

Andrew College



2020 Annual Security & Fire Safety Report

Statistics for 2016, 2017, 2018 and 2019

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Annual Security Report

Andrew College prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 USC § 1092(f) (the “*Clery Act*”). This report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned by Andrew College; and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies governing campus safety and security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

This report is prepared in cooperation with the local law enforcement agencies and the Office of Student Affairs. Campus crime, arrest, and referral statistics include those reported to Synergy Campus Security designated campus officials, and local law enforcement agencies. Each year email notifications are made to all enrolled students, faculty, and staff providing information on how to access the Andrew College Annual Security Report and Annual Fire Safety Report online or request a printed copy from the Office of Student Affairs. Physical copies of this report may be obtained at the Office of Student Affairs located in Old Main Building.

Emergency Contact Numbers

Local Law Enforcement	911
Synergy Campus Security	229-732-5919
Office of Student Affairs	229-732-5950
President’s Office	229-732-5928
Business Office	229-732-5946

Andrew College does not discriminate on the basis of sex in its education programs and activities and is required under Title IX of the Education Amendments of 1972 and Title IX’s implementing regulations not to discriminate in such a manner. The prohibited sex discrimination covers sexual misconduct, including, but not limited to, sexual harassment and sexual violence. Inquiries concerning the application of Title IX may be referred to the Department of Education’s Office for Civil Rights or Andrew College’s Title IX Coordinator.

Synergy Campus Security

Synergy Campus Security is charged with the responsibilities of providing life safety and property protection. To meet these important responsibilities, the college maintains a force of officers whose duties are integrated to provide law enforcement, crime prevention and parking control/enforcement. Synergy Campus Security strives to contribute to the academic environment by performing professional law enforcement tasks with a positive, service-oriented and educational approach.

Synergy Campus Security (Synergy Security Services, LLC.) are not certified police officers, but do possess complete authority to apprehend and arrest anyone involved in illegal acts on campus and in areas immediately adjacent to the campus. Synergy Campus Security operates 12 hours per day on business days and on weekends and college-recognized holidays. The Supervisor of the Synergy Campus Security and Dean of Student Affairs are on-call 24 hours per day, 7 days a week, and serves as a primary responder.

Synergy Campus Security provide all

patrol, investigation, specialized, and emergency response, as well as crime prevention and educational services at Andrew College. However, Synergy Campus Security, the Randolph County Sheriff’s Office, and the Cuthbert Police Department have a

memorandum of understanding, in which each respective law enforcement agency augments the other within their shared jurisdiction during mutual investigations, arrests, and prosecutions.

Per the *Andrew College Student Handbook*, “each individual is responsible for

his or her personal safety and wellbeing. All members of the Andrew College Community are encouraged to actively assist in crime prevention on the campus.” All students are expected to comply with Andrew College policies as outlined in the *Andrew College Student Handbook*. The *Student Handbook* is subject to change as policies are updated and revised, thus the *Handbook* represents the policies that are in effect at the time of publication. Members of the Andrew College community are also subject to all local, state, and federal laws and statutes. Any alleged violations of laws and statutes which occur on or off campus are subject to College investigation and referral to Synergy Campus Security or local, state, or federal authorities.

The mission of Synergy Campus Security is to provide a secure atmosphere conducive to education, research, employment and daily lifestyles of the college community. Our aim is to deliver high-quality efficient, professional and consistent service to Andrew College students, faculty, staff and visitors by striving to build and strengthen community partnership and engagement through education and awareness to reduce crime.

Reporting Procedures

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents, whether occurring on or off campus, to Synergy Campus Security in a timely manner. Doing so ensures inclusion of the report in the annual crime statistics and aids in providing timely warning notices to the entire campus community (as discussed below), when appropriate. A crimes that are only reported to, for example, the Albany Rape Crisis Center or other entity not affiliated with Andrew College, would not be included in the annual crime statistics.

To report a crime or an emergency from an on-campus phone, call 5919. When using a cell phone, please call Synergy Campus Security office number at 229-732-5919. Please note if one dials “911,” they will reach the county emergency services. Synergy Campus Security recommends pre-programming of cell phones with the Synergy Campus Security office number.

Synergy Campus Security officers respond to all requests for service and are the investigating authority for all crimes that occur on campus. When calling for either emergency or non-emergency service, be prepared to clearly identify yourself, state the location from which you are calling, and state briefly the nature of your call.

To report a crime that occurs at an off-campus location, contact the appropriate local police department or dial 911. In the case of an emergency, it is always best to dial 911. Andrew College has established an agreement with local law enforcement agencies to be notified via the Southwest Georgia Regional Emergency Switchboard of reports called into 911. To report a crime that occurs on campus, please contact Synergy Campus Security at 229-732-5919.

Voluntary, Confidential Reporting

Anyone who is the Complainant or witness to any crime is encouraged to promptly report the incident to Synergy Campus Security. Reports made to Synergy Campus Security or other local law enforcement agencies are public records under state law, and therefore, cannot be held in confidence. Complainants of sexual misconduct are encouraged to confidentially report crimes to the Office of Student Affairs or the Title IX Coordinator. All reports, however, will be included in the annual crime statistics, with Complainants' name withheld as confidential.

When appropriate to do so, violations of the law will be referred to the Title IX Coordinator for review. When a potentially dangerous threat to the college community arises, emergency notification alerts will be issued to notify individuals of the threat in a timely manner. These alerts will also inform the community of any recommended action to be taken.



Reporting Crimes to the Pastoral Counselor:

As a result of the negotiated rulemaking process following the signing into law the 1998 amendments to 20 U.S.C. § 1092(f), clarification was given to those considered to be campus security authorities. To that end, campus “Pastoral Counselors” and campus “Professional Counselors,” which acting as such, are not considered to be Campus Security Authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Additionally, Andrew College provides limited professional counseling through Aspire Behavioral Health & Developmental Disability Services. However, if a crime is reported to the campus chaplain and it is believed to be dangerous to the student or campus, that information is to be disclosed to the Dean of Student Affairs or Synergy Campus Security.

Anonymous Reporting

As a member of the college community, you have a responsibility to report behaviors that potentially constitute sexual or gender based harassment or violence. When you become aware of an incident or potential incident, where the offender is an Andrew College student, faculty or staff member, you should complete the report immediately. If you are interested in reporting a crime anonymously, you can utilize the Anonymous Reporting Form, which can be accessed at: <https://docs.google.com/a/andrewcollege.edu/forms/d/1ay7qPxaJX89zAWZoECR7lGk3JsE9f4hTZrKFUbXRrLk/viewform>. The Office of Student Affairs typically will not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for campus safety.

Campus Security Authorities

While the College encourages all campus community members to promptly report all crimes and other emergencies directly to Synergy Campus Security at 229-732-5919 or 911, we also recognize that some may prefer to report to other College individuals or offices. The Clery Act recognizes certain College officials and

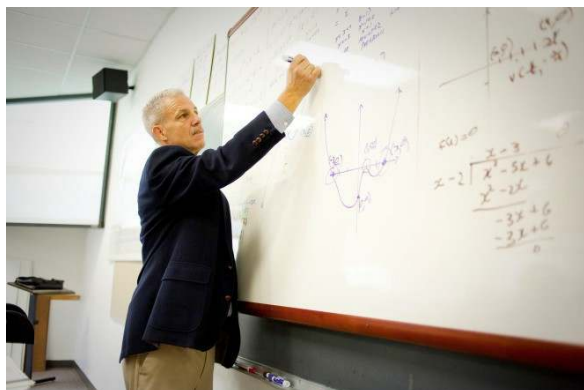
offices as “Campus Security Authorities (CSA).” The act defines these individuals as “officials of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and student conduct proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” CSAs are trained annually on how to respond when an incident has been reported.

While the College has identified several CSAs on campus, we officially designate the following offices as places where campus community members should report crimes:

- Complaints and grievances related to non-academic employees of the College should be made to the Vice President for Finance located in the Business Office or at 229-732-5627.
- Complaints and grievances related to student life should be made to the Dean of Student Affairs located in Old Main, first floor or at 229-732-5950.
- Complaints and grievances related to admissions practices and recruitment should be made to the Vice President for Enrollment located in Old Main on the second floor or at 229-732-5934.
- Complaints and grievances related to financial aid, accounts payable, or the business office should be made to the Vice President for Finance located in the Business Office or at 229-732-5627.
- Complaints and grievances related to athletics should be made to the Athletic Director located in the Parker Building, on the first floor at 229-732-5951.
- Complaints and grievances related to program accessibility for individuals with disabilities should be made to the Dean of Academic Affairs. Grievances unresolved at this level may be forwarded to the Dean of Student Affairs located in Old Main, first floor or at 229-732-5950.
- Complaints and grievances related to sexual misconduct involving faculty, staff, or students should contact the Title IX Coordinator located in the Business Office, first floor or at 229-732-5946 or the Deputy IX Coordinator located in Old Main, first floor or at 229-732-5950.

In addition, CSAs may report incidents directly to the Office of Student Affairs, Synergy Campus Security or utilize the Incident Report form found on the college website at:

<https://docs.google.com/a/andrewcollege.edu/forms/d/1OAJE9iAsveyN1USjN-i22YH3mukafS4CbPETR19FMY0/viewform?c=0&w=1>.



Timely Warnings

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the College issues "timely warnings." The College may issue a timely warning for the following crimes: arson; aggravated assault; criminal homicide; domestic violence, dating violence, robbery; burglary, sexual assault, hate crimes; and stalking. The College may also issue a Timely Warning for alcohol, drug, and weapon arrests or referrals that may cause a continuing threat to the community. The Office of Student Affairs or Synergy Campus Security is responsible for issuing "timely warnings" in compliance with the *Clery Act*. If a situation arises, either on or off campus, that constitutes an ongoing or continuing threat (i.e. active threats, bomb threats, or a dangerous chemical spill, etc.), an Emergency Notification will be issued to the entire campus community to keep it informed about safety and security matters related to that situation. The decision to issue such an emergency notification alert is decided on a case- by-case basis in light of all the facts surrounding an incident, including factors such as the nature of the crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts.

Except in very limited circumstances, emergency notification alerts are issued for any reported crime or activity that poses an imminent,

serious or continuing threat to the campus community.

To issue an emergency notification alert, the Office of Student Affairs or Synergy Campus Security notifies the campus community using a campus-wide email message, which is addressed to students, faculty and staff. Campus emergency notification alerts are disseminated with the goal of notifying as many people as possible, as rapidly as possible. These warnings are also sent via the *One Call Now* voice mail, e-mail, and SMS text to all students, faculty, and staff. All students, faculty, and staff are encouraged to sign up to receive these notices at the beginning of each semester. The following notifications are also utilized: emergency intercom broadcast, telephone, and messenger trees.

The purpose of a timely warning is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves. The College will issue an emergency notification whenever the following criteria are met: (1) a crime is reported; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the safety of other members of the campus community. The College may also issue a timely warning in other circumstances, such as inclement weather or school closings.

Emergency Response and Evacuation Procedures

Upon confirmation of an emergency or dangerous situation, Andrew College will immediately notify the campus community of the situation. Andrew College has also adopted and will follow the procedures provided in its Emergency Action Plan. It is the responsibility of the President's Cabinet with cooperation from Synergy Campus Security to carry out specific responsibilities before, during, and after an emergency, as well as work as a team to minimize potential loss. Additional members of the college community have been designated to assist as needed, including, but not limited to, the directors of physical plant, food service, Synergy Campus Security, and Student Affairs program directors. The Dean of Student Affairs is responsible for the development, implementation, and evaluation of the Emergency Action Plan. The Dean of Student Affairs also has the responsibility to

communicate the elements of the Emergency Action Plan to all students, faculty, and staff.

Andrew College distributes the Emergency Action Plan to students and employees. The Emergency Action Plan is also accessible for viewing on the college website at: <https://www.andrewcollege.edu/for-faculty-staff/>. A printed copy can also be obtained from the Office of Student Affairs.

Procedures to Immediately Notify the Campus Community a Confirmed Significant Emergency or Immediate Threat

Once the significant emergency or dangerous situation is confirmed, the Supervisor for Synergy Campus Security or Dean of Student Affairs will determine who to notify, the content of the notification, and issue an emergency notification alert to the campus community in the event of an imminent or ongoing threat to the community. Emergency notification alerts are disseminated with the goal of notifying as many people as possible, as rapidly as possible (i.e., active threats, bomb threats, or a dangerous chemical spill, etc.).

These alerts are sent via the *One Call Now* voicemail system and SMS text to all students, faculty, and staff. All students, faculty, and staff are strongly encouraged to sign up to receive these notices at the beginning of each semester. The following notifications are also utilized: emergency intercom broadcast, telephone, and messenger trees.

Campus and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building,

adjacent buildings, or surrounding area) will receive the emergency notification first. The responsible campus authorities will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Determining the Contents of the Emergency Notification

As soon as the Supervisor for Synergy Campus Security or Dean of Student Affairs has confirmed that a significant emergency or dangerous situation exists, the College will, without delay and taking into account the safety of the community, determine the content of any message it will disseminate using its *One Call Now* notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a Complainant or to contain, respond to or otherwise mitigate the emergency.

Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure each message contains essential information, the mass notification system contains pre-scripted templates. These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The Dean of Student Affairs will select the most appropriate template. In those cases where there are no predetermined templates in the system, the Dean of Student Affairs may custom create a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

Persons and Organizations Responsible for Emergency Response and Evacuation Procedures

In emergency situations, particularly campus-wide emergencies, it is desirable to have members assigned to specific areas to monitor, evaluate, and report to the President's Cabinet. In less extensive or widespread situations, all members of the cabinet may be called upon to address the problem encountered. Since all functions of the college are closely integrated,

responsibilities will overlap, and coordination will be required. The descriptions below detail cabinet member and other critical staff responsibilities.

Dean of Student Affairs - The Dean of Student Affairs serves as coordinator for the Emergency Action Plan procedures. As coordinator it is his/her responsibility to assure that the emergency action plan and emergency response and evacuation procedures are comprehensive, effective, and communicated to the various elements of the college community. The Dean of Student Affairs will have primary responsibility in the areas associated with student life issues such as residential facilities, food service, college/student/parent communications, Synergy Campus Security, and student health (including post emergency counseling). The Dean of Student Affairs along with the Synergy Campus Security is responsible for notification of the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The Dean of Student Affairs makes a determination of the content of the notification and initiates the appropriate notification system without delay, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist Complainants or to contain, respond to, or otherwise mitigate the emergency.

Supervisor for Synergy Campus Security - The Supervisor for Synergy Campus Security is in charge of Synergy Campus Security, the first responding agency to any and all emergency incidents on campus or other property owned, leased, or controlled by the College. It is his/her responsibility to work with the Dean of Student Affairs to ensure that the emergency plan and emergency response and evacuation procedures are comprehensive and effective, reviewed and updated annually, and communicated to area agency law enforcement. The Supervisor will contact the City of Cuthbert Chief of Police and/or Randolph County Sheriff to confirm off campus situations that warrant an emergency response on campus. Once the significant emergency is confirmed, the Supervisor or Dean of Student Affairs will determine who to notify, determine the content of the notification,

and issue an emergency notification alert to the campus community.

Vice President for Finance - The Chief Vice President for Finance is responsible for coordinating and communicating the emergency plan and emergency response and evacuation procedures to the Business Office and the physical plant and dining hall services.

Academic Dean - The Academic Dean will focus on instructional program requirements such as classroom facilities, equipment, instructional materials, and faculty office/support. The Dean would also assess need for post emergency counseling for faculty and coordinate these services with the Dean of Student Affairs.

Athletic Director - The Athletic Director's primary assignment will be in the area of athletic activities including injuries, violent weather exposures, medical response, travel-related risks, and emergencies such as vehicle accidents.

Vice President for Enrollment - The Vice President for Enrollment will coordinate resources with the Dean of Student Affairs efforts, particularly supporting the college/student/parents communication.

Director of Communications and Marketing - The Vice President of Administration will coordinate all public information/public relations activities related to the emergency and assist the other members of the President's Cabinet with communications.

Chaplain - The Chaplain will provide support to the Dean of Student Affairs and Academic Dean with pastoral counseling for student/faculty/staff.

Director of the Physical Plant - The Director of the Physical Plant serves as a technical/mechanical resource before, during and after an emergency. She/he is responsible for coordinating all physical plant activities in an emergency situation, continuing undamaged operations of the college, and coordinating with related vendors.



Process for Confirming the Existence of a Significant Emergency or Dangerous Situation

To confirm a significant emergency or dangerous situation, the Dean of Student Affairs and Supervisor for Synergy Campus Security will communicate immediately regarding the reported facts of the situation and assess the threat. Important factors such as exposure, potential danger, and potential loss will be considered in the assessment. The Supervisor for Synergy Campus Security will then contact the City of Cuthbert Chief of Police and/or the Randolph County Sheriff to confirm off-campus situations that warrant an emergency response on campus. The Supervisor for Synergy Campus Security will confirm dangerous situations that arise on campus and contact outside law enforcement as needed.

Procedures for Dissemination of Emergency Information to the Larger Community

The Supervisor for Synergy Campus Security will contact the City of Cuthbert Chief of Police and/or Randolph County Sheriff to disseminate emergency information to the larger community. Director of Communications and Marketing will coordinate all public information/public relations activities related to the emergency and assist the other members of the President's Cabinet with communications. The President of the College will make official statements to the media on behalf of the College.

Institution's Procedures to Test the Emergency Response and Evacuation Procedures

Andrew College conducts bi-annual emergency response and evacuation procedures Drills with each residence hall. The drills are conducted campus wide, and procedures will be publicized annually. The Dean of Student Affairs and Supervisor for Synergy Campus Security will organize the drill in conjunction with the Assistant Dean of Student Affairs. The exercise will be documented by the Supervisor for Synergy Campus Security and include a description of the exercise along with the date and time of the exercise and whether it was announced or unannounced. The Supervisor for Synergy Campus Security will notify local law enforcement (i.e. City of Cuthbert Police Chief and Randolph County Sheriff) when the annual drills are going to take place as well as the results of the drills. The Student Affairs staff meets for a debriefing after each drill.

A written performance evaluation of each instance in which the Emergency Action Plan and emergency response and evacuation procedures are activated will be completed by the Dean of Student Affairs following the emergency. The evaluation will examine the cause of the emergency, possible preventative measures, the response of the President's Cabinet and the effectiveness of the procedures currently in place. The evaluation will also include recommendations for improvement. The Emergency Action Plan will be evaluated annually with a report being made to the President's Cabinet. The evaluation will include a review of the written plan and a copy of the performance evaluation of all instances in which the Emergency Action Plan was activated.

Andrew College will publish a description of its emergency response and evacuation procedures in connection with at least one drill or exercise each calendar year.



Enrolling in the College's Mass Notification System, One Call Now

Andrew College is committed to providing a safe environment for its community members. Andrew College has adopted an emergency notification system, *One Call Now*, to provide instant alerts regarding emergency situations, severe weather advisories, and school closings. Alerts can be received on your cell phone (via text message) or email. While *One Call Now* is offered free of charge to faculty, staff and students, it does require enrollment.

Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the school to use this service.

We encourage employees and students of the campus community to enroll in *One Call Now*. Members of the larger community are encouraged to follow us on Twitter, Facebook, or our websites.

Security of and Access to College Facilities

Andrew College administrative buildings are open from 8:30 a.m. until 4:30 p.m., Monday through Friday, and academic buildings generally are open from 7:00 a.m. until 11:00 p.m. Academic buildings are scheduled to be open on weekends only as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Many cultural and athletic events held on campus are open to the

public. Other facilities, such as the library and dining hall are likewise open to the public. Only those who have approval are issued keys to a building.

Missing Student Notification Policy

Andrew College students will be informed each academic year that students living in residential housing have the option to register a "confidential contact person" to be notified no later than twenty-four (24) hours after the time the College determines the student is missing. A student may register confidential contact information during the first two weeks of each semester by filing a form provided by the Student Life Office. Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number and for update of information should the confidential contact person and/or number change.

A student may update information by filing a new form with the Student Life Office. Students are informed that Andrew College will notify the Synergy Campus Security and appropriate law enforcement agencies no later than 24-hours after the time the student is determined to be missing; however, this requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster notification. Only authorized college officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. The confidential contact may be a person designated by the student in addition to the emergency contact the student provided on the Andrew College Health Information Sheet.

Students who are under age eighteen and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent no later than twenty-four (24) hours after the time the student is determined to be missing. If an individual believes a student has been missing for 24 hours, the Dean of Student Affairs, and Synergy Campus Security should be immediately notified.

Missing Person Procedures

A residential student is determined to be missing, when a report comes to the attention of Andrew College and Andrew College determines the report to be credible. Circumstances may include, but are not limited to, establishing whether:

- A student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
- Circumstances indicate an act of criminality involved, even lacking twenty-four (24) hours in time;
- Circumstances indicate that physical safety is in danger, even lacking twenty-four (24) hours in time;
- Circumstances become known that medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time; and/or
- Existence of a physical / mental disability indicates that the student's physical safety is in danger, even lacking twenty-four (24) hours in time.

Any official missing person report relating to such student requires that Synergy Campus Security be notified immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus. During the investigation, the following contact (time /date last seen or in contact with)

- Avenues to establish that the student remains out of contact (failure to respond to phone, email and in-person attempts to contact by an Andrew College official; parental notice or notice from reporting person outside the College; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of Andrew College facilities / services; concern of incident of criminality or safety, etc.); and Dates and times of notifications made.

The Assistant Dean of Student Affairs (if the incident occurs within the residence halls) and the Dean of Student Affairs will be informed by Synergy Campus Security after the officer's initial attempt to contact the student does not successfully establish contact or lead to information that results in actual contact being made with the student. During business hours, the Dean of Student Affairs may also involve other Andrew College faculty, staff or Administrators to assist in establishing contact or avenues to pursue contact. Synergy Campus Security will keep the Dean of Student Affairs informed about the missing person investigation as it progresses.

The confidential contact listed with the Dean of Student Affairs as well as any emergency contact listed with the Student Life Office will be notified as part of the investigation in order to attempt to establish contact with the student reported missing. In the case of a student under the age of eighteen (18) and not emancipated, the contact will be with the student's guardian or custodial parent. The contact will be initiated by the Supervisor for Synergy Campus Security and/or Dean of Student Affairs.

SEXUAL MISCONDUCT POLICY

Policy Statement

It is the policy of Andrew College (or the “College”) to maintain an environment that is free of all forms of discrimination and harassment, including sexual misconduct for its community members. College community members include students, faculty, administrators, staff, volunteers, vendors, contractors, visitors, and individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the College or on its property. The College has enacted this Sexual Misconduct Policy (the “Policy”) to reflect and maintain its institutional values and community expectations, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

This Policy prohibits all forms of sexual harassment and discrimination, gender-based, harassment and discrimination, and sexual assault, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy. All of the foregoing conduct shall be referred to as “Prohibited Conduct.”

Andrew College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be

subjected to discrimination under any education program or activity receiving Federal financial assistance.

Sexual harassment is also prohibited under Title IX and Title VII of the Civil Rights Act of 1964, and other applicable statutes. This Policy prohibits sexual harassment against Andrew College community members of any sex in the context of education or employment. This Policy also prohibits gender-based harassment that does not involve conduct of a sexual nature. Sexual harassment cases involving two employees will be handled through the Title IX process or Title VII of the Civil Rights Act (as covered in Policy 703 Sexual and other Unlawful Harassment) depending on the alleged Prohibited Conduct.

Upon receipt of a Formal Complaint, the College will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the College will fulfill its obligations under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) in response to reported Prohibited Conduct. Students, employees, or third parties who are found to have violated this Policy may face disciplinary action up to and including expulsion (students) or termination of employment or contractual relationship (employees or third party contractors).

Andrew College also prohibits other forms of discrimination and harassment as described in Policy 103 Equal Employment Opportunity in the *Policy & Procedures Manual*.

SCOPE OF POLICY

This Policy applies to all reports of Prohibited Conduct occurring on or after the effective date of this Policy. Where the date of the reported conduct precedes the effective date of the revised Policy, the definitions in existence at the

time of the report will be used.

Where the date of the reported conduct precedes the effective date of the revised Policy, the process in existence at that time will be used until such time as the revised process is adopted. At the time of adoption of the revised Policy, the process under the revised Policy will apply. The Grievance Process under this Policy, however, will be used to investigate and resolve all reports made on or after the effective date of this Policy, regardless of when the incident(s) occurred.

When used in this Policy, “Complainant” refers to an individual who is alleged to be the victim of conduct that could constitute sexual harassment. “Respondent” refers to an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A “Third-Party” refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

The process begins with a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator alleging sexual misconduct against a Respondent and requesting that the College investigate the allegation of sexual misconduct. The process could begin with an anonymous complaint, however, the ability of the College to process this complaint could be compromised.

At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the College. Nothing in this Policy derogates the legal right of a parent or guardian acting on behalf of the Complainant, Respondent, or Third-Party, including, but not limited to, filing a Formal Complaint. A possible violation of the Sexual Misconduct Policy is handled through an administrative process. A Complainant may also pursue criminal or civil legal recourse

concurrently. One is not dependent upon another.

Persons Covered by the Policy

This Policy applies to all Andrew College community members, including students, faculty, administrators, staff, volunteers, vendors, contractors, visitors, minors and individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the College or on its property. Situations in which either one or both parties are students will be resolved through the Title IX process. Situations in which both parties are employees may be resolved through the process outlined in the *Policy & Procedures Manual* or may be resolved through the Title IX process depending on the alleged Prohibited Conduct.

The College strongly encourages reports of Prohibited Conduct regardless of who engaged in the conduct. Even if the College does not have jurisdiction over the Respondent, the College will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community. The College will provide supportive measures with or without a Formal Complaint.

Locations Covered by the Policy

This Policy applies to the College’s educational program or activity which includes locations, events, or circumstances over which the College exercises substantial control over both the Complainant and Respondent and the context in which the sexual harassment occurs.

This Policy applies to all on-campus conduct. The College strongly encourages reports of Prohibited Conduct. Even if the Policy does not apply to the conduct because of its location, the College will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community under applicable College policies.

On-Campus Conduct. This Policy applies to conduct that occurs on-campus, including conduct which occurs on property owned or controlled, leased, or managed by the College. Policy also applies to any building owned or controlled by a student organization that is officially recognized by the College.

College Programs. This Policy applies to conduct that occurs in the context of College employment or education programs or activities, including, but not limited to, internship programs or Athletic travel.

Off-Campus Conduct. This Policy applies to all conduct that occurs on College premises and at College-sponsored activities. The College also has the discretion to discipline a student for conduct that occurs off campus, if that conduct adversely affects the Andrew College community and/or the pursuit of its objectives. The Dean of Student Affairs, in their sole discretion and on a case-by-case basis, decides whether campus proceedings should be initiated against a student for conduct occurring off campus and refer to the appropriate office.

Definitions

Prohibited Conduct Definitions

This section defines specifically prohibited types of conduct based on sex or gender including sex or gender-based harassment and discrimination and sexual misconduct.

Sexual Harassment means conduct on the basis of sex that satisfies one or more the following points:

An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (also known as *Quid Pro Quo* harassment)

Unwelcome conduct determined by a reasonable person to be so severe, pervasive,

and objectively offensive that it effectively denies a person equal access to the College's education program or activity. (also known as Hostile Environment)

Sexual Assault (defined below); or Dating Violence (defined below); or Domestic Violence (defined below) or Stalking (defined below).

Both women and men may be sexually harassed. Sexual harassment may occur between males and females and between persons of the same gender. Both subordinates and co-workers may be victims of sexual harassment. While a co-worker does not have the direct ability to hire or fire another co-worker, the person may influence a job evaluation or create an intolerable working environment which may be handled through the Title IX process or Title VII of the Civil Rights Act as covered in Policy 703 Sexual and other Unlawful Harassment depending on the alleged Prohibited Conduct.

Sexual harassment may be physical and/ or verbal in nature. Conduct that may be considered sexual harassment include, but is not limited to the following examples of Sexual Harassment:

- Unwanted sexual advances or comments
- Inappropriate or unwelcome touching of a person's body
- Implied or overt threats of punitive employment or academic actions as a result of rejection of sexual advances

More subtle incidents may also be considered sexual harassment. Examples of more subtle sexual harassment include, but, are not limited to the following:

- Sending sexually-oriented emails and voice mails
- Sexual jokes
- Repeatedly asking for a date when the person has declined

- Display of sexually-oriented cartoons, objects, posters
- Indirect sexual innuendo such as voice inflection when complimenting appearance or gazing at parts of the body other than the face

Gender-Based Harassment means harassment based on sex, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as Gender-Based Harassment, the conduct need not involve conduct of a sexual nature. Harassing conduct can take many forms. The determination of whether an environment is hostile is based on the totality of the circumstances, including but not limited to:

1. The frequency of the conduct;
2. The nature and severity of the conduct;
3. Whether the conduct was physically threatening;
4. The effect of the conduct on the Complainant's mental or emotional state, with consideration of whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or College programs or activities;
5. Whether the conduct was directed at more than one person;
6. Whether the conduct arose in the context of other discriminatory conduct; and
7. Whether the conduct implicates concerns related to academic freedom or protected speech.

A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical.

Sexual Assault means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, as defined in 20 U.S.C. 1092(f)(6)(A)(v). Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

Crime Definitions from the National Incident-Based Reporting System (NIBRS)

User Manual

(From the Federal Bureau of Investigation Uniform Crime Reporting Program Sex Offenses)

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

A. *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.

B. *Incest* - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. *Statutory Rape* - Sexual intercourse with a person who is under the statutory age of consent.

(https://www.law.cornell.edu/cfr/text/34/appendix-A_to_subpart_D_of_part_668)

Domestic Violence includes felony or misdemeanor crimes 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 or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim (ages 11-24) who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [34 USC 12291(a)(8)]

Dating Violence means violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - A. The length of the relationship.
 - B. The type of relationship.
 - C. The frequency of interaction between the persons involved in the relationship. [34 USC 12291(a)(10)]

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. fear for his or her safety or the safety of others; or Suffer substantial emotional distress. [34 USC 12291(a)(30)]

Retaliation

No recipient (the College) or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under paragraph (a) of this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting Prohibited Conduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

Additional Policy Definitions

This section defines other terms used within the Policy that are not previously defined as Prohibited Conduct.

Advisor for the purposes of this Policy means any person of the Respondent or the Complainant's choosing to serve as the Advisor for the Title IX process. This person may be an attorney, but does not have to be. The Advisor has specific responsibilities and requirements for participation in the process which are outlined in the section on Rights of the Respondent and Complainant.

Business Day(s) refers to a Business Day or Business Days in which the College is open for business. This is generally Monday through Friday, from 8:30 a.m. until 4:30 p.m. and excludes weekends, holidays, designated closures including but not limited to weather delays and closures.

Consent for the purposes of this Policy means that agreement to an activity is knowingly and freely given and communicated, through words or actions, to create a mutual understanding regarding the conduction of sexual activity.

Elements of consent include:

1. Consent is not valid when it involves:
 - a. Physical force, threats, or intimidation;
 - b. Minors under the age of consent,
 - c. Persons whose mental disabilities prohibit sound judgment;
 - d. Persons physically or mentally incapacitated, either voluntarily or involuntarily, as a result of alcohol or other drug consumption; and
 - e. Individuals who are unconscious, unaware, or otherwise physically incapacitated.
2. Silence cannot be interpreted as consent.
3. Lack of consent may also be communicated through the use of non-verbal expressions or actions indicating resistance.
4. Consent may be withdrawn at any time. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.
5. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.

Force means the use or threat of physical violence to overcome an individual's freedom

of will to choose whether or not to participate in sexual activity or provide consent.

Consent obtained by force is not valid.

For the use of force to be demonstrated, there is no requirement that a Complainant resist the sexual advance or request. However, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

Coercion means the improper use of pressure to compel another individual to initiate or continue sexual activity against that individual's will. Consent cannot be obtained through coercion.

Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include, but are not limited to:

- Threatening to out someone based on sexual orientation, gender identity, or gender expression or
- Threatening to harm oneself if the other party does not engage in the sexual activity. Or
- When someone indicates, verbally or physically, that they do not want to engage in a particular sexual activity, that they want to stop a particular activity, or that they do not want to go past a certain point of sexual interaction, continued activity or pressure to continue beyond that point can be coercive.

The College will evaluate the following in determining whether coercion was used:

1. The frequency of the application of pressure,
2. The intensity of the pressure,
3. The degree of isolation of the person being pressured, and
4. The duration of the pressure.

Incapacitation means a physical or mental state in which an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. Examples of incapacitation include, but are not limited to, individuals who:

- Are asleep; or
- Are unconscious; or
- Are unaware that sexual activity is occurring; or
- Cannot understand the nature of the activity or communicate due to a mental or physical condition; or
- Are under the influence of alcohol, drugs or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation.

The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual's:

1. Decision-making ability;
2. Awareness of consequences;
3. Ability to make informed judgments; or
4. Capacity to appreciate the nature and the quality of the act.

It shall not be a valid excuse that the Respondent believed that the Complainant

affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; (c) the Complainant was unable to communicate due to a mental or physical condition.

Whether the Respondent reasonably knew or should have known that the Complainant was incapacitated will be evaluated using an objective reasonable person standard. The fact that the Respondent was actually unaware of the Complainant's incapacity is irrelevant to this analysis. In particular, consent could not occur when:

- The Respondent failed to appreciate the Complainant's incapacitation or;
- The Respondent failed to take reasonable steps to determine the Complainant's incapacitation or;
- The Respondent's own incapacitation (from alcohol or drugs) caused the Respondent to misjudge the Complainant's incapacity.

It is the responsibility of each Party to be aware of the intoxication level of the other party before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all Parties. If there is any doubt as to the level or extent of the other individual's intoxication, it is safest to forgo or cease any sexual contact or activity.

Being intoxicated by drugs or alcohol is no defense to any violation of this Policy and does not diminish one's responsibility to obtain consent.

Privacy means that information related to a report of Prohibited Conduct will only be shared with a limited circle of individuals who “need to know” in order to assist in the assessment, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process to the extent permitted by law.

The College is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports and Formal Complaints under this Policy. The College also is committed to assisting students, employees, and third Parties in making informed choices. With respect to any report or Formal Complaint under this Policy, the College will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

Confidentiality means that information shared by an individual with designated campus or community professionals will not be revealed to any other individual without the expressed permission of the individual.

An individual who seeks confidential assistance may do so by speaking with professionals who have a legally-protected confidentiality. (See the section on Resources for how to report confidentially.)

Official with Authority means any official of the College who has authority to institute corrective measures on behalf of the College (§106.30). Andrew College has designated the following positions as Officials with Authority:

1. President of the College
2. Academic Dean
3. Dean of Student Affairs
4. Chief Financial Officer
5. Title IX Coordinator

Responsible Employee means any employee with the obligation to report sexual harassment or the responsibility to inform a student how to report sexual harassment. The College requires that all Responsible Employees share any report of misconduct with the Title IX Coordinator. A Responsible Employee is anyone who:

1. Has the duty to report to appropriate College officials sexual harassment or any other misconduct by students or employees; or
2. A student could reasonably believe has the responsibility to assist them. All College employees who do not have legally protected confidentiality are considered Responsible Employees. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the College.
3. A Responsible employee is any employee with supervisory or leadership responsibilities on campus, including, but not limited to, all faculty (full time, part time, and adjunct) Athletic staff (coaches, assistant coaches, trainers, and athletic administrators) administrators (those with responsibilities for administering a program or service); staff members, including Residence Life Directors and Resident Assistants.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. (§106.30)

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. (§106.30)

Third-Party refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant.

Formal Complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. (§106.30)

Immunity for Victims

Andrew College encourages the reporting of conduct violations and crimes that occur on campus or against Andrew College students. A victim might be hesitant to report a crime to a College official for fear of being charged with a policy violation themselves (i.e., underage drinking at the time of a sexual assault). It is in the best interest of the Andrew College community that a victim of a crime reports the incident to a College official. To encourage reporting, Andrew College offers victims of crimes, and may offer those who assist victims of crimes, amnesty from College policy violations related to the incident. Such amnesty is given at the discretion of the Dean of Student Affairs or their designee.

Reporting Options and Resources

On-Campus Reporting Options

The College strongly encourages all individuals to report any violation of this Policy to the Title IX Coordinator or any College employee who is designated as an Official with Authority. The College recommends that individuals report

Prohibited Conduct to any of the following offices or individuals:

1. Officials with Authority (See information above.)
2. Responsible Employee (See information above.)
3. The Title IX Coordinator or Deputy Coordinator (See information below.)
4. A Confidential Report (See information below.)
5. Andrew College Synergy Campus Security (See information below.)

Title IX Coordinator and Deputy Coordinators
Andrew College has designated the following individuals to serve in official capacity regarding Title IX reporting.

Jennifer Mitchell
Title IX Coordinator
Business Office
(229) 732-5946
jennifermitchell@andrewcollege.edu

James McCoy
Deputy Title IX Coordinator
Office of Student Affairs
(229) 732-5950
jamesmccoy@andrewcollege.edu

The Title IX Coordinator, assisted by Deputy Coordinator, is responsible for the following:

- Ensuring Title IX compliance
- Assessing initial intake reports
- Knowledgeable in College policies and procedures
- Provides information about resources available to both the Complainant and the Respondent
- Assigning appropriate investigators to individual cases
- Identifying the appropriate College policy to resolve the complaint in a prompt and equitable manner
- Tracking and monitoring incidents of sex discrimination and sexual misconduct

- Providing information on options for complaint resolution
- Coordinating education and prevention efforts
- Reporting crimes to the Clery Administrator for reporting in the Annual Security Report (ASR)

Confidential Reporting on Campus

The confidential resource available to individuals on campus are:

Chaplain

Dr. Rev. Ivelisse Quinones

Phone: 706-580-0168

Email: ivelissequinones@andrewcollege.edu

This confidential resource is not required by current Title IX law to report claims of sexual misconduct without consent. A confidential report is required by state law to notify child protective services and/or local law enforcement of suspected abuse of a minor under the age of 18 years of age. Those in positions designated as Confidential Reports may have a duty to report incidents of sexual misconduct for the purposes of reporting numbers for the Annual Security Report (ASR), but are not obligated to report the details of the incidents including the names of potential complainants or respondents except as required by their license and professional ethics.

Law Enforcement Reporting Options: On and Off Campus

Complainants have the right to notify or decline to notify law enforcement. The College strongly encourages all individuals to seek assistance from law enforcement immediately after an incident of Sexual Misconduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The College will assist any Andrew College community member in securing a safe place to go; assist in arranging for transportation to the hospital should the Complainant need medical care or assistance; and assist in coordination with law enforcement, and information about on-campus and off-campus

resources and options for resolution.

Synergy Campus Security has officers on campus daily. You may report crimes or other emergencies by calling:

Emergency Assistance	911
Local Dispatch (non-emergency)	229-732-6454
Synergy Campus Security	229-732-5919
Cuthbert Police Department	229-732-2323

Supportive Measures

Supportive Measures are non-disciplinary services offered as appropriate, as reasonably available, and without fee or charge to both the Complainant and the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. These Supportive Measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening Complainant and Respondent, including measures designed to protect the safety of all Parties or the College's educational environment, or deter sexual harassment. The College offers support to Complainants and Respondents through access to the following services:

Supportive Measures for Students

- Access to counseling services on campus;
- Change in on-campus housing assignment and assistance from College support staff in completing housing relocation;
- Provide academic support services, such as tutoring, extensions of deadlines or other course-related adjustments, class schedules;
- Change in work schedule or job assignment;
- Mutual restrictions on contact between the parties;
- Provide information regarding off-campus services;
- Provide other Supportive Measures as appropriate.

Supportive Measures for Employees

- Modification of work schedule;
- Mutual restrictions on contact between the parties;
- Changes in work or on-campus housing locations;
- Leaves of absence;
- Increased security and monitoring of certain areas of campus;
- Provide other Supportive Measures as appropriate.

A Complainant or a Respondent may request a “No-Contact Order” or other protection, or the College may choose to use Supportive Measures at its discretion to ensure the safety of all Parties, the broader College community, and/or the integrity of the process.

The College will maintain the privacy of any Supportive Measures provided under this Policy to the extent practicable and will promptly address any violation of the Supportive Measures put in place. All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by a Supportive Measures. The College will take immediate and responsive action to enforce a previously implemented restriction if such restriction was violated.

Emergency Removal

Nothing in this Policy precludes the College from removing a Respondent from the College’s education program or activity on an emergency basis, provided that the College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides 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 of 1990.

In the event that an Emergency Removal is enacted, the Respondent has the opportunity to submit in writing a challenge to the emergency removal. The challenge to the emergency removal must contain all information, documentation, and evidence that the Respondent wants to have considered in requesting to remain on campus. The Dean of Student Affairs will receive the written materials and appoint an Appeals Officer, either the Academic Dean or the Chief Financial Officer. The Appeals Officer is separate from investigators, hearing panel members, and decision-makers. The Appeals Officer will review all materials and determine if the Emergency Removal is in the best interest of the Complainant and/or the Respondent and/or is in the best interest of the safety of the campus community. The Appeal Officer’s decision is final and binding regarding the Emergency Removal.

Administrative Leave

Nothing in this Policy precludes the College from placing a non-student employee Respondent on administrative leave during the pendency of this process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

Educational Programming and Prevention

The College offers a variety of educational programs on Sexual Misconduct aimed at prevention and awareness of sexual assault, stalking, dating violence, and sexual harassment. Students are required to complete an online course on Sexual Misconduct as well as an online course on Alcohol upon entering the College. Other programming includes Sexual Assault and Domestic Violence Awareness Week, Alcohol Awareness, Bystander Intervention education, and Sexual Misconduct Information Sessions during orientation. Employees are required to complete Sexual Misconduct Education online.

Andrew College Grievance Procedures for Resolving Allegations of Sexual Misconduct

General Information

The following outlines the procedures the College follows in resolving allegations by a Complainant against a Respondent in violation of the College's Sexual Misconduct Policy. Complainant and Respondent will be referred to collectively as the "Parties." This is an administrative process.

Situations in which both Complainant and Respondent are employees of the College may be handled through the processes outlined in the *Policy & Procedures Manual* or through the Title IX process depending upon the alleged Prohibited Conduct.

The Title IX Coordinator resolution of all reports of Prohibited Conduct defined in the *Andrew College Sexual Misconduct Policy*.

Prohibited Conduct Not Based on Sex

Prohibited Conduct (discrimination, harassment or retaliation) based on protected status other than sex (e.g., race, color, age, disability, veteran status or other classification protected by federal or state law or College policies) is prohibited by other College policies. These policies prohibiting other forms of discrimination and harassment are described in Policy 103 Equal Employment Opportunity in the *Policy & Procedures Manual* under the section entitled General College Policies and Procedures under the sub-heading Discrimination and Harassment. In the event of such complaints, the College will identify, based upon the allegations, the appropriate office to coordinate resolution of the report.

Dismissal of Formal Complaint

If the conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in this Policy even if proved, or did not occur in the College's education program or activity, or did not occur against a person in the United States, then the College must dismiss the

Formal Complaint with regard to that conduct for purposes of sexual harassment under this Policy. However, such a dismissal does not preclude action under another provision of the College's Code of Conduct for students.

The College may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. The Respondent is no longer enrolled or employed by the College; or
3. Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Upon dismissal of the Formal Complaint either required or permitted, the College will promptly send written notice of the dismissal and reasons for the dismissal simultaneously to each Party through email, the College's official means of communication. Either the Complainant or the Respondent have the right to appeal the decision to dismiss a Formal Complaint.

Consolidation of Formal Complaints

The College may consolidate Formal Complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against another Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Rights of Respondent and Complainant

- Right to be informed of the process and all available options
- Right to be informed of resources
- Right to Supportive Measures
- Right to a timely investigation
- Right to an Advisor of choice
- Right to review report
- Right to appeal

Advisor

Both Complainant and Respondent have the right to have an Advisor of their choice. It is the responsibility of the Complainant and Respondent to communicate with the Advisor regarding allegations, times and dates of meetings, hearings, outcomes and any other information regarding the case. The Investigators, Title IX Coordinator, and Deputy Coordinator will not discuss the case with any Advisor. The Advisor may:

- Attend any meeting or hearing with the respective Complainant or Respondent regarding the case, if invited by the respective Complainant or Respondent
- May not participate directly in any meeting involving the case
- May provide advice to the Complainant or the Respondent he/she is advising through quiet conversation or written notes in any meeting related to the case
- May be a member of the College community, but is not required to be.
- May be an attorney, but, is not required to be.
- If a party does not have an advisor present at the Live Hearing, the College must provide without fee or charge to that party, an Advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-

examination on behalf of that party. [§106.45 (b)(6) (i)]

- At the Live Hearing, the decision-maker(s) must permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. [§106.45 (b)(6) (i)]

Step by Step Process

Actual Knowledge

The Title IX grievance process begins with Actual Knowledge. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any Official with Authority who has authority to institute corrective measures on behalf of the College. [§106.30]. The actual knowledge standard is not met when the only official of the College with actual knowledge is the Respondent.

Actual Knowledge may come in the form of a Formal Complaint.

Intake meeting with Complainant

With or without a Formal Complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to supportive measures, and explain to the Complainant the process for filing a Formal Complaint.

- Address immediate physical safety and emotional well-being needs
- Notify the Complainant of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence
- Notify the Complainant of the right to be assisted by individuals at the College in contacting law enforcement

- Notify the Complainant of confidential and non-confidential reporting options on and off campus
- Provide the Complainant with information about:
 - On and off campus resources, including counseling, health, mental health, and victim advocacy;
 - The range of Supportive Measures and remedies, including changes to academic, living, transportation, and/or working situations, or other protective measures, which are available to the Complainant and the Respondent regardless of whether the Complainant files a Formal Complaint with the College or other action with local law enforcement.
- Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution. This overview would include explanation that the Complainant will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Complainant to prepare to participate.
- Explain that if, in the course of an investigation, the College decides to investigate allegations about the Complainant or the Respondent that are not included in the notice described above, the College will provide notice of the additional allegations to the Parties.
- Provide notice of any provision in the College's Code of Conduct or *Policy & Procedure Manual* that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- Explain the right to object to the assignment of the Title IX Coordinator, Deputy Title IX Coordinator or Investigators based on bias or conflict of interest within 1 (one) Business Day of a decision to proceed through the process;
- Explain that the student has a right to an Advisor of their choice during the process;
- Assess for pattern of evidence or other similar conduct if possible;
- Explain the College's immunity/amnestypolicy as published above in this document;
- Explain the College's policy prohibiting retaliation as listed in the Standards of Conduct in the Code of Student Conduct and in the section entitled General College Policies and Procedures;
- Respondent is presumed not responsible for the alleged conduct and any determination regarding responsibility is made at the conclusion of the process;
- If the Title IX Coordinator dismisses the Formal Complaint or any allegations therein, both Complainant and Respondent have the right to appeal that decision.

At the Intake Meeting, the Coordinator or Deputy Coordinator will provide the Complainant with the above-listed information in writing. If the Intake Meeting is conducted by a Deputy Coordinator, the meeting report will be submitted to the Coordinator for consideration. As described in the Sexual Misconduct Policy, the Complainant has the right to request that the Title IX Office not share the Complainant's name (or other identifiable information) with the Respondent, or that the Title IX office take no formal action in response to the report. If the Complainant makes such a request, the Coordinator will balance the request with his/her dual obligation to provide a safe and nondiscriminatory environment for all College community members, and to remain true to principles of fundamental fairness that require the College to provide the Respondent with notice of the allegations and an opportunity to respond before action is taken against the Respondent.

The Coordinator will make this determination consistent with the following considerations, namely:

1. The seriousness of the conduct;
2. The respective ages and roles of the Complainant and the Respondent;
3. Whether there have been other complaints or reports of Prohibited Conduct against the Respondent; and
4. The right of the Respondent to receive notice and relevant information before disciplinary action is sought.

Should the Coordinator determine that, in response to the Complainant's request, the College can satisfy its obligations to the Complainant, the College community members, and the Respondent without proceeding through the process described herein, the Coordinator has the discretion to do so.

Absent a request for confidentiality as described above, the Coordinator or Deputy Coordinator will interview the Complainant to gain a basic understanding of the reported Prohibited Conduct. The interview will focus on key facts upon which the Complainant bases the report (i.e., who, what, where, and when) to assess how to proceed. At the conclusion of the Intake Meeting, and if the individual wishes to move forward with a complaint, the Coordinator will make two threshold determinations:

1. Does the Complainant's report state facts that, if true, could constitute a violation of the College's Sexual Misconduct Policy?
2. If yes, should the College proceed through Informal Resolution?

The Coordinator will make both threshold determinations as soon as possible after the Intake Meeting with the Complainant and communicate that finding in writing to the Complainant.

Initial interview with Respondent

The College will provide written notice to Respondent of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.

The Title IX Coordinator or Deputy Coordinator will schedule an initial interview with the Respondent and to discuss the availability of Supportive Measures, consider the Respondent's wishes with respect to supportive measures, and explain to the Respondent the process for resolving a Formal Complaint.

- Address immediate physical safety and emotional well-being needs;
- Notify the Respondent of the right to contact law enforcement and seek medical treatment (and the right to decline to do so), and the importance of preservation of evidence;
- Notify the Respondent of the right to be assisted by individuals at the College in contacting law enforcement;
- Notify the Respondent of confidential and non-confidential reporting options on and off campus;
- Provide the Respondent with information about:
 - On and off campus resources, including counseling, health, mental health, and victim advocacy;
 - The range of Supportive Measures and remedies, including changes to academic, living, transportation, and/or working situations, or other protective measures, which are available to the Complainant and the Respondent regardless of whether the Complainant files a Formal Complaint with the College or other action with local law enforcement

- Provide an overview of the procedural options and process, including Informal Resolution and Formal Resolution. This overview would include explanation that the Complainant will receive written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Respondent to prepare to participate;
- Explain that if, in the course of an investigation, the College decides to investigate allegations about the Complainant or the Respondent that are not included in the notice described above, the College will provide notice of the additional allegations to the Parties;
- Provide notice of any provision in the College's Code of Conduct or *Policy & Procedure Manual* that prohibits knowingly making false statements or knowingly submitting false information during the grievance process;
- Explain the right to object to the assignment of the Title IX Coordinator, Deputy Title IX Coordinator or Investigators based on bias or conflict of interest within 1 (one) Business Day of a decision to proceed through the process;
- Explain that the student has a right to an Advisor of their choice during the process;
- Assess for pattern of evidence or other similar conduct if possible;
- Explain the College's immunity/amnesty policy as published above in this document and in the;
- Explain the College's policy prohibiting retaliation as listed in the Standards of Conduct in the Code of Student Conduct;

- Respondent is presumed not responsible for the alleged conduct and any determination regarding responsibility is made at the conclusion of the process;
- If the Title IX Coordinator dismisses the Formal Complaint or any allegations therein, both Complainant and Respondent have the right to appeal that decision.

Determining Course of Resolution for the Grievance
As an alternative to Formal Resolution, and only if the Coordinator determines that it is appropriate, the Parties may choose to resolve complaints through Informal Resolution. Informal Resolution must be mutually agreed upon in writing by both parties in any case.

Some complaints that allege harassment may be appropriate for Informal Resolution. The purpose of an Informal Resolution is to stop the inappropriate behavior. The process will not be used to resolve allegations that an employee sexually harassed a student. Sec. 106.45(b)(9). If the Coordinator determines that the Formal Complaint may be resolved appropriately through informal resolution, the Coordinator will ask the Complainant and the Respondent, separately, whether they would agree to pursue resolution of the complaint informally. The parties must voluntarily agree, in writing, to consent to use the Informal Resolution process. Any resolution reached through an informal process will be confirmed in writing and provided to the parties.

Informal Resolution

An Informal Resolution process cannot begin unless a Formal Complaint is filed. An individual who feels she/he is being harassed may seek to resolve the matter informally. Examples of informal ways to resolve a complaint of sexual harassment may include:

- A supervisor counsels the accused individual to stop the alleged misconduct; or
- Confronting the harasser face to face; or
- Writing a letter to the harasser; or

- Requesting advice and/or intervention from a Title IX Coordinator or third party.

The main purpose of the Informal Resolution procedure is to stop the inappropriate behavior.

To proceed with Informal Resolution, the College must provide the parties with written notice:

1. Disclosing the allegations, and
2. The requirements of the Informal Resolution process including the circumstances under which the parties could be precluded from resuming a Formal Resolution process arising from the same allegations; and
3. That no party can be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive their right to an investigation and adjudication of a Formal Complaint.

Any Party (including the Title IX Coordinator) may terminate the Informal Resolution process at any time up until the Informal Resolution becomes binding. In that event, the Title IX Coordinator will so notify the Parties in writing via official College email and will describe next steps and timeframes for the Formal Resolution. If the Parties reach agreement, the matter is closed. If not, the Parties will proceed with Formal Resolution set forth in the section on Formal Resolution below.

At the conclusion of an Informal Resolution, and upon receipt of official notification via College email, the Complainant and the Respondent have 2 (two) Business Days to change their mind about the resolution of the case. If either the Complainant or the Respondent changes their mind regarding the agreed upon resolution, they must do so in writing and submit it to the Title IX Coordinator. Should the Party's request not be received in writing (including electronically), or does not submit within 2 (two) Business Days, the informal resolution will be considered final and binding.

Formal Resolution

A Formal Resolution process cannot begin unless a Formal Complaint is filed. If the Coordinator determines that the Complainant's report must proceed through Formal Resolution, the Coordinator will notify both Parties, in writing, of the decision. The Coordinator's written notification to the Respondent will state facts sufficient to apprise the Respondent of the nature of the allegations, including, specifically:

1. Complainant's name
2. Nature of the Report
3. Specific policy violations (example: sexual assault, sexual harassment, retaliation)
4. Date of alleged policy violations
5. Time of alleged policy violations
6. Location of alleged policy violations
7. Brief description of allegations

Investigation

All investigations will be conducted in a timely and impartial manner. The Parties will be informed of the projected timeline for conclusion of the process. There may be temporary delays of the process and limited extensions of time frame for good cause.

The Parties will be provided written notice of the delay and reasons for such delay.

The Coordinator will select trained internal investigators to conduct a reasonable, impartial, and prompt investigation of the complaint. The Coordinator will select Investigators based on several factors, including:

- The Parties involved,
- The complexity of the complaint,
- The need to avoid any potential conflict of interest, and who may best conduct a fair and equitable investigation for all Parties involved.

The Coordinator will notify the Parties, in writing, of the name of the designated Investigators at the time the Coordinator issues the notice of a Formal Resolution process. Both Parties will have 2 (two) Business Days to object to the Investigators selected on the basis of bias or conflict of interest. If either of the Parties objects, the Coordinator will evaluate whether the objection is substantiated. The Coordinator will remove and replace any Investigator the Coordinator finds to have a bias or conflict of interest against either Party. The Coordinator's decision is final and cannot be appealed.

The Investigators will commence the investigation once the time for the Parties to object to the selected investigators has expired or, if an objection is made, and the Coordinator determines the objection is not substantiated, from the time the Coordinator notifies the objecting party of the determination). The Investigators, in consultation with the Coordinator, will establish a preliminary timeline and process for conducting the investigation and report the timeline to the Parties. The Parties will also be notified in writing of any delays and the new timeline.

Step One: Fact-Gathering

The Investigators will interview both Parties and relevant witnesses, including fact and

expert witnesses, and gather documentary evidence provided by the Parties and any identified witnesses. This evidence will include both inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the Parties.

The Investigators will prepare a summary of each interview ("Interview Summary"). The Investigators will share the Interview Summary with the interviewee. The interviewee will have the opportunity to correct or comment on any statements made in the Interview Summary.

If the interviewee has no corrections to, or comments on, the Interview Summary, the interviewee will sign an acknowledgement that the interviewee has reviewed and agrees that the Interview Summary is accurate. If the interviewee has corrections or comments to the Interview Summary, the interviewee may submit a written response directly to the Investigators within 3 (three) Business Days reflecting any additions or changes which the interviewee believes are necessary to ensure the accuracy of the interviewee's statement. If no response is received from the interviewee, their Interview Summary may be included in the Investigative Title IX report and will be presumed to be accurate. In all instances where the Investigators include the Interview Summary as an exhibit to a report, the Investigators will also include any response.

The Investigators may use, if available, all of the following, but, are not limited to the following:

- Police Reports
- Video or Audio recordings
- Witness statements
- Campus Reports (scan logs, campus business, required programs completed)
- All other appropriate reports, recordings, etc.

The College cannot access, consider, disclose, or otherwise use a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the College obtains that Party's voluntary, written consent.

Step Two: Rebuttal Fact-Gathering

The Investigator may conduct follow-up interviews with both Parties and witnesses based upon testimonial and documentary evidence gathered during Initial Fact-Gathering. The Parties and witnesses can expect that, in these follow-up interviews, the Investigator will seek responses to specific allegations or evidence. To the extent additional material, witnesses or evidence are identified during Rebuttal Fact-Gathering, the Investigator will conduct additional interviews and gather additional evidence.

Rebuttal Fact Gathering may be repeated as necessary to ensure a complete gathering of evidence.

Step Three: Preliminary Report

1. The Investigators will prepare a Preliminary Report. The Preliminary Report is a written summary of the evidence gathered in the course of the Preliminary Investigation.
2. The Investigators will state specific factual findings in the Preliminary Report (e.g., "Complainant was incapacitated" or "Respondent believed that Complainant was not incapacitated").
3. The standard for determining each factual finding is Preponderance of Evidence standard. This standard of proof is that the evidence presented

during the investigation must be considered to be more likely than not to be factual.

4. The Investigators will not state ultimate findings as to whether the Respondent has, or has not, violated one or more of the College's policies.
5. The Investigators will attach as exhibits to the Preliminary Report all Interview Summaries and any documentary evidence gathered as part of the investigation that is directly related to the allegations in the Formal Complaint, including any evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and any inculpatory or exculpatory evidence whether obtained from a Party or other source.
6. When the Investigators determine that the Preliminary Investigation is complete, the Investigators will submit the Preliminary Report to the Coordinator. The Coordinator may require the Investigators to conduct additional investigation; if so, the Investigators will conduct additional investigation consistent with the procedures outlined above.

Step Four: Notice of Preliminary Investigation Findings and Opportunity to Respond

1. Once the Coordinator has agreed that the Preliminary Investigation is complete, the Coordinator will provide the Preliminary Report to the Parties and Advisor, if any, for review. Neither the Complainant nor the Respondent (or their Advisors, including but not limited to family members and/or legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove

the information provided.

- a. The Parties may respond to the Preliminary Report; the Parties will have ten (10) Business Days to submit any response of being notified of their opportunity to review the report. The Parties may respond in one or both of the following ways:
 - i. The Parties may provide a written response to the Preliminary Report, or any portion of it, including each Interview Summary. The Investigators will consider any written response provided by the Parties in preparing the Investigative Report.
 - ii. The Parties may submit a written request for additional investigation. Such requests may include, but are not limited to, the following:
 1. Request for follow-up interviews
 2. Requests for interviews with new witnesses
 3. Requests to consider new information
2. If neither of the Parties requests additional investigation, the Investigators will prepare the Final Investigative Report. If either (or both) Parties request additional investigation, the Investigators

will review the request(s) in consultation with the Coordinator.

3. The Investigators will conduct the requested additional investigation if the Investigators, in consultation with the Coordinator, determine that the request(s) will assist the Investigators in completing the investigation.
4. The Investigators and Coordinator will assess whether investigation of the additional information requires a substantial deviation from the recommended timeframe for completion of the investigation. If so, the Coordinator will notify the Parties in writing with an anticipated revised timeframe.
5. If the Investigators conduct additional investigation, the Investigator will prepare an Addendum to the Preliminary Report (“Addendum”).
6. The Investigators will submit the Addendum to the Coordinator. The Coordinator may require the Investigators to conduct additional investigation before the Addendum is complete.

Step Five: Final Investigative Report

1. The Investigators will prepare a Final Investigative Report. The Final Investigative Report consists of the testimonial and documentary evidence from the Preliminary Investigation, the Preliminary Report, the Addendum (if applicable), and all of the Parties’ responses throughout the Formal Resolution proceeding.
2. When the Investigators are satisfied that the Final Investigative Report is complete, the Investigators will submit the Final Investigative Report including recommended findings or recommended conclusions to the

Coordinator. The decision-maker in the case is under an independent obligation to evaluate objectively all relevant evidence and not defer to any recommendations in the Final Investigative Report.

3. The Coordinator will review the Final Investigative Report.
4. The Coordinator will provide to each Party and the Party's Advisor, if any, a copy of the Final Investigative Report in an electronic or hard copy. Neither the Complainant nor the Respondent (or their Advisors, including but not limited to family members and/or legal counsel) may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided.
5. No sooner than 10 (ten) Business Days after sending the Final Investigative Report, the Coordinator will meet individually with the Complainant and the Respondent.

If both Parties wish to resolve the case without an adjudication, the Coordinator can facilitate an Informal Resolution of the Formal Complaint that does not necessitate a full adjudication. The Parties must agree to this Informal Resolution in writing. [106.45(b)(9)] At the conclusion of an Informal Resolution, and upon receipt of official notification via College email, the Complainant and the Respondent have 2 (two) Business Days to change their mind about the resolution of the case. If either the Complainant or the Respondent changes their mind regarding the agreed upon resolution, they must do so in writing and submit it to the Title IX Coordinator. Should the Party's request not be received in writing (including electronically), or does not submit within 2 (two) Business Days, the informal resolution will be considered final and binding.

6. If either of the Parties do not wish to participate in the Informal Resolution prior to an adjudication by the hearing panel, the Coordinator will schedule a hearing on the case not less than 10 (ten) Business Days from the meeting to schedule the Live Hearing.

Step Six: Live Hearing

1. Live Hearings are administrative hearings.
2. Live Hearings will be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the Live Hearing virtually, with technology enabling participants simultaneously to see and hear each other.
3. The College must create an audio or audiovisual recording, or transcript, of any Live Hearing and make it available to the parties for inspection and review.
4. The Standard of Evidence is Preponderance of Evidence throughout the Title IX Process including Live Hearings.
5. Cross-examination is allowed with specific rules.
 - a. At the Live Hearing, the decision-maker(s) must permit each party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

- b. Such cross-examination at the Live Hearing must be conducted directly, orally, and in real time by the Party's Advisor of choice and never by a Party personally, notwithstanding the discretion of the College under Sec. 106.45 (b)(5)(iv) to otherwise restrict the extent to which Advisors may participate in the proceedings. Other than cross-examination, Advisors may not participate in the hearing and may only communicate with the Party whom they advise in the case through whispers or written word.
 - c. If a Party does not have an Advisor present at the Live Hearing, the College must provide without fee or charge to that Party, an Advisor of the College's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that Party [§106.45 (b)(6) (i)]
 - d. Only relevant cross-examination and other questions may be asked of a Party or witness as determined by the hearing panel chair.
 - e. Before a Complainant, a Respondent, or a witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
 - f. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
6. Each Party will receive written notification of the outcome of the Live Hearing. The notification will include the following elements:
- a. Determination of responsibility including identification of the allegations which constitute sexual harassment.
 - b. Procedural steps taken from the receipt of the Formal Complaint through the determination including notifications to the Parties, interviews with the Parties, witnesses, site visits, and methods used to gather information.

- c. Findings of fact supporting the determination
- d. Conclusions regarding the application of the College's code of conduct to the facts
- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant.
- f. Description of permissible procedures for appeal

- d. Questions by the Respondent of the Investigator

3. Presentation of Complainant's Case

- a. Opening Statement by Complainant
- b. Questions by the Hearing Panel of Complainant.
- c. Cross-examination of Complainant by Respondent's Advisor. All cross-examination questions must be approved by Hearing Panel chair prior to answering.
- d. Statement of Complainant's Witnesses
- e. Questions by the Hearing Panel of Complainant's Witnesses.
- f. Cross-examination of witnesses by Respondent's Advisor. All cross-examination questions must be approved by Hearing Panel Chair prior to answering.

Order and rules for Live Hearing

1. Introduction

- a. Introduction of all Parties, including: Complainant, Respondent, Witnesses, Advisors, Investigators, Hearing Panel, and any Title IX staff.
- b. Review of Procedures and reminders about appropriate decorum of those present

2. Presentation of the Final Investigative Report

- a. Investigator presents the Final Investigative Report
- b. Questions by Hearing Panel of the Investigator
- c. Questions by Complainant of the Investigator

4. Presentation of Respondent's Case

- a. Opening Statement by Respondent
- b. Questions by Hearing Panel of Respondent.
- c. Cross-examination of Respondent by Complainant's Advisor. All cross-examination questions must be approved by Hearing Panel chair prior to answering.
- d. Statement of Respondent's Witnesses
- e. Questions by the Hearing Panel of Respondent's Witnesses
- f. Cross-examination of witnesses by Complainant's Advisor. All cross-

examination questions must be approved by Hearing Panel Chair prior to answering.

5. Closing

- a. Each Party makes closing statements.
 - i. Complainant
 - ii. Respondent
 - b. Final questions, if any, by the Hearing Panel.
 - c. Final remarks by Hearing Panel concerning process
6. All parties except for Hearing Panel are dismissed.
7. Hearing panel deliberates in private.
8. Hearing Panel informs the Title IX Coordinator of the determination within 3 (three) Business Days and provides rationale as described above for elements required in the notification to the Parties.

Either Party may appeal the decision within 5 (five) business Days of the decision. The section below outlines the Appeals Process.

Step Seven: Appeals

Either the Complainant or the Respondent or may appeal the decision of the Hearing Panel within 5 (five) Business Days of the receipt of the decision. Appeals must be in writing and based on one of the following grounds for appeal and the grounds for appeal must be specifically stated in the written appeal.

Grounds for Appeal:

1. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
2. Procedural irregularity that affected the

outcome of the matter; or

3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the Complainants or the Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

An appeal is not to rehear the case, but to review whether any of the above, if present, influenced the outcome of the case.

Appeals for cases arising under this Policy will be heard by an Appeals Officer. The Coordinator will receive the written materials and appoint an Appeals Officer, either the Academic Dean or the Chief Financial Officer.

The Appeals Officer will have access to all documents including, but not limited to:

- Recordings, both audio and video
- Communications, including electronic and non-electronic written documents
- Reports
- Responses to reports
- Addenda
- Other documents associated with the case that are not made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party, unless the College obtains that Party's voluntary, written consent

If the Appeals Officer determines that a ground for appeal is substantiated, the case will be

returned to the Coordinator. Otherwise, the decision of the hearing panel stands.

When a case is returned to the Coordinator, the Coordinator may:

1. Decide to drop the case (e.g., based on insufficient information to believe that a policy violation may have occurred), or
2. Send the case to the original hearing panel for reconsideration, or
3. Send the case to a new hearing panel with the same or different charges, and/or (re)implement any aspect of the disciplinary process. When a case is sent back for a new hearing, it is possible that a different decision (i.e., the decision of responsibility and/or sanctions) may subsequently result.

Sanctions

The following are possible sanctions which may be assigned after a finding of Responsibility. This list is not exhaustive and may be modified to meet the particular circumstances of any given case.

1. Expulsion: Permanent severance of the student's relationship with the College. This severance includes being barred from campus.
2. Disciplinary Suspension: Temporary severance of the student's relationship with the College for a specified period of time. This may include the student being barred from campus.
3. Limited Suspension: A student may be denied certain privileges for a specified period of time. These privileges may include, but are not limited to, class attendance, housing, parking on campus, participation in extracurricular activities, ID card privileges, access to institutional facilities, and access to the campus.
4. Disciplinary Probation: Notice to the

student that any further, major disciplinary violation may result in suspension. Disciplinary probation might also include one or more of the following: the setting of restrictions or the issuing of a reprimand.

5. Reprimand (either oral or written.)
6. Counseling: The committee may require that a Respondent participate in counseling with the campus counselor for issues including, but not limited to, anger management, substance abuse, and extenuating personal circumstances. The Counselor may confirm participation, but not the content of the meetings.
7. Work assignment changed
8. Referral to Human Resources or Academic Affairs for employment action

Record Keeping

Title IX Records will be maintained for 7 (seven) years [See § 106.45 (b)(10)] and in accordance with the College's Records Retention Policy. Title IX records include:

1. Investigations
2. Determinations
3. Recordings
4. Transcripts
5. Sanctions
6. Remedies
7. Appeals
8. Informal Resolutions
9. Training Materials

SEX OFFENDER REGISTRATION

The federal Campus Sex Crimes Prevention Act of 2000 requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a

vocation, or is a student. In the State of Georgia, all convicted sex offenders are required by law to register their names and addresses with the Sheriff of their respective county of residence and the Georgia Department of Corrections within seventy-two (72) hours of relocating to this State in accordance with Section 42-1-12 of the Georgia Criminal and Traffic Law Manual.

HOW TO INQUIRE

Members of the Andrew College community may request information about sex offenders in Georgia by contacting the Georgia Bureau of Investigation (GBI) at 404-270-8465. The GBI is also responsible for maintaining a sex offender registry, which can be accessed at <http://gbi.georgia.gov/georgia-sex-offender-registry>. Your questions may be answered in the Sex Offender Registry FAQ at <http://services.georgia.gov/gbi/gbisor/faq.html>. In addition, Georgia participates in the National Sexual Offender Public Registry, which can be accessed at www.nsopr.gov.

Locally, information about registered sex offenders may be obtained in the office of Synergy Campus Security or at the Randolph County Sheriff's Office, 401 Peachtree Street, Cuthbert, Georgia or 229-732-2525.

Monitoring On and Off Campus Crime

Andrew College does not offer off-campus housing or meeting facilities where faculty, staff or student gatherings may occur. However, if criminal activity involving an Andrew College student occurs off-campus, the Cuthbert City Police Department will notify Synergy Campus Security about the incident. Depending on the nature of the report, disciplinary proceedings or an appropriate investigation into the conduct may ensue.

Campus Safety Policies and Programs

In addition to the many programs offered by the College, the College has established a number of policies and procedures related to ensuring a safe campus community. These policies include:

- **CARE (Communicating Action Response for/preventing Emergency) Team:** purpose is to proactively identify, intervene and respond to

student behaviors that cause others concern and/or fear that the student poses a danger to self, others or the college community. This includes disruptive classroom behavior, unusual behavior on a sports team, or general concern. Our goal is for you to be safe and successful. This plan was developed to help if you or someone you know is having a difficult time.

- **Weapons Policy:** Any firearm, BB or pellet gun, martial arts weapon, hunting bow, electronic control device (stun gun or taser), or any other kind of weapon and ammunition is not allowed on the campus. Students who like to hunt should arrange to store their weapons off campus. Firearms on campus can be very dangerous in the community. Any Student violating this policy will face suspension from the College. Fireworks or explosives of any type are illegal in Georgia as well as on the campus.
- **Illegal Drugs and Paraphernalia:** The possession, use, manufacture or distribution of illegal substance is strictly prohibited at Andrew College. The use, possession, distribution or sale of drugs prohibited by federal or state laws is forbidden as well as the possession of any instrument, machine, tool, contrivance, crack pipe, or homemade smoking device for the sole purpose to inject, ingest, inhale, or otherwise introduce marijuana, or any controlled substance into the human body. Students found to be in possession, use, distribution, or transportation of illegal drug paraphernalia (i.e. bongs, hookahs, roach clips, pipes, grinders, etc.) will be held accountable. It is to be clearly understood that each occupant of a room is responsible for what takes place in that area; therefore, if illegal drug paraphernalia is found in a Student's dormitory room, the Student will be charged accordingly. College officials will contact the Synergy Campus Security and local law enforcement drug agencies when illegal drug use and/or possession of illegal drug paraphernalia is reported. Andrew College reserves the right to take disciplinary action when Students violate the drug and drug paraphernalia policy while off-campus.
- **Alcohol and Paraphernalia Policy:** As a private institution, Andrew College prohibits any person, regardless of their age, to possess, consume, or distribute any alcoholic beverage on campus or campus property. This also speaks to Alcohol Paraphernalia. Alcohol

paraphernalia is including, but not limited to, empty alcoholic beverage containers (including collectibles), bottle caps, empty liquor or wine bottles, shot glasses, flask, and beer funnels.

- **Student Conduct:** The Office of Student Conduct, in accordance with the mission statement of Andrew College, emphasizes a developmental approach toward discipline that is educational and proactive and allows for a maximum student growth. This office is committed to an educational and developmental process that balances the interest of individual students with the interest of the Andrew College Community.

The Office of Student Affairs (OSA) mission of Andrew College holds many opportunities for intellectual and social development. A basic component of the OSA mission embellishes expectations of acceptable behavior based on fostering student leadership and mentoring behavior that is reflective of the values and Christian heritage of the institution while maintaining a nurturing environment for all. The social, physical, cultural, and spiritual aspects of the student's life share importance with academic and personal development. The Code of Conduct at Andrew College exists to maintain discipline and decorum by augmenting the policies, procedures, and mission of the College. The code of conduct can contribute to the teaching of appropriate individual and group behavior, as well as protecting the campus community from disruption and harm. The Andrew College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse.

The student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Student discipline should be directed towards personal growth as much as possible. Andrew College's Code of Conduct is piloted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall academic mission of the institution. Sanctions are intended

to challenge students' moral and ethical decision-making and to help them bring their behavior into accord without community expectations.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. The proceedings of all disciplinary hearings, investigations and findings are closed and will remain confidential within the disciplinary system.

As a church-related institution, Andrew College expects students to assume personal responsibility in all areas of college life and in the maintenance of high standards of behavior. Students must display, in attitude and conduct, a willingness to accept and cooperate with the College in observing established policies. Violations of civil and criminal laws will be referred to the appropriate law enforcement officials.

Andrew College will fully cooperate and assist all agencies in upholding local, state and federal laws. The College retains the right to impose sanctions independent of action taken by a regular court system if a student is respondent of criminal misconduct on or off-campus, and during or between academic terms and/or is out of harmony with the spirit of the College.

Drug and Alcohol Abuse Programs

Consistent with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989, and Georgia's Drug-Free Postsecondary Education Act of 1990, Andrew College desires to provide drug-free, healthy and safe educational and workplace environments for all of its students and employees.

To promote this goal, Andrew College recognizes that the possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal law and, therefore, prohibits the illicit or unauthorized possession, use, consumption, sale, manufacture, or distribution of illegal drugs and/or alcoholic beverages by its students and employees on College-owned and/or controlled property or as part of any College-related activities. Andrew College is a drug and alcohol free campus. The strict enforcement of alcohol and illegal controlled substance laws on campus is a

primary responsibility of Synergy Campus Security.

Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner, and each employee must acknowledge these expectations by signing the Drug-Free Workplace Statement. Employees are also expected to read and comply with the Drug and Alcohol Use Policy contained in the Personnel Handbook.

Students are considered to be adults who are expected to comply and are personally responsible for complying with local, state and federal laws and the Alcohol and Illegal Drug policies of Andrew College. With the belief that students will act responsibly and within the law, student's privacy and autonomy will be respected. Intrusive means to verify compliance (i.e. room searches, package inspection, etc.) will only be used when a violation is suspected.

Violations of this policy by any individual -- student or employee -- will result in appropriate disciplinary action consistent with local, state, and federal laws and College policies and procedures, including, but not limited to, termination of employment, suspension and expulsion, denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment. The Office of Student Affairs will also notify a student's parents/guardians the first time and any subsequent time a student is found to have violated this Code of Conduct when he/she is under the age of 21.

Through this drug and alcohol abuse prevention program, Andrew College notifies students and employees annually of the health risks and penalties of drug and alcohol abuse as well as the availability of counseling and treatment options.

Sanctions for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

Any student or employee who violates College policy and/or the Standard of Conduct is subject to federal, state and local criminal penalties. The College will also impose its own sanctions on students and employees, consistent with local, state and federal law, for violations of the Code of Conduct. A description of those penalties and sanctions are provided below:

Federal Penalties:

Federal law, 21 U.S.C. § 844(a), prohibits the illegal manufacture, distribution, possession with intent

to distribute, and simple possession of controlled substances, including, but not limited to, heroin, morphine, cocaine, phencyclidine (PCP), lysergic acid diethylamide (LSD), hashish, marijuana, and controlled stimulants and depressants, including, but not limited to, amphetamines and barbiturates.

The penalties for such offenses include imprisonment and/or fines, and the severity of the penalty depends upon such factors as the nature and amount of the controlled substance at issue. Penalties may be compounded for repeat offenses and for distribution of controlled substances to persons under 21 years of age and/or within certain distance of schools, including colleges and universities. Those penalties are as follows:

- First conviction: up to one (1) year imprisonment and a fine of at least \$1,000, but not more than \$100,000, or both.
- After one (1) prior drug conviction: at least fifteen (15) days in prison, not to exceed two (2) years, and a fine of at least \$2,500, but not more than \$250,000, or both.
- After two (2) or more prior drug convictions: at least ninety (90) days in prison, not to exceed three (3) years and a fine of at least \$5,000, but not more than \$250,000, or both.
- Special sentencing provision for possession of crack cocaine: mandatory sentence of at least five (5) years in prison, not to exceed twenty (20) years and a fine of up to \$250,000, or both, if:
(a) first conviction and the amount of crack possessed exceeds five (5) grams; (b) second crack conviction and the amount of crack possessed exceeds three (3) grams; (c) third or subsequent crack conviction and the amount of crack possessed exceeds one (1) gram.

Other federal penalties include:

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than one (1) year imprisonment. 21 U.S.C. §§ 853(a)(2) and 881(a)(7).
- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. § 881(a)(4).
- Civil fine of up to \$10,000 (pending adoption of final regulations). 21 U.S.C. § 884(a).
- Denial of federal benefits, such as student loans, grants, contracts, and professional commercial licenses,

up to one year for first offense, up to five years for second and subsequent offenses. 21 U.S.C. § 883(a).

- Ineligible to receive or purchase a firearm. 18 U.S.C. § 922(g).

Federal guidelines also mandate that students receiving Pell Grants are not permitted to conduct unlawful activities related to controlled substances during the period covered by the grant. Under the Higher Education Opportunity Act, students convicted of illegal drug violations can be denied financial aid in addition to other legal penalties. If a student has been convicted of possessing or selling illegal drugs and indicates that on his financial aid application (FAFSA), then the College must determine if the student's conviction affects his/her eligibility for financial aid. For possession or the sale of illegal drugs, a student loses eligibility for federal financial aid for a period determined by law. Failure to accurately answer the questions on the FAFSA application could subject the student to fines, imprisonment or both.

For more information about federal penalties and sanctions for the illegal use of controlled substances, see 21 U.S.C. § 841 et seq. See also the Drug Enforcement Administration's notice of penalties: <http://www.justice.gov/dea/druginfo/ftp3.shtml>.

State Penalties:

Georgia law prohibits the illegal possession and/or sale of regulated substances such as heroin, cocaine, LSD, and marijuana, and preparations, compounds, or mixtures containing such substances. State law further prohibits the illegal possession and/or sale of narcotics, hallucinogens, stimulants, or depressants. The penalties for such offenses include imprisonment and/or fines. The severity of the penalty depends upon such factors as the actual or relative potential for abuse; the scientific evidence of its pharmacological effect, if known; the risk to the public health; and the amount of the controlled substance at issue. Penalties may be compounded for repeat offenses and for delivery or sale of regulated substances to minors and on school grounds. Below is a non-exhaustive list and description of the penalties one might face for violating Georgia's alcohol and controlled substance laws:

- A person with no prior convictions of possession of a small amount of controlled substance may, at the discretion of the judge, be afforded the first-offender treatment, resulting in no record of any conviction if he or she successfully completes a court-monitored comprehensive rehabilitative program.

O.C.G.A.
§ 16-13-2(a).

- A person with prior convictions of offenses under Georgia's controlled substances laws and in possession of one (1) ounce or less of marijuana may be subject to imprisonment not to exceed twelve (12) months and /or a fine not to exceed \$1,000, or "public works" not to exceed twelve (12) months. O.C.G.A. § 16-13-2(b).

- Possession of more than one (1) ounce of marijuana is a felony and is punishable by confinement of not less than one (1) year no more than ten (10) years. O.C.G.A. § 16-13-30(j)(2).

- Trafficking in marijuana is a felony. Depending on the amount, confinement ranges from 5 to 15 years with fines from \$25,000 to \$200,000. O.C.G.A. § 16-13-31.

- A person who makes violations relating to "dangerous drugs" may be found guilty of a misdemeanor. O.C.G.A. § 16-13-79.

- The penalties for violating the "controlled substances" provisions vary and depend on the drug schedule under which the substance is listed, whether the act charged includes trafficking, and how much of the substance is involved. Penalties range from 5 to 30 years and include life for a second conviction of trafficking narcotics. O.C.G.A. §§ 16-13-25 through 16-13-29 (Schedules I - V).

- Possession of an alcoholic beverage by any person under age 21 may result in confinement, not to exceed 30 days, or a fine of not more than \$300, or both. Georgia law also establishes penalties of imprisonment and/or fines for minors (persons under 21) who falsely represent their age for the purpose of obtaining alcoholic beverages for themselves or other minors, and for persons who sell or provide such beverages to minors.

- Georgia law specifies property that is subject to seizure by the state under public condemnation action, if such property was used in a criminal violation.

- Serious penalties may also be imposed for alcohol-related traffic offenses.

According to the Georgia Drug Free Postsecondary Education Act of 1990, O.C.G.A.

§ 20-1-20 et seq, any Georgia student who is convicted of a sale, possession or use of marijuana or a controlled substance must

report that conviction to their college. That student shall, as of the date of his or her conviction, be denied state funds for any loans, grants or scholarships (i.e. HOPE scholarships, etc.), student incentive grants, tuition equalization grants. Such denial of state funds shall be effective as of the first day of the term, quarter, semester, or other similar period for which the student was enrolled immediately following the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first-offender treatment and shall continue through the end of such term, quarter, semester, or other similar period for which the student was enrolled.

In addition, such student will not be able to avail himself or herself of the procedures provided in the Student Code of Conduct located in the Student Handbook.

Local Penalties:

The Municipal Court of Cuthbert has jurisdiction to try and dispose of cases involving violations of Georgia's alcohol and controlling substance laws. The College will take all appropriate action in cooperating with local authorities in the enforcement of state and/or federal law.

College-Imposed Sanctions:

Persons found to be in violation of the College's alcohol and illegal drug policies will be referred to the Office of Student Affairs or appropriate College official for disciplinary action. Students found to have violated the College's alcohol and drug policy will be subject to sanctions up to and including, but not limited to, probation, suspension or expulsion. Employees must also abide by the College's alcohol and drug policy. Employees found guilty of a crime in violation of this policy must notify the institution within five (5) days after conviction. The sanctions for employees may include warning, probation, suspension, termination of employment or recommendations for the completion of an appropriate rehabilitation program.

For further information students may contact the Office of Student Affairs at (229) 732-5950. Employees (i.e. faculty and staff) may contact the Human Resources office at (229) 732- 5947.

Counseling and Recovery Support Services

College officials are aware of the need for special attention in dealing with an alcohol problem and are willing to assist whenever possible. However, the disruptions often associated with alcohol use and abuse will not be tolerated in an educational community environment. Students or employees struggling with alcohol or drug abuse problems are encouraged to contact the Office of Student Affairs.

The following is a non-exhaustive list of resources for treatment options. Andrew College does not have a contractual agreement with any of the listed resource, and they are listed as a courtesy for Andrew College students and employees. Persons struggling with alcohol or drug abuse problems are encouraged to contact any of the resources listed below.

- Pastoral Counseling Center of Albany 1-229-446-1222
- AL-ANON for Families of Alcoholics 1-800-344-2666
- Crossroads Substance Abuse Programs 1-229-888-4021
- Greenleaf Center 1-800-247-2747
- Help-line Georgia 1-800-338-6745
- Aspire Behavioral Health Disease & Developmental Disability Services 1-229-724-2206

Programs

Andrew College provides annual illegal drug awareness programs along with substance abuse educational activities coordinated by the Assistant Dean of Student Affairs and the Andrew College Chief of Police. Every year in October, the Student Life Office recognizes and celebrates National Collegiate Alcohol Awareness Week with several educational activities, information, and alcohol simulation workshops and seminars. Some of the programs held and efforts made during National Collegiate Alcohol Awareness Week to raise awareness about the abuse of alcohol include:

- Life Lessons series on topics such as alcohol and drug use awareness.
- "Solo Cups!" a program in which educational facts about alcohol abuse are presented to students using Solo brand cups.
- Know the Code Quiz Challenge
- Monthly Residence Hall Meetings

- Electronically distributed educational information on the dangers of alcohol and drugs sent to campus community.

The College sponsors activities which emphasizes a “drug-free” lifestyle and provides educational information on the harmful effects of drug abuse/misuse. In addition, students who are found in violation of the Andrew College Alcohol Policy are required to attend alcohol awareness sessions.

Parental Notification

The College reserves the right to report student discipline information to the parents or legal guardians of students.

Federal legislation authorizes Andrew College to disclose disciplinary records concerning violations of the College’s rules and policies governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21, regardless of whether the student is a dependent. The College may also report non-alcohol or drug-related incidents to parents or legal guardians of dependent students under circumstances described in the Student Handbook.

Daily Crime and Fire Log

Synergy Campus Security maintains a combined Daily Crime and Fire Log of all incidents reported to them. The log is available for public viewing in the Synergy Campus Security’s office. This log identifies the type, location, date and time reported, date and time occurred and current disposition of each incident reported to Synergy Campus Security. Local news media may contact the Office of Administration to acquire information from this log. Information deemed newsworthy may be published by the news media with the consent of the Office of Administration.

The Daily Crime and Fire Log for the most current sixty days are available for viewing during regular business hours. Any portion of the Daily Crime and Fire Log that is older than 60 days will be made available within two business days of a request for public inspection.

Annual Disclosure of Crime

Statistics

Andrew College endeavors to ensure the safety of students at all times; however, each individual is responsible for his or her personal safety and well-being. To achieve that objective, Andrew College provides extensive safety precautions.

The Synergy Campus Security is a state-licensed and accredited law-enforcement agency. The department maintains a force of three certified law-enforcement officers.

The residence halls are closely monitored by professional Residential Directors trained to handle emergency situations. They live in the residence halls. There is a Resident Director on duty at all times.

Emergency procedures are posted throughout campus and residential buildings. A student must escort all guests or staff member at all times and all guests must sign in. Andrew College also has a campus-wide emergency plan.

All members of the Andrew College community are encouraged to actively assist in crime prevention on campus. While this campus has been historically safe from violence and physical attacks, crimes do occur and usually are the result of situations when personal property has not been properly secured.

Theft

Theft is a common occurrence on college campuses. Often, this is due to the fact that theft is often seen as a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time. It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not to succumb to theft.

In Your Residence

- Do not let strangers into the building even if they say they are students.
- If strangers who look “wrong” are in your residence, call 229-732-5919. This includes sales people, who are not allowed to solicit on campus.
- Never loan your keys or I.D. card to anyone.

- Lock your door while you are inside sleeping or when you leave the room.
- Never prop open locked doors.
- Do not leave messages on your door or voice mail indicating when you will return.
- Do not keep large sums of money, jewelry or valuable items in your room. If you must, consider purchasing a small safe. If this is not possible, then hide your money, jewelry and other valuables. Do not leave them in plain sight.
- Take your valuables home during breaks and vacations.

While Walking

- Avoid walking alone at night or use the “buddy system”. There is safety in numbers.
- Be conscious of your surroundings.
- Walk with a purpose.
- Wear reflective clothing.
- Have your key ready before getting to the door.
- Before entering your car, be sure no one is inside. Then lock all doors and roll up windows.

Your Property

- Prevent theft by reducing or removing the opportunity.
- Lock your door and windows whenever you leave, even if it's “just for a minute.”
- Never prop open locked doors.
- Do not leave backpacks, purses, laptops or briefcases unattended.
- In offices, store purses or backpacks in a file cabinet or drawer and LOCK IT.
- Record serial numbers and descriptions of your valuables, photograph if possible.
- Do not leave backpacks, purses, cash or wallets in plain sight in your vehicle. If you are unable to take them with you, then you need to lock these items in your trunk.

Clery Act Crimes

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. Synergy Campus Security and the Office of Student Affairs collects the Clery

crime statistics disclosed in the following charts through a number of methods.

Synergy Campus Security maintains a close relationship with local law enforcement agencies to ensure that crimes reported directly to these police departments that involve the College are brought to the attention of the Synergy Campus Security. In addition to the crime data that Synergy Campus Security maintains, the College collects Clery crime statistics of reports made to various campus security authorities, as defined in this report. The statistics reported in the following charts generally reflect the number of criminal incidents reported to the various campus security authorities. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes

- Murder/Manslaughter – defined as the willful killing of one human being by another.
- Negligent Manslaughter – defined as the killing of another person through gross negligence.
- Forcible sex offenses – defined as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the Complainant is incapable of giving consent. Including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.
- Non-forcible sex offense – unlawful, non-forcible sexual inter- course, including incest and statutory rape.
- Robbery – defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the Complainant in fear.
- Aggravated Assault – defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary – unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft – theft or attempted theft of a motor vehicle.
- Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft,

personal property of another, etc.

- Domestic Violence – refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the Complainant by a person with whom the Complainant shares a child in common, by a person who is cohabiting with or has cohabited with the Complainant as a spouse, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction where the crime occurred, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction where the crime occurred.
- Dating Violence – Means violence committed by a person includes violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a.) The length of the relationship.
 - b.) The type of relationship.
 - c.) The frequency of interaction between the persons involved in the relationship.

- Stalking – occurs when a person engages in a course of conduct or repeatedly commits acts toward another person, under circumstances that would:

- a) Place a reasonable person in fear for safety, or of harm or bodily injury to self or others; or
- b) Reasonably cause substantial emotional distress to the person.

A course of conduct refers to a pattern of behavior of two or more acts over a period of time that can be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of that individual.

Stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals who are not known to one another.

- Hate Crimes – includes all of the crimes listed above that manifest evidence that the Complainant was intentionally selected because the perpetrator's bias against the Complainant based on one of the

Categories of Prejudice listed below, plus the following crimes.

- Larceny/Theft – includes pocket picking, purse snatching, shop- lifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- Simple Assault – unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the Complainant suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- Intimidation – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the Complainant to actual physical attack.
- Destruction/Damage/Vandalism to Property (except Arson) – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice

- Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.
- Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- Ethnicity/national origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who shares common or similar traits, languages, customs, and traditions.
- Disability – A preformed negative opinion or

attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

- Gender Identity – A preformed negative opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.

Crime Statistics: Clery Data

The following annual security report provides crime statistics for selected crimes that have been reported to Synergy Campus Security, the Office of Student Affairs, or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to the Office of Student Conduct for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f).

Criminal Offenses						
Type of Offense	Year	On-Campus Property	Residence Facilities	Non-Campus Property	Public Property	TOTAL
Murder and non-negligent manslaughter						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses: forcible						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses: non-forcible						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Robbery						
	2016	0	0	0	0	0
	2017	0	0	1	0	1
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Burglary						
	2016	0	0	0	0	0
	2017	1	2	0	0	3
	2018	1	0	0	0	1
	2019	0	0	0	0	0
Motor Vehicle Theft						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	1	0	0	0	1
	2019	0	0	0	0	0

Arson						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Hate Crimes						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

VAWA Offenses						
Domestic Violence						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	1	0	0	1
Dating Violence						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	1	0	0	1
Stalking						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Arrests						
Liquor Law Violations						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Drug Law Violations						
	2016	0	0	0	0	0
	2017	0	1	0	0	1
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Weapons Law Violations						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

Disciplinary Referrals						
Liquor Law Violations						
	2016	0	8	0	0	8
	2017	0	5	0	0	5
	2018	0	1	0	0	1
	2019	0	15	0	0	15
Drug Law Violations						
	2016	0	2	0	0	2
	2017	1	1	0	0	2
	2018	0	0	0	0	0
	2019	0	2	0	0	2
Weapons Violations						
	2016	0	0	0	0	0
	2017	1	0	0	0	1
	2018	0	0	0	0	0
	2019	0	0	0	0	0

Hate Crimes						
Murder/Non-negligent Manslaughter						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses - Forcible						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses - Non-forcible						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Robbery						
	2016	0	0	0	0	0
	2017	0	0	0	0	0

	2018	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Burglary						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Arson						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

Larceny						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Simple Assault						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Intimidation						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Vandalism						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

Annual Fire Safety Report

The College has adopted and developed safety guidelines and procedures to help promote a healthy and safe campus environment. These policies, guidelines, and other fire safety information can be found in the Emergency Action Plan. The Emergency Action Plan can be found on the College website at: <https://www.andrewcollege.edu/for-faculty-staff/>.

The Higher Education Opportunity Act enacted on August 14, 2008 requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

- On-Campus Student Housing – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.
- Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner

Fire Safety

Andrew College takes fire safety very seriously and continues to enhance its programs through education and enforcement. Educational programs are presented throughout the year to faculty, staff, and students so they are aware of the rules and safe practices. These programs include; identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies, and hands-on use of fire extinguishers.

All College residence halls have emergency evacuation plans and conduct fire drills during the school year to allow occupants to Description of the Fire Safety System for Each Campus Student Housing Facility

Fort Hall is a women's residence hall and houses up to 142 students. It is a three-story structure with six mirror-image wings, and is equipped with a sprinkler system. In the lobby area, there are pull stations, one visual directional beacon, and one fire extinguisher. In each of the two stairwells, there is a fire extinguisher, a pull station, and a visual directional beacon. There is an elevator in this building that is marked with the appropriate warning signs concerning non- usage during a fire event. In each of the six wings,

there are two pull stations, six visual directional beacons, seventeen sprinkler heads, and nine smoke detectors. All of the exit doors are identified with the standard, lighted exit signs, and evacuation routes are displayed throughout the entire building. The exit pathways leading from the bottom floor are free of any obstructions and insure a safe, orderly, evacuation route. The designed assembly point is located a prudent distance away from the dormitory and is conducive to timely and efficient confirmation roll call of students. Fire drills are performed twice a year to prepare students in the case of a fire. (Number of Fire Drills in 2019 = 2)

Mitchell Hall is a men's residence hall and houses up to 76 students. It is a two-story structure with four mirror-image wings. There is a pull station in the lobby. On each of the wings, there are three smoke detectors, one fire extinguisher, and a pull station. All of the exit doors are identified with the standard, lighted exit signs, and evacuation routes are displayed throughout the entire building. The exit pathway leading from the bottom floor are free of obstructions and insure a safe, orderly evacuation route. The designated assembly point is located a prudent distance away from the residence hall and is conducive to a timely and efficient confirmation roll call of students. Fire drills are performed twice a year to prepare students in the case of a fire. (Number of Fire Drills in 2019 = 2)

Rhodes Hall is a coeducational residence hall and houses up to 84 students. It is a two- story structure with four mirror-image wings. In the first and second floor interior stairwells, there are two and one pull stations, respectively. On each of the four wings, there is one pull station, one fire extinguisher, three smoke detectors, one visual directional beacon, and an emergency lighting apparatus. All of the exit doors are identified with the standard, lighted exit signs and evacuation routes are displayed throughout the building. The exit pathways leading from the bottom floor are free of any obstructions and insure a safe, orderly evacuation route.

The designated assembly point is located a prudent distance away from the residence hall and is conducive to a timely and efficient confirmation roll call of students. Fire drills are performed twice a year to prepare students in the case of a fire. (Number of Fire Drills in 2019 = 2)

Residence Hall Fire Drills

Fire drills are conducted in all on-campus Housing during the school year to allow residents to become familiar with building alarm systems and practice their evacuation skills. The drills are coordinated and conducted by the Residence Life Coordinators, Resident Assistants, Synergy Campus Security, and Facilities Management. All people inside the residence hall during the drill are required to evacuate the building.

Electrical Appliances and Fire Hazards

Most kitchen appliances use large amounts of electricity and can be dangerous, thus are not allowed in the residence halls. Also, due to recent developments with microwave food products, microwaves and refrigerators are adequate to meet the cooking needs of the students. Therefore, no appliances except small microwaves and refrigerators (4.0 cubic feet or less) will be allowed in the residence halls. All microwaves and refrigerators must carry a U.L. seal of approval. Extension cords and halogen lamps are considered fire hazards and are not allowed. Additionally, other hazards such as candles (even as decorations) are not allowed.

Residence Coordinators maintain full authority in determining acceptable appliances or decorations.

Restrictions on Portable Electrical Appliances, Smoking, and Open Flames

All on-campus housing facilities prohibit the following activities and items.

- Smoking is not permitted on campus.
- The presence or use of candles, incense burners, oil lamps, and other open-flame devices is not permitted in the residence halls.
- The presence or use of halogen lamps is not permitted in any building.
- Individuals are prohibited from obstructing or tampering with fire safety equipment (e.g., sprinklers, fire alarms, fire extinguishers).
- The possession or use of fireworks is not permitted.
- Curtains are prohibited in the residence halls.
- Appliances with hot plates are prohibited from the residence

halls (coffee machines, toasters, griddles, etc).

Evacuation Procedures

To promote safety of residents, all residence halls are equipped with fire safety equipment and drills are held each semester to acquaint residents of the proper evacuation procedure. Instructions for emergency procedures are posted throughout campus and residential buildings. Please also refer to the Emergency Action Plan located on the College website under the Student Affairs tab.

Fire Alarm

- DON'T PANICREMAIN CALM
- Dress appropriately for weather, wear hard-soled shoes, and take a towel to prevent smoke inhalation
- Close all windows. Leave doors unlocked
- Walk quickly to the nearest exit; crawl if necessary
- If the room is smoky, keep close to the floor and crawl to the door.
- Feel door/knob; If HOT, DO NOT OPEN the door; if cool, open slowly.
- If hallway is smoky, stay next to the wall and crawl to the exit.
- DO NOT prop open doors to exits.
- Assist individuals with disabilities
- Do not use the elevator
- Move at least 50 yards away from the building to the safe zone designated by the Residence Coordinator
- Do not return to the building unless authorized to do so by the person in charge and cooperate fully with the fire department and college officials

Tornado Watch/Warning

- TORNADO WATCH: Issued to alert people to the possibility of tornado development in our area.
- TORNADO WARNING: Issued when a tornado has actually been sighted or is indicated by radar.
- TORNADO WARNING
 1. Move quickly to the interior hallway of the lowest floor of your building (unless notified of other designated locations)
 2. Do not use the elevator; use the stairway

3. Remain calm and orderly until notification to return to your room

Lockdown (Hostile Intruder Or Individual)

- Go to nearest building, room, or office
- Close and lock the door.
Barricade the door if possible
- Close blinds and curtains
- Turn off lights and KEEP QUIET
- Silence your cell phone
- Call 911
- DO NOT LEAVE THE ROOM UNTIL RELEASED BY PROPER AUTHORITIES

Disturbances on Campus - If a disturbance occurs on campus, resist the inclination to go and find out what it is. In any disturbance there is a potential for the situation to get out of hand and for injury. Immediately leave the area and notify a staff member.

Emergency Telephone Numbers

Synergy Campus Security (Cell)	229-732-5919 229-310-9799
Ambulance	229-732-2266
Fire	229-732-2424
Cuthbert Police	229-732-2323
Sheriff	229-732-2525
Careconnect Convenient Care	229-732-6536

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

It is a standing policy that a fire drill is conducted every semester for each residence hall and facility on

- life.

Plans for Future Improvement in Fire Safety If Determined Necessary by the Institution

Andrew College has worked diligently to

campus. Fire safety procedures are contained in the Student Handbook, the Andrew College Policies and Procedures Manual, The Student Life Office Operations Manual, and the Andrew College Emergency Action Plan Manual. The Master Fire Log contains monthly fire extinguisher inspection reports as well as the mandatory monthly fire event occurrence documentation and fire drill records. A training program is held every fall semester for all staff and faculty members. Student Resident Assistants receive training in fire safety/prevention as part of the orientation education process as well as faculty and staff.

Persons or Organizations to Which Individuals Should Report That a Fire Has Occurred

Per federal law, Andrew College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which a student is unsure whether the Synergy Campus Security may already be aware. If a student finds evidence of such a fire or hears of such a fire, the student should contact one of the following:

- Synergy Campus Security
229-732-5919
- Dean of Student Affairs
229-732-5950

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Safety Tips

- Learn where the fire exits are located
 - Learn where the fire extinguishers are located
 - Report any tampering with fire alarm/safety equipment
 - Participate in scheduled fire drills to learn procedures, which could save your
- maintain all campus fire safety equipment. Fire panel inspections will be conducted on campus this year in effort to ensure panels are working properly. There are no other necessary improvements at this time.

The Fire Report Statistics are below:

2019									
Residential Facilities	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in \$)	Fire Alarm System SD (smoke detector)	Fire Rated Corridors	# Fire Drills
Fort Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
Mitchell Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
Rhodes Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
2018									
Residential Facilities	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in \$)	Fire Alarm System SD (smoke detector)	Fire Rated Corridors	# Fire Drills
Fort Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
Mitchell Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
Rhodes Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
2017									
Residential Facilities	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in \$)	Fire Alarm System SD (smoke detector)	Fire Rated Corridors	# Fire Drills
Fort Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
Mitchell Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
Patterson Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	NA	2
Rhodes Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
2016									

Residential Facilities	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in \$)	Fire Alarm System SD (smoke detector)	Fire Rated Corridors	# Fire Drills
Fort Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
Mitchell Hall 501 College Street Cuthbert, GA 39840	1	1	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
Patterson Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	NA	2
Rhodes Hall 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2