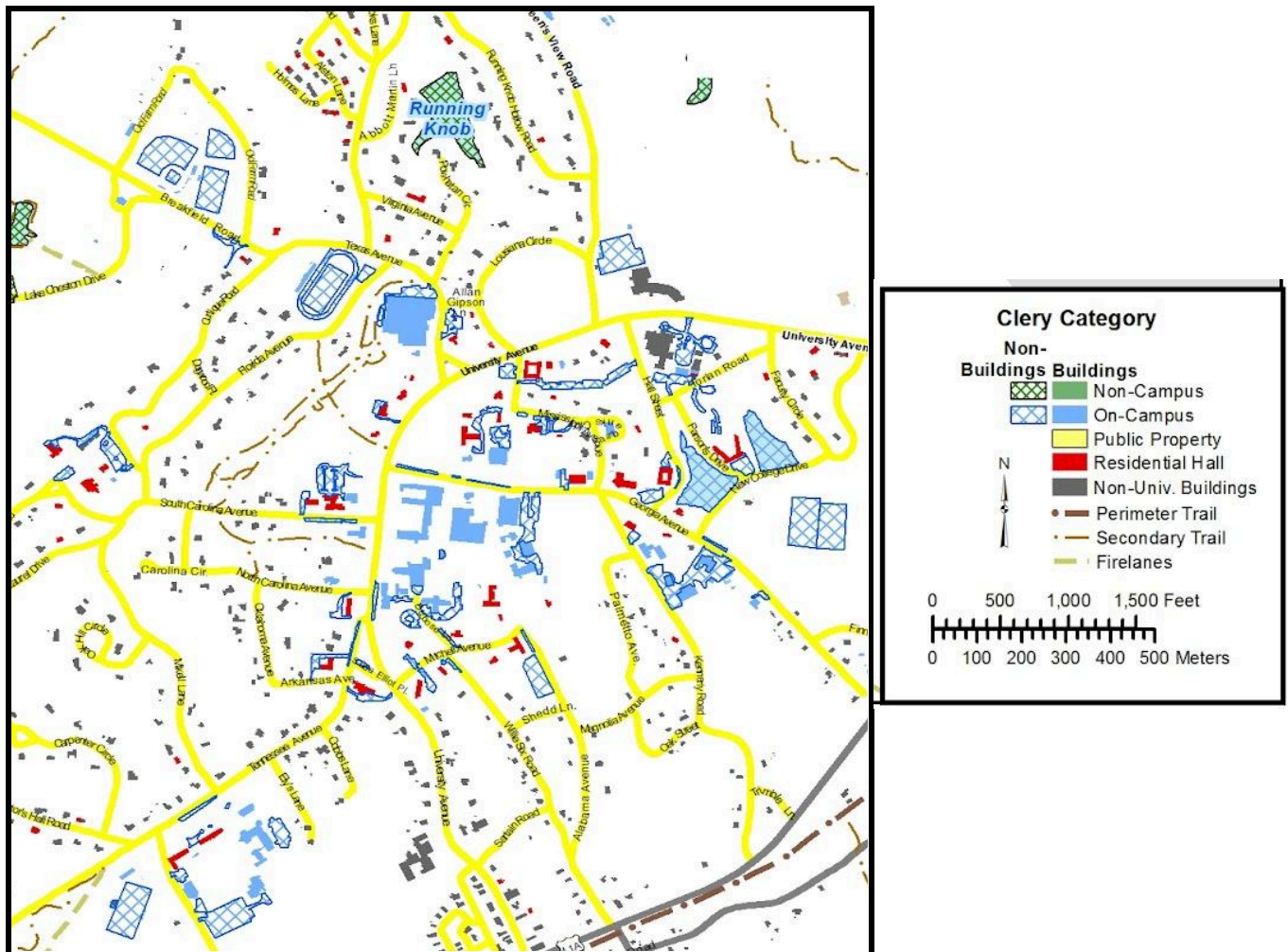
Crime statistics within this report are listed under four location types, which are as follows:

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.

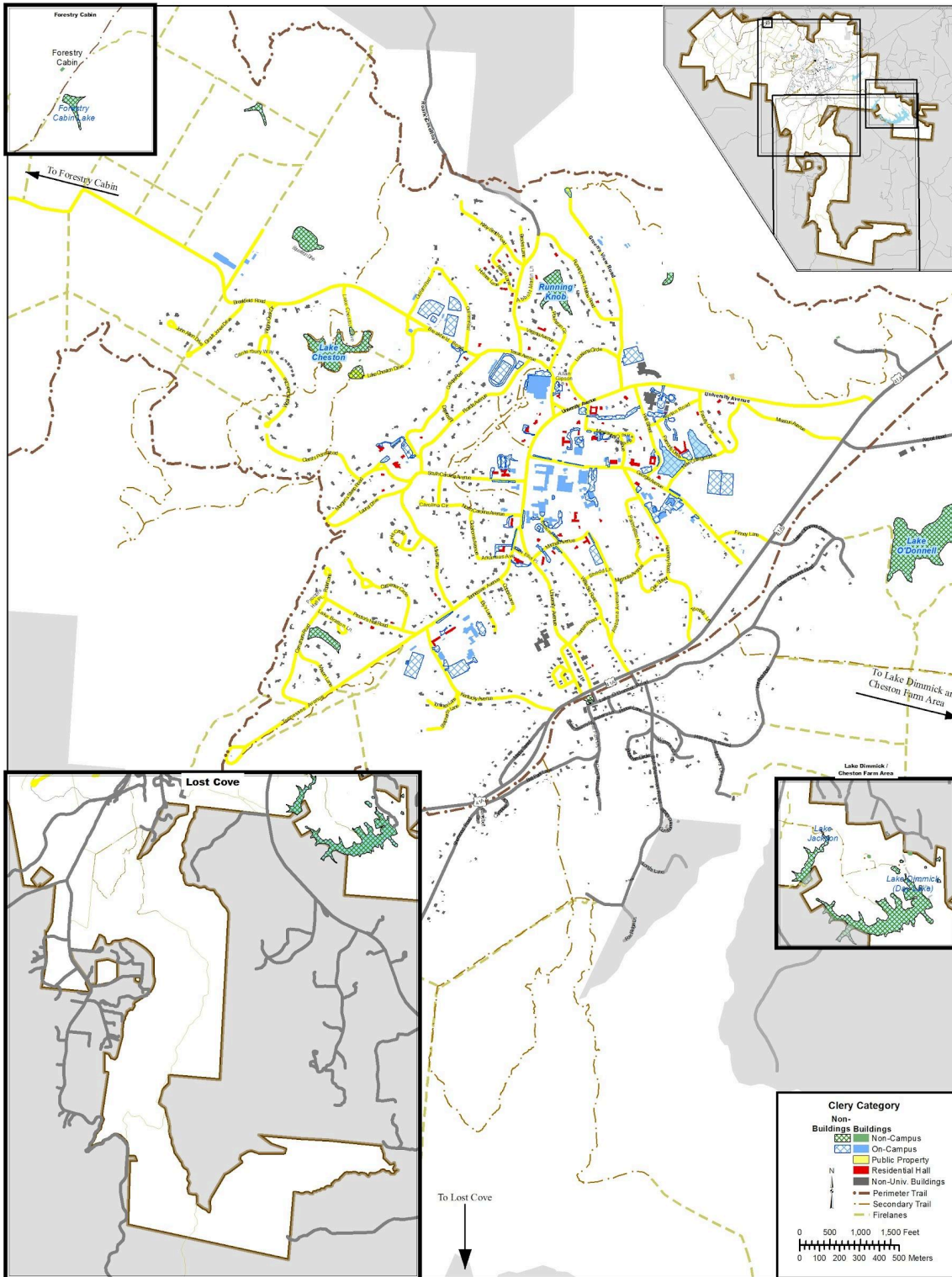
Non-Campus: Any building or property owned or controlled by a student organization recognized by the institution and any building or property owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently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

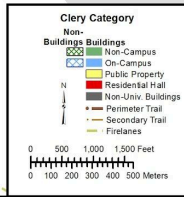
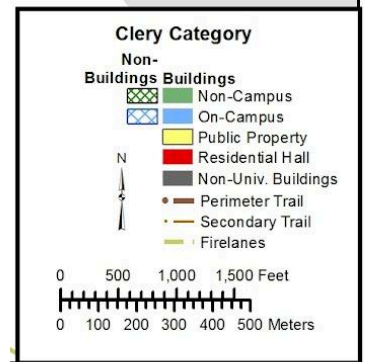
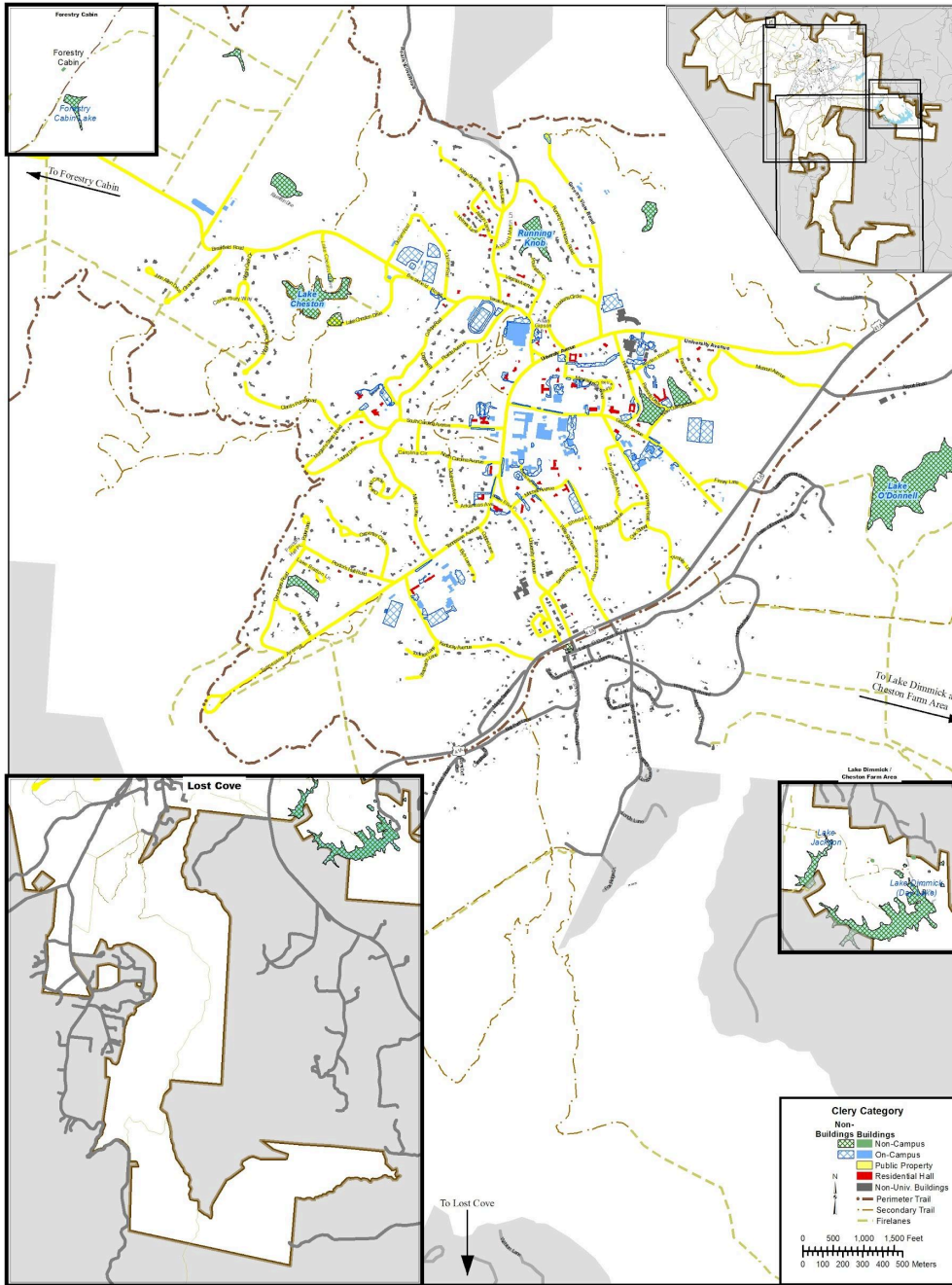
Public Property: All public property that is within the campus or is immediately adjacent to or accessible from the campus, including sidewalks, streets, or thoroughfares.

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

Building Name	Description	Address	City	State	Zip
All Saints' Chapel	On-campus Building	686 University Ave.	Sewanee	TN	37383
Alpha Delta Theta	On-campus Building	163 Mississippi Ave.	Sewanee	TN	37383
Alpha Tau Omega	On-campus Building	825 University Ave.	Sewanee	TN	37383
Armentrout House	On-campus Building	190 Alabama Ave.	Sewanee	TN	37383
Art Gallery	On-campus Building	68 Georgia Ave.	Sewanee	TN	37383
Bishops Common	On-campus Building	151 Georgia Ave.	Sewanee	TN	37383
Breslin Tower	On-campus Building	758 University Ave.	Sewanee	TN	37383
Bruton-Guerry Tennis Center	On-campus Building	100 Green's View Rd	Sewanee	TN	37383
Career & Leadership Development	On-campus Building	43 Texas Ave.	Sewanee	TN	37383
Carnegie Hall	On-campus Building	714 University Ave.	Sewanee	TN	37383
Chapel of the Apostles	On-campus Building	331 Tennessee Ave.	Sewanee	TN	37383
Chi Psi Lodge	On-campus Building	409 Georgia Ave.	Sewanee	TN	37383
Clement Chen Hall	On-campus Building	607 University Ave.	Sewanee	TN	37383
Cleveland Memorial Annex	On-campus Building	728 University Ave.	Sewanee	TN	37383
Computer and Network Services/Teleco	On-campus Building	95 Dubose Lane	Sewanee	TN	37383
Convocation Hall	On-campus Building	758 University Ave.	Sewanee	TN	37383
Cravens Hall	On-campus Building	440 Kentucky Ave.	Sewanee	TN	37383
Delta Tau Delta	On-campus Building	1082 University Ave.	Sewanee	TN	37383
DKE House	On-campus Building	412 Georgia Ave.	Sewanee	TN	37383
duPont Library	On-campus Building	178 Georgia Ave.	Sewanee	TN	37383
Ecce Quam Bonum Building	On-campus Building	99 Dubose Lane	Sewanee	TN	37383
Equestrian Center	On-campus Building	54 Equestrian Drive	Sewanee	TN	37383
Flex Office Complex	On-campus Building	1300 University Ave.	Sewanee	TN	37375
Fowler Fitness Center	On-campus Building	77 Texas Ave.	Sewanee	TN	37383
Fulford Hall	On-campus Building	735 University Ave.	Sewanee	TN	37383
Gailor Auditorium	On-campus Building	92 Dubose Lane	Sewanee	TN	37383
Gailor Hall	On-campus Building	92 Dubose Lane	Sewanee	TN	37383
Georgia Avenue Lodge	On-campus Building	287 Georgia Ave.	Sewanee	TN	37383
Golf Shop	On-campus Building	140 Green's View Rd.	Sewanee	TN	37383
Guerry Auditorium	On-campus Building	68 Georgia Ave.	Sewanee	TN	37383

Guerry Hall	On-campus Building	68 Georgia Ave.	Sewanee	TN	37383
Hamilton Hall	On-campus Building	335 Tennessee Ave.	Sewanee	TN	37383
Hamilton Hall Annex	On-campus Building	335 Tennessee Ave.	Sewanee	TN	37383
Harris Stadium	On-campus Building	341 Texas Ave.	Sewanee	TN	37383
Kappa Alpha house	On-campus Building	1164 University Ave.	Sewanee	TN	37383
Kyle Rote Jr. Field House	On-campus Building	467 Tennessee Ave.	Sewanee	TN	37383
Lake Cheston Pavilion	On-campus Building	336 Crosby Lane	Sewanee	TN	37383
Lambda Chi Alpha	On-campus Building	150 Mitchell Ave.	Sewanee	TN	37383
McClurg Dining Hall	On-campus Building	634 University Ave.	Sewanee	TN	37383
McGriff Alumni House	On-campus Building	120 Georgia Ave.	Sewanee	TN	37383
Montgomery Field	On-campus Building	105 Old Farm Rd.	Sewanee	TN	37383
Nabit Art Building	On-campus Building	105 Kennerly Rd.	Sewanee	TN	37383
Phi Gamma Delta (Fiji) House	On-campus Building	55 Mitchell Ave.	Sewanee	TN	37383
Phi Kappa Epsilon house	On-campus Building	412 Curlicue Road	Sewanee	TN	37383
Phi Society of 1833	On-campus Building	909 University Ave.	Sewanee	TN	37383
Facilities Management Recycling Building #1	On-campus Building	191 Kennerly Rd.	Sewanee	TN	37383
Facilities Management Recycling Building #2	On-campus Building	192 Kennerly Rd.	Sewanee	TN	37383
Facilities Management Gas Pump	On-campus Building	515 Georgia Ave.	Sewanee	TN	37383
Facilities Management Shop	On-campus Building	478 Georgia Ave.	Sewanee	TN	37383
Print Services	On-campus Building	107 Mitchell Ave.	Sewanee	TN	37383
Facilities Management Carpenter's Shop	On-campus Building	157 Kennerly Rd.	Sewanee	TN	37383
Proctor Hill Theatre	On-campus Building	406 Kentucky Ave.	Sewanee	TN	37383
Puett Field	On-campus Building	467 Tennessee Ave.	Sewanee	TN	37383
Purple Haze Fields	On-campus Building	440 Kentucky Ave.	Sewanee	TN	37383
Saint's Rest	On-campus Building	40 Tennessee Ave.	Sewanee	TN	37383
Sewanee Inn	On-campus Building	1235 University Ave.	Sewanee	TN	37383
Sewanee Police Dept	On-campus Building	107 Alabama Ave.	Sewanee	TN	37383
Sewanee Fire Dept	On-campus Building	111 Alabama Ave.	Sewanee	TN	37383
Shapard Tower	On-campus Building	686 University Ave.	Sewanee	TN	37383
Sigma Alpha Epsilon	On-campus Building	66 Mississippi Ave.	Sewanee	TN	37383
Sigma Nu House	On-campus Building	60 Texas Ave.	Sewanee	TN	37383

Snowden Hall	On-campus Building	131 Alabama Ave.	Sewanee	TN	37383
Sommer House	On-campus Building	460 Green's View Rd.	Sewanee	TN	37383
Spencer Hall	On-campus Building	64 Alabama Ave.	Sewanee	TN	37383
St. Luke's Chapel	On-campus Building	107 Georgia Ave.	Sewanee	TN	37383
Stirling's Coffee House	On-campus Building	241 Georgia Ave.	Sewanee	TN	37383
Tennessee Williams Center	On-campus Building	406 Kentucky Ave.	Sewanee	TN	37383
Thompson Union	On-campus Building	685 University Ave.	Sewanee	TN	37383
University Airport Hanger #1	On-campus Building	369 Airport Rd.	Sewanee	TN	37375
University Airport Office	On-campus Building	369 Airport Rd.	Sewanee	TN	37375
University Archives	On-campus Building	81 Alabama Ave.	Sewanee	TN	37383
University Book and Supply Store	On-campus Building	120 University Ave.	Sewanee	TN	37383
University Farm 1	On-campus Building	225 Breakfield Rd.	Sewanee	TN	37383
University Farm 2	On-campus Building	Old Farm Rd.	Sewanee	TN	37383
University Health Services	On-campus Building	1310 University Ave.	Sewanee	TN	37383
University Lease Office	On-campus Building	400 University Ave	Sewanee	TN	37383
University Wellness Commons	On-campus Building	604 University Ave.	Sewanee	TN	37383
Walsh-Ellett Hall	On-campus Building	740 University Ave.	Sewanee	TN	37383
Watson House	On-campus Building	143 South Carolina Ave.	Sewanee	TN	37383
Wiggins Hall	On-campus Building	362 Georgia Ave.	Sewanee	TN	37383
Woods Lab	On-campus Building	44 Alabama Ave.	Sewanee	TN	37383
Xanadu	On-campus Building	14051 Sollace M. Freeman Hwy	Sewanee	TN	37383
Residence Hall Name	Description	Address	City	State	Zip
Ayres Hall	Residence Hall	161 Alabama Ave.	Sewanee	TN	37383
Ayers Multi-Cultural Center	Residence Hall	14 Willie Six Rd.	Sewanee	TN	37383
Bairnwick Women's Center	Residence Hall	114 Mississippi Ave.	Sewanee	TN	37383
Barnwell Apartments	Residence Hall	236 Alabama Ave.	Sewanee	TN	37383
Benedict Hall	Residence Hall	21 Mississippi Ave.	Sewanee	TN	37383
Cannon Hall	Residence Hall	92 S. Carolina Ave.	Sewanee	TN	37383
Cleveland Hall	Residence Hall	575 University Ave	Sewanee	TN	37383
Community Engagement House	Residence Hall	187 Alabama Ave.	Sewanee	TN	37383
Courts Hall	Residence Hall	274 Hall Street	Sewanee	TN	37383
Elliott Hall	Residence Hall	21 Sada Elliott Place	Sewanee	TN	37383

Emery Hall	Residence Hall	412 Curlicue Rd.	Sewanee	TN	37383
French House	Residence Hall	230 Texas Ave.	Sewanee	TN	37383
Georgia Avenue Theme Houses	Residence Hall	275 Georgia Ave.	Sewanee	TN	37383
German House	Residence Hall	29 Louisiana Circle	Sewanee	TN	37383
Gorgas Hall	Residence Hall	445 Tennessee Ave.	Sewanee	TN	37383
Green House	Residence Hall	190 Alabama Ave.	Sewanee	TN	37383
Hodgson Hall	Residence Hall	446 S. Carolina Ave.	Sewanee	TN	37383
Hoffman Hall	Residence Hall	944 University Ave.	Sewanee	TN	37383
Humphreys Hall	Residence Hall	327 Georgia Ave.	Sewanee	TN	37383
Hunter Hall	Residence Hall	430 University Ave.	Sewanee	TN	37383
Italian House	Residence Hall	75 Louisiana Circle	Sewanee	TN	37383
Johnson Hall	Residence Hall	859 University Ave.	Sewanee	TN	37383
McCrary Hall	Residence Hall	160 Alabama Ave.	Sewanee	TN	37383
Mississippi Avenue Theme Houses	Residence Hall	205 Mississippi Ave.	Sewanee	TN	37383
Phillips Hall	Residence Hall	501 Curlicue Rd.	Sewanee	TN	37383
Quintard Hall	Residence Hall	395 Tennessee Ave.	Sewanee	TN	37383
Russian House	Residence Hall	150 Mississippi Ave.	Sewanee	TN	37383
Smith Hall	Residence Hall	62 S. Carolina Ave.	Sewanee	TN	37383
Spanish House	Residence Hall	80 Mississippi Ave.	Sewanee	TN	37383
St. Luke's Hall	Residence Hall	860 University Ave.	Sewanee	TN	37383
Theta Kappa Phi	Residence Hall	370 Texas Ave.	Sewanee	TN	37383
Theta Pi - Bates House	Residence Hall	129 Mississippi Ave.	Sewanee	TN	37383
Trezevant Hall	Residence Hall	111 New College Dr.	Sewanee	TN	37383
Tuckaway Hall	Residence Hall	80 Tennessee Ave.	Sewanee	TN	37383
Running Knob Hollow Duplex	Residence	311 Running Knob Hollow Rd.	Sewanee	TN	37383
New College Drive 1	Residence	417 New College Dr.	Sewanee	TN	37383
New College Drive 2	Residence	417 New College Dr.	Sewanee	TN	37383
UH 105	Residence	362 Curlicue Rd.	Sewanee	TN	37383
UH 106	Residence	364 Curlicue Rd.	Sewanee	TN	37383
UH 107	Residence	366 Curlicue Rd.	Sewanee	TN	37383
UH 108	Residence	368 Curlicue Rd.	Sewanee	TN	37383
UH A24 1 & 2	Residence	102 Abbot Martin Ln.	Sewanee	TN	37383

UH A28 1 & 2	Residence	180 Holmes Ln.	Sewanee	TN	37383
UH A34 #4	Residence	104 Holmes Ln.	Sewanee	TN	37383
UH A37 3 & 4	Residence	385 New College Dr.	Sewanee	TN	37383
UH A42 1-5	Residence	181 Carpenter Circle	Sewanee	TN	37383
UH 127	Residence	100 Faculty Circle	Sewanee	TN	37383
UH A30	Residence	141 Proctor Hall Road	Sewanee	TN	37383
UH A35 #2	Residence	157 Roarks Cove Road	Sewanee	TN	37383
UH A01 #2	Residence	60 Alston Ln.	Sewanee	TN	37383
UH A16 #2	Residence	154 Holmes Ln.	Sewanee	TN	37383
UH A18 3 & 4	Residence	111 Alston Ln.	Sewanee	TN	37383
UH A19 5 & 6	Residence	90 Alston Ln.	Sewanee	TN	37383
UH A20 #8	Residence	110 Alston Ln.	Sewanee	TN	37383
UH A21 #9	Residence	55 Kirby Smith Road	Sewanee	TN	37383
UH A22 #1	Residence	125 Alston Ln	Sewanee	TN	37383
UH A23 1 & 2	Residence	285 Running Knob Hollow	Sewanee	TN	37383
UH A25 1 & 2	Residence	52 Kirby Smith Road	Sewanee	TN	37383
UH A26 #2	Residence	84 Proctors Hall Rd	Sewanee	TN	37383
UH A29 #1	Residence	196 Holmes Ln	Sewanee	TN	37383
UH A36 1 & 2	Residence	135 Roarks Cove Rd	Sewanee	TN	37383
UH A38 1, 3, 4	Residence	371 New College Drive	Sewanee	TN	37383
UH A43 1, 2, 3, 4, 5	Residence	34 Morgan Steep Road	Sewanee	TN	37383
UH 10	Residence	100 Laurel Drive	Sewanee	TN	37383
UH 17	Residence	85 Morgan Steep Rd	Sewanee	TN	37383
UH 32	Residence	67 Mikell Ln	Sewanee	TN	37383
UH 45	Residence	699 Georgia Ave	Sewanee	TN	37383
UH 75b	Residence	152 Virginia Ave	Sewanee	TN	37383
UH 81	Residence	400 TN Ave	Sewanee	TN	37383
UH 84	Residence	305 NC Ave	Sewanee	TN	37383
UH 91	Residence	379 Greens View Rd	Sewanee	TN	37383
UH 92	Residence	77 Alston Ln	Sewanee	TN	37383
UH 95	Residence	136 Running Knob Hollow Rd	Sewanee	TN	37383
UH A40 #3	Residence	71 Curlique Rd	Sewanee	TN	37383

UH 80	Residence	41 Alston Ln	Sewanee	TN	37383
UH 117	Residence	52 Powhatan Circle	Sewanee	TN	37383
Local Business/Service	Description	Address	City	State	Zip
Alpha Management Corporation	Sewanee Business	91 University Ave.	Sewanee	TN	37375
Askew Studio	Sewanee Business	12565 Sollace M. Freeman Highway	Sewanee	TN	37375
Beauty By Tabitha	Sewanee Business	91 University Ave.	Sewanee	TN	37375
Bell South	Sewanee Business	60 Willie Six Road	Sewanee	TN	37375
Blue Chair	Sewanee Business	41 University Ave.	Sewanee	TN	37375
Tower Community Bank	Sewanee Business	138 University Ave.	Sewanee	TN	37375
Duck River Electric Membership Corp	Sewanee Business	13083 Sollace M Freeman Hwy.	Sewanee	TN	37375
Airport	Sewanee Business	369 Airport Road	Sewanee	TN	37375
Fine Arts at the Mountain	Sewanee Business	91 University Ave.	Sewanee	TN	37375
Folks at Home	Sewanee Business	141 University Ave.	Sewanee	TN	37375
Frame Gallery	Sewanee Business	12565 Sollace M. Freeman Hwy.	Sewanee	TN	37375
Grundy County EMS	Ambulance Service	67 Torian Road	Sewanee	TN	37383
Hospitality Shop	Sewanee Business	1096 University Ave.	Sewanee	TN	37375
Lemon Fair	Sewanee Business	60 University Ave.	Sewanee	TN	37375
Locals Gallery	Sewanee Business	49 University Ave.	Sewanee	TN	37375
Patton Watkins Architect	Sewanee Business	125 University Ave.	Sewanee	TN	37375
US Post Office	Sewanee Business	94 University Ave.	Sewanee	TN	37375
Regions Bank	Sewanee Business	69 University Ave.	Sewanee	TN	37375
Roots Hair Salon	Sewanee Business	12565 Sollace M. Freeman Hwy.	Sewanee	TN	37375
Senior Citizens Center	Sewanee community bldg	39 Ball Park Rd.	Sewanee	TN	37375
Sewanee Auto Repair	Sewanee Business	76 University Ave.	Sewanee	TN	37375
Sewanee Family Practice	Sewanee Business	1314 University Ave.	Sewanee	TN	37375
Sewanee Holistic Health	Sewanee Business	141 University Ave.	Sewanee	TN	37375
Sewanee Market	Sewanee Business	28 Lake O'Donnell Rd.	Sewanee	TN	37375
Sewanee Mountain Messenger	Sewanee Business	418 St. Mary's Lane	Sewanee	TN	37375
Sewanee Pediatrics	Sewanee Business	1318 University Ave.	Sewanee	TN	37375
Lunch	Sewanee Business	24 University Ave.	Sewanee	TN	37375
Sewanee Realty	Sewanee Business	115 University Ave.	Sewanee	TN	37375

Sewanee Utility District	Sewanee Business	150 Sherwood Rd.	Sewanee	TN	37375
Shenanigans Restaurant	Sewanee Business	12595 Sollace M Freeman Hwy.	Sewanee	TN	37375
Taylor's Mercantile	Sewanee Business	10 University Ave.	Sewanee	TN	37375
University Dental Associates	Sewanee Business	1340 University Ave.	Sewanee	TN	37375
University Realty	Sewanee Business	91 University Ave.	Sewanee	TN	37375
Village Nutrition	Sewanee Business	12565 Sollace M. Freeman Hwy.	Sewanee	TN	37375
Woody's Bicycles	Sewanee Business	90 Reed Lane	Sewanee	TN	37375
American Legion Hall	Sewanee community bldg.	36 University Ave.	Sewanee	TN	37383
Sewanee Community Center	Sewanee community bldg.	39 Ball Park Rd.	Sewanee	TN	37375
Elliott Park	Sewanee community park	490 University Ave.	Sewanee	TN	37383
Sewanee Ball Park	Sewanee community park	359 Ball Park Rd	Sewanee	TN	37375
Southern Tennessee Regional Hospital	Sewanee hospital	1260 University Ave.	Sewanee	TN	37375
Otey Parish	Sewanee local church	216 University Ave.	Sewanee	TN	37375
Franklin Co. Convenience Ctr.	Sewanee Recycling Center	132 Missouri Ave.	Sewanee	TN	37375
Sewanee Elementary School	Elementary School	209 University Ave.	Sewanee	TN	37375