



## HANDBOOK OF SELECTED COLLEGE POLICIES

This handbook is currently under review and revision.

If you have any questions, please contact

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The Handbook of Selected College Policies contains policies developed both to articulate the College's position on a number of important issues and, in some instances, to comply with federal and state regulations. Those in the latter category conform in style and substance with guidelines stipulated by the federal or state agency involved.

Unless otherwise indicated, the policies herein are generally applicable to students, faculty, and staff members. Additional policies applicable to specific constituencies may be found in the following documents: for students, The Scot's Key; for faculty, The Faculty Handbook and The Statute of Instruction; and for hourly and salaried, non-faculty staff, A Handbook of Benefits, Procedures, and Policies: Support Staff and Administrative Staff.

### ***NOTICE OF NONDISCRIMINATORY POLICY***

The College of Wooster does not discriminate on the basis of age, sex, color, race, creed, religion, national origin, disability, veteran status, sexual orientation, or political affiliation in the admission of students, or their participation in College educational programs, activities, financial aid, or employment.

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## AIDS

As a community, The College of Wooster pledges support to all its members, including persons with Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus (HIV) infection. The College does not discriminate against individuals with HIV infection and, like any other disease, HIV infection will be treated confidentially and on a case-by-case basis determined by the medical facts involved.

Knowledge of how the virus is spread is the only sure way to prevent the illness, and although there is no known cure for the disease, early treatment can alter its progression. In order to prevent the spread of HIV infection, the College is committed to making available to all students and employees current medical information, and it encourages students to consult with the Longbrake Student Wellness Center staff and employees to talk with their personal physician. Medical ethics and privacy laws provide the assurance of confidentiality for students and employees. Information regarding anonymous and confidential HIV testing is available through the Longbrake Student Wellness Center. The College of Wooster endorses the American College Health Association General Statement on Institutional Response to AIDS, and copies of this statement are available in the Dean of Students Office, the Office of the Dean for Curriculum and Academic Engagement, the Office of Human Resources, and the Longbrake Student Wellness Center; additional copies are on open reserve at Andrews Library.

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## ALCOHOL AND DRUGS

### AUTHORIZED USE OF ALCOHOL

**Policy.** College policy and Ohio law prohibit the sale to, possession, and consumption of alcoholic beverages by persons under the age of 21. In addition, all members of the College community are expected to be aware of and comply with Ohio liquor laws and the College's Code of Social Responsibility. Subject to these restrictions, alcoholic beverages may be served at College functions, provided that:

1. advance approval has been obtained from the President, when it is proposed that alcohol be served in a College dining room, on College grounds, or in College facilities other than dining halls;
2. proper licensure has been obtained from the State of Ohio, Department of Commerce, Division of Liquor Control, and all licensing requirements have been met; and
3. the sponsors of the function have agreed to provide proper enforcement of applicable laws and College rules, including, but not necessarily limited to:
  - a. confinement of outdoor events to tents or other enclosures in compliance with open container requirements of civil law;
  - b. policing of age restrictions on the consumption of alcohol;
  - c. enforcement of appropriate conduct that respects the rights of others and of the College.

Additional information on the College's policy regarding the authorized use of alcohol is contained within the Code of Social Responsibility and the "Life at the College: Policies and Procedures" section of The Scot's Key.

***The College Underground.*** The College Underground is the property of the College and, as with all property, the responsibility for control and maintenance of the facility resides with the administration. The actual management of The Underground, however, has been assigned to a committee comprised of a variety of students and staff, and the scheduling and use of the facility will conform to regulations adopted by that group and approved by the Dean of Students. A representative of the management group is present to supervise the operation -whenever an activity is scheduled. The Underground will sell beer under the terms of its D-1 license issued by the Ohio State Liquor Control Board. All policies and procedures surrounding the sale and/or distribution of beer will be in accordance with Ohio state law, College policy as outlined in The Scot's Key, and the policies of The Underground management.

## **DRUG-FREE CAMPUS AND WORKPLACE**

### **Standards of Conduct**

Students and members of the faculty and staff are The College of Wooster's most valuable resource and, thus, their health and safety is a serious concern. The College will not tolerate any drug or alcohol use which imperils the health and well-being of students and employees or threatens the ongoing successful operation of the institution and its educational program. The College fully complies with the Drug-Free Schools and Communities and Drug-Free Workplace Acts.

The College of Wooster recognizes that the use of illegal drugs and abuse of other controlled substances is not only inconsistent with the law-abiding behavior expected of all citizens, but diminishes an individual's productivity and reliability. Moreover, the College believes that students have the right to study in an alcohol- and drug-free environment; that employees have the right to work in an alcohol- and drug-free environment; and that all members of the community have the right to study and work with individuals free of the effects of alcohol and drugs. Therefore, the possession, use, manufacture, sale, or -distribution of illegal drugs, drug paraphernalia, controlled substances (including prescription medications possessed or used by persons other than those for whom prescribed or for purposes other than those for which the medication was prescribed) and the unlawful or unauthorized use of alcohol by students and employees on the property of the College, in College-supplied vehicles, or as part of any of its activities are prohibited.

The College publishes and makes available annually to all students (including those on off-campus programs), their parents, all employees, and members of the Board of Trustees its policies on consumption, possession, and sale of alcohol, and the unlawful possession, use, or distribution of illicit drugs and alcohol, as detailed within this Handbook. The location of this information on the College's website is published annually, and paper copies of the Handbook of Selected College Policies are available at the following campus locations: Andrews Library, Dean of Students Office, Human Resources Office, Lowry Center, Secretary's Office, and User Services Help Desk. In addition, a brochure outlining the College's alcohol and other drug policies is distributed annually to all students and employees.

## **Definitions of Illegal Drugs and Unauthorized Alcohol**

***Illegal or Illicit Drugs.*** “Illegal drugs” or “illicit drugs” as referred to in this policy shall include, but not be limited to, any form of narcotics, depressants, stimulants, hallucinogens, anabolic steroids, or any other drug, the possession or sale of which is controlled by federal or state law. Excepted from this definition or policy are such drugs as have been legally prescribed for treatment of the individual who has them in his or her possession.

***Unauthorized Alcohol.*** “Unauthorized alcohol” as referred to in this policy includes any form of ethanol or alcoholic beverage which is possessed or used in violation of the College policy on alcohol or of state or local statutes and ordinances.

## **Drug-Free Campus: Student Drug Prevention Program**

***Applicable Legal Sanctions Under Local, State, or Federal Law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol.*** Federal law requires the College to communicate to all students and employees the local, state, and federal laws that govern the use, possession, and sale of dangerous drugs and/or controlled substances. Ohio Revised Code Section 3719.41 divides these drugs and substances into five “Schedules.” Some drugs are included in several schedules, and the criterion for inclusion relates to the amount of controlled substance in a given drug.

Schedule I drugs are narcotics-opium derivatives, hallucinogens, depressants, and stimulants that have a high risk of abuse, are considered to have no therapeutic value, and cannot be obtained even with a prescription. Common Schedule I drugs include, but are not limited to, LSD, Marijuana (and its derivatives and synthetic forms), Mescaline, Peyote, Quaalude, Heroin, and Gamma Hydroxybutyric Acid (GHB).

Schedule II drugs have a high abuse risk, but are also considered to have therapeutic value and can be obtained with a prescription. These drugs can cause severe psychological or physical dependence. Common Schedule II drugs include, but are not limited to, Opium, Morphine, Cocaine, Codeine, Methadone, Amphetamines, Methamphetamines, Oxycodone, Seconal, Phenobarbital, PCP, and hallucinogens used to decrease the side effects of chemotherapy.

Schedule III drugs have a potential for moderate psychological and physical dependency, and may be obtained with a prescription. Schedule III drugs include, but are not limited to, Benzphetamine, Secobarbital, Narcan, Codeine, Morphine, Dihydro-codein-one, and Anabolic Steroids.

Schedule IV drugs have therapeutic value and require a prescription. Two common examples are Valium and Chloral Hydrate.

Schedule V drugs also have therapeutic value and can only be obtained with a prescription. They are divided into Narcotic drugs and Narcotics-non-narcotic preparations and typically contain smaller amounts of the narcotic drug than do Schedule III or IV drugs.

“Harmful intoxicant” is another classification of substances which are regulated. While they are not “drugs,” their improper use can place them in the category of “recreational drugs.” “Harmful intoxicants” do not include beer or intoxicating liquor; rather, the term designates any compound mixture, preparation, or substance (e.g., paint, glue), the gas, fumes, or vapor of which, when inhaled, can induce intoxication, excitement, giddiness, irrational behavior, depression, stupefaction, paralysis, uncon-sciousness, asphyxiation, or other harmful physiological effects.

The Ohio Revised Code also prohibits the illegal possession of, manufacture of, trafficking in, or permitting the abuse of all dangerous drugs and harmful intoxicants. The definitions of prohibited activity are broad, and individuals convicted of a violation of these prohibitions face mandatory fines and in many cases mandatory incarceration.

With regard to alcohol, The Ohio Revised Code prohibits the following:

- The unlawful possession, provision to, and consumption of alcohol by individuals under the age of 21;
- The operation of motor vehicles while under the influence of alcohol. In Ohio, this is defined as having a concentration of .02 by weight of alcohol in the person's blood or breath if he/she is under the age of 21, and .08 if age 21 or over; and
- The possession of open containers of alcohol in a vehicle or in a public place other than with an applicable permit.

Summaries of Federal Trafficking Penalties and Federal and State Penalties appear in Exhibits A-1(a), A-1(b), A-2(a), and A-2(b).

Description of Health Risks Associated with the Use of Illicit Drugs and Abusive Alcohol. Exhibits B - I contain detailed analyses of specific drugs and their effects. Negative effects of ingested alcohol can include decreased responsiveness, slurred speech, impaired judgment, lack of coordination, and combativeness. At higher blood levels, central nervous system depression including vomiting, hypertension, depressed respirations, pulmonary aspiration, stupor, coma, and death may occur. Alcohol blackouts (amnesia) can occur after a large amount of alcohol is consumed and are a sign of serious intoxication and probably dependence. Long-term risks associated with the abuse of alcohol include neuropathy, neurological damage, and liver damage. Long-term use and/or abuse can cause physical and psychological dependence.

***Drugs/Alcohol Counseling, Treatment, Rehabilitation, and Re-entry Programs Available to Students.*** Students who violate the College's alcohol and other -substance policy will participate in a small group program designed as an opportunity for increased awareness, peer support, and educational information about the personal, social, and health risks involved in alcohol and substance use. Students indicating need for a chemical dependency assessment will be referred to a qualified counselor on staff or in the community. Other programs available include:

- Referral to inpatient facilities, if necessary
- Counseling for individuals not requiring long-term treatment
- Training workshops for residence life and other campus staff
- Presentation of programs in residence halls and Lowry Center on a variety of issues

Chemical-Free Housing is an option for students who prefer to live in a dedicated sober environment. Support groups (AA, NA, Al-Anon) are available near campus, as are several treatment provider agencies.

Further information about drug and alcohol programs, including contact information, can be found on the Longbrake Student Wellness Center website at [www.wooster.edu/health/](http://www.wooster.edu/health/).

***Disciplinary Sanctions.*** Disciplinary sanctions will be imposed upon those students who violate the standards of conduct set out in this notice. Such sanctions will be determined on an individual basis and may range from a written warning to expulsion and possible referral for prosecution.

**Biennial Review.** The College of Wooster undertakes a biennial review of its drug education program to assess its effectiveness and to implement changes in the program if it is determined that they are necessary. The purpose of the biennial review is to ensure that disciplinary sanctions are consistently enforced.

### **Drug-Free Workplace: Employee Drug Prevention Program**

**Statement of Policy.** The unlawful possession, use, manufacture, sale, or distribution of illegal drugs, drug paraphernalia, controlled substances (including prescription medications possessed or used by persons other than those for whom prescribed or for purposes other than those for which the medication was prescribed) and alcohol by students and employees on the property of the College, in College-supplied vehicles, or as part of any of its activities is prohibited.

Compliance with the Drug-Free Workplace Policy and procedures is a condition of employment. Failure or refusal of an employee to abide by the standards of conduct, sign any required documents, submit to any inspection or tests, or follow any prescribed course of alcohol or substance abuse treatment will be considered just cause for termination.

This policy does not alter the College's policy of employment "at will." The College retains the right to terminate any employee at any time, with or without cause or notice. The College also retains the right to interpret, change, rescind, or depart from this policy in whole or in part, subject to notice to all employees, as well as the right to administer discipline, up to and including termination of employment, for violations of this policy.

An employee who is taking legal medication (prescription or over-the-counter) that may affect his or her ability to perform in a safe and productive manner is required to report this to his or her supervisor. Any documentation provided will be kept separate from other personnel information and will be accessible by College personnel only on a "need to know" basis. The supervisor will decide if any restrictions should be applied to the employee's work. Failure to inform the supervisor of potential adverse drug or alcohol effects on work performance or safety may result in disciplinary action.

**"Reasonable suspicion" testing.** Reporting to work or attending College business activities under the influence of illegal drugs or alcohol is prohibited. The College reserves the right to require an employee who exhibits signs of impairment during working hours or while engaged in College business to submit to a "reasonable suspicion" drug or alcohol screening at that time. Reasonable suspicion testing will be required when a supervisor has reason to suspect that an employee may be in violation of this policy. The suspicion must be documented in writing within twenty-four (24) hours of the event or prior to the release of the test results. Reasonable suspicion testing may be based upon, among other things:

1. Observed behavior, such as direct observation of drug or alcohol use or possession and/or the physical symptoms of drug or alcohol use (such as, but not limited to, slurred speech, dilated pupils, odor of alcohol or marijuana, changes in affect, dynamic mood swings, etc.);
2. A pattern of abnormal conduct or erratic behavior; or deteriorating work performance (e.g., frequent absenteeism or tardiness, recurring accidents or performance mistakes) coupled with one of more symptoms of drug or alcohol abuse;
3. Information regarding an employee's substance use, provided by a reliable and credible source, and independently corroborated by another reliable individual or by observations as described in items #1 and #2 above;
4. Reliable evidence that an employee has tampered with a previous drug or alcohol test;

5. Arrest or conviction for a drug-related offense or identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking; or
6. Repeated or flagrant violations of the College's safety or work rules, which appear to be related to substance abuse or use in violation of this policy.

"Reasonable suspicion" testing does not require certainty; however, mere "hunches" are not sufficient to justify testing. All supervisors will be trained to recognize signs and symptoms of both drug and alcohol abuse.

**Post-accident testing.** Post-accident testing may be required whenever an accident occurs, regardless of whether there is an injury. An "accident" is defined as an unplanned, unexpected, or unintended event that occurs on College property, during the conduct of the College's business, or during working hours; or which involves College-supplied motor vehicles or motor vehicles that are used in conducting College business; or is within the scope of employment; and which results in fatality, bodily injury, or property or vehicular damage. Any employee who may have contributed to the accident will undergo testing. The College reserves the right to determine who may have caused or contributed to a work-related accident, and may choose not to test after minor accidents if there is no reasonable suspicion, no violation of a safety or work rule, or only minor damage and/or injuries.

Employees required to report for drug testing must report to the testing site immediately. Specimen collection is to occur as soon as possible after a need for testing has been determined, but in no event more than thirty-two (32) hours from the time of the accident. Breath alcohol testing will be performed as quickly as possible, but in no event more than eight (8) hours following an accident. If feasible, transportation to the testing site will be provided by the Office of Safety & Security. **AN EMPLOYEE'S REFUSAL TO BE TESTED WILL BE GROUNDS FOR DISMISSAL.** Testing positive for drugs or alcohol in a post-accident or "reasonable suspicion" test may result in the loss of workers compensation or unemployment compensation benefits.

**Employee Services.** Since February 2000, The College of Wooster has maintained a contractual agreement with The Source One Group, Inc., 210 East Milltown Road, Suite B, Wooster, Ohio 44691. Under the terms of the agreement, the Employee Assistance Program provides full- and part-time faculty and staff members at the College with confidential assessments, brief intervention services, and referral services to enable individuals to address "work-related problems," including drug and alcohol problems.

The College encourages those who need to do so to enroll in approved programs of treatment or rehabilitation for alcohol and controlled substances abuse. Please consult the schedule of benefits or contact the Benefits Administrators in the Office of Human Resources (extensions 2016, 2609) for information regarding applicable coverage.

In-hospital programs, including outpatient post-release follow up based on individual and group counseling, are available in several Northeast Ohio hospitals. Employees interested in further information may consult the staff in the Office of Human Resources.

**Notification of Drug Statute Conviction.** An individual convicted of violating any criminal drug statute during working hours and/or while on College business must report that conviction to his or her supervisor within five days of such conviction.

The College is obligated to notify the federal contracting agency that has provided funding or assistance to the College for that employee's specific activities of such a conviction. Such notification must take place within ten days after the College receives notice from an employee of a conviction of any workplace violation of a criminal drug statute.

The unauthorized use of alcohol by persons under 21, and the illegal use, manufacture, sale, or possession of illegal drugs may also result in the notification of civil authorities.

***Discipline.*** Disciplinary procedures for violations of the policy, up to and including immediate termination of employment, will be imposed for any of the following behaviors: the use, possession, manufacture, sale, or dispensation of illegal drugs; unauthorized use, possession, or dispensation of alcohol; reporting to work or being under the influence of illegal drugs or alcohol; testing positive for illegal drugs or alcohol; or refusing to submit to testing according to the procedures outlined in this -policy. However, the College will also encourage legitimate individual programs of treatment or rehabilitation. Assist--ance in establishing contacts for professional help with respect to drug or alcohol abuse problems may be obtained by contacting the Director of Human Resources.

Should you suspect the possibility of substance abuse by an individual in your division or department, you should report your observations to your supervisor and, in the case of hourly support staff, to the Director of Human Resources.

***Drug Screening.*** The -College conducts pre-employment drug screening for certain classes of (non-student) employees. Before a job candidate is appointed to an open -position in specified job classifications, he/she must pass a drug screening analyzed by an independent agency (currently the Center for Occupational Medicine). The specified job classifications consist of those -positions that, as a primary part of the job, are regularly involved with food preparation, food service, operation of dangerous machinery, management and use of hazardous chemicals, driving College vehicles, handling of large sums of cash, health treatment of students, or access to residence halls (i.e., residence halls staff, custodial staff, security staff). Students who are employed by the College when classes are not in session are considered “employees” for the purpose of this policy and therefore subject to drug screening in the same way as other employees. In addition, volunteers whose proposed activities meet any of the specified criteria will also be subject to drug screening. The list of specified positions included is available to employees at the Office of Human Resources.

***Costs.*** The College will pay for all testing that it requires of its employees or potential employees. If testing is not conducted during an employee’s regular work hours, the College will pay the employee’s non-exempt wages, at the applicable rate, for one hour, or for the actual time required for the employee to travel to and from the testing site and for the test to be conducted, whichever is greater. In instances where a new employee separates from the College within the first ninety (90) days of employment, the cost of the pre-employment drug test will be deducted from his or her final paycheck.

***Confidentiality.*** The employee’s right to confidentiality and privacy will be maintained in all aspects of the administration of this policy. All test results as well as any information regarding an employee’s medical condition or history, and any disciplinary actions resulting from this policy, will be maintained in files separate from the employee’s personnel file and treated as confidential. Access to these documents will be limited to the Human Resources staff and to additional College personnel on a “need to know” basis only, subject, however, to release, inspection, or audit as required by law, or in conjunction with official proceedings, such as workers compensation or unemployment compensation proceedings.

## **TOBACCO**

### **Purpose**

The College of Wooster acknowledges and supports the findings of the Surgeon General that tobacco use in any form poses a significant health hazard to tobacco users and to those exposed to secondhand smoke. This policy is intended to address these concerns as they relate to the College community and to Ohio law in accordance with Chapter 3794 of the Ohio Revised Code.

### **Policy**

College policy and Ohio law prohibit the use of all tobacco products, including smokeless tobacco:

- in all College buildings, including residence hall and program house facilities in their entirety;
- within a 25-foot radius of any College building;
- in all College-owned or College-leased vehicles; and
- at all College-sponsored events and activities, including, but not limited to, athletic contests and practices, regardless of venue, and inclusive of all spectators' grandstands and bleachers.

This prohibition applies to everyone, including, but not limited to:

- all College students;
- all College personnel;
- all campus visitors, vendors, and contract employees; and
- all game personnel (players, coaches, trainers, managers, and game officials), in accordance with NCAA regulations.

### **Educational Support**

The College will provide preventative education, counseling, and other services that address emotional and physical dependency, and will foster an environment that supports students in their efforts to live in a tobacco-free environment. Floor communities and program house residents alike, through the Community Standards program, will conduct regular group discussions within their communities, including issues related to smoking and secondhand smoke. Employee assistance referrals are available through the Office of Human Resources.

### **Sanctions for Policy Violations**

Students - Incidents reported to the Office of Security and Protective Services or the Office of Residence Life may result in corrective actions by Residence Life staff, which may include: (i) attendance at educational intervention, including meeting with the Alcohol, Tobacco, and Other Drug Prevention Specialist; (ii) assessment regarding tobacco use including any cost associated with the assessment, and participation in any intervention recommended by the assessment; or (iii) adjudication and appropriate action within the College's judicial system.

College Personnel – College personnel who violate the policy are subject to -disciplinary action and sanction.

## **Specific Drugs and Their Effects**

### **CANNABIS**

#### **Effects**

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco.

Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

### **INHALANTS**

#### **Effects**

Immediate negative effects of inhalants include nausea, sneezing, coughing, nose-bleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also impair judgment and decrease the heart and respiratory rates. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage.

Deeply inhaling the vapors, or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

### **STIMULANT: COCAINE**

#### **Effects**

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane

of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack or freebase rock is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

## **OTHER STIMULANTS**

### **Effects**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

## **DEPRESSANTS**

### **Effects**

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

## **SEDATIVE: FLUNITRAZEPAM**

### **Effects**

Low doses of Rohypnol (a trade name for flunitrazepam) may cause drowsiness, impaired judgment and motor coordination, memory loss, gastrointestinal upsets, headaches, reduced blood pressure, visual disturbances, dry mouth, and hangover. Higher doses can cause coma, respiratory depression, and even death.

There are three distinct patterns of abuse: 1) taking the drug alone for its intoxicating effects, 2) taking the drug in conjunction with other drugs to either enhance a high or to ease down from a high, and 3) administering the drug to an individual without his or her knowledge for the purpose of rape, sexual assault, or any other crime of violence.

The drug takes about twenty to thirty minutes to take effect, and depending on the dosage, may last more than eight hours. Repeated use may lead to dependence.

## **HALLUCINOGENS**

### **Effects**

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders—depression, anxiety, and violent behavior—also occur. In later stages of chronic use, individuals often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

## **NARCOTICS**

### **Effects**

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. -Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

## **DESIGNER DRUGS**

### **Effects**

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several -hundred times stronger than the drugs they are designed to imitate.

The narcotic analogs can cause symptoms such as those seen in Parkinson's disease- uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of -phencyclidine cause illusions, hallucinations, and impaired perception.

For more information on specific drugs and their side effects contact  
<https://ncadistore.samhsa.gov/catalog/drugs.aspx>

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# **CAMPUS SECURITY AND CRIME PREVENTION**

## **CAMPUS SECURITY: POLICIES AND PROCEDURES**

The Crime Awareness and Campus Security Act of 1990, as of 1998 known as the Clery Act, requires colleges and universities to publish for distribution the following statements of policy and procedure:

### **Statement of current campus policies regarding procedures and facilities for students and others to report criminal action or other emergencies occurring on campus and policies concerning the institution's response to such reports.**

- Potential criminal actions and other emergencies on campus can be reported directly by any student or employee to the Security and Protective Services Office through the 24-hour communications operator by dialing campus extension 2590.
- Reports can also be directed to the Wooster Police by dialing 9-330-264-3333 or, in the case of emergency, 9-911 and/or the Wooster Fire Department by dialing 9-330-263-5266 or, in the case of emergency, 9-911.
- Potential criminal actions and other emergencies can also be reported in person to the Security and Protective Services Office (Culbertson/Slater House), which is located at 602 E. Wayne Avenue.

- College Security and Protective Services officers conduct foot and vehicular patrols of the campus and residence hall areas 24 hours a day. Students and employees are encouraged to contact Security and Protective Services immediately to report incidents or concerns.
- In addition, several professional members of the student services staff as well as trained residence hall directors and resident assistants live on campus and can assist students in any campus emergency.
- Outside emergency phones connected directly to the Security and Protective Services communications operator are provided in strategic locations around campus and are equipped with special lighting so that they can be easily identified. Every student room is equipped with a telephone jack; occupants will provide their own telephone unit. It is requested that students do not install phones with answering machines. Other campus telephones are located outside large residence halls, in public areas of Lowry Student Center, the Physical Education Center, and academic buildings.
- Every reported incident receives a prompt professional response by a Security officer, and a follow-up investigation occurs when necessary.
- Upon receipt of a call, a Security and Protective Services officer is dispatched immediately to the site of the complaint. Security and Protective Services officers have no arrest authority; however, there is a mutual agreement with the Wooster Police and Fire Departments to have immediate assistance if necessary. In fact, the Security and Protective Services radio system is directly linked to both Departments.
- It is College policy that all felony crimes are reported to the Wooster Police Department for investigation. The College supports rigorous prosecution of persons arrested in connection with illegal acts against persons or property on the campus.
- If a member of the campus community suffers illness or injury, the Security and Protective Services Office provides an initial response and assistance in obtaining advanced medical care through the Longbrake Student Wellness Center staff and/or directly by radio with the Emergency Medical Service of the Wooster City Fire Department and the Wooster Community Hospital.
- The Security and Protective Services officers prepare and submit reports of incidents that occur on campus to the Dean of Students and/or Associate Dean of Students and Director of Residence Life.
- The Director of Security and Protective Services posts in strategic locations in residence halls and academic buildings or distributes via campus mailboxes "Security Alerts," special flyers informing the College community of major incidents that occur on or in the immediate vicinity of the campus.
- Each year the Director of Security and Protective Services participates in the New Student Orientation program.
- The College publishes and distributes each year to all students and employees a crime prevention pamphlet.
- All reports of incidents that occur on campus and are reported to Security and Protective Services are kept on file in the Security and Protective Services Office. The Wooster Police and/or Fire Departments receive copies of any reports of incidents in which these Departments have been involved.
- Each year a representative from the Security and Protective Services Office and the Wooster Fire Department conduct a training program for resident directors and resident assistants regarding security/safety issues and fire safety in residence halls.

**Statement of current policies concerning security and access to campus facilities including campus residences and security considerations used in the maintenance of campus facilities.**

- Most academic buildings are equipped with a card-key access system. The remaining academic buildings are locked by Security and Protective Services according to instructions provided by the respective academic departments and/or the Facilities Scheduling Office. Academic buildings are unlocked by 7 a.m. on weekdays.
- All large residential units and most small house units are equipped with a card-key access system and remain locked 24 hours a day. Their security is monitored through the card-key computer system. Residents who wish to gain access to these buildings use their assigned card keys. In small house units without card access, students are encouraged to secure their building 24 hours a day.
- All residential buildings are checked by Security and Protective Services periodically throughout the evening.
- Access to College residential facilities is limited to those individuals assigned to a residential unit, their guests, and College personnel on authorized business.
- Guests of students are welcome in the residential units on a limited basis. With roommate approval, guests may reside in a student room or residential unit on no more than three separate occasions per semester with a maximum of three (3) consecutive days per occasion. Cohabitation is not permitted in College housing. Residents are responsible for their guests and their actions and are requested to take reasonable precautions to guarantee the security of other students living in the unit.
- Requests for reservations of campus facilities for meetings or special events are made through the Facilities Scheduling Office in Lowry Center, extension 2570. The scheduling information is shared with Security and Protective Services. Reserving space in the public areas of a residence hall must receive the approval of the residence hall director.
- The College campus is well lighted and lighting improvements are made each year, including the installation of high intensity sodium vapor lights. An annual review of campus lighting is conducted by a team of individuals including the Director of Security and Protective Services, the Director of Physical Plant Services, representatives from the Dean of Students' staff, and several students.
- Campus lighting, fire safety equipment, emergency telephones, and other safety equipment are inspected on a regular basis by Security and Protective Services officers. Deficiencies are reported to the Physical Plant Department for timely repairs.
- The Physical Plant Department maintains buildings and grounds with a concern for safety and security. It inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards, such as broken windows and locks. Close attention also is paid to landscaping to assure that it contributes to the safety and security of individuals on campus.
- A Security and Protective Services officer, assisted by students, conducts monthly inspections of all fire extinguishers. Inspection of other fire safety equipment is -conducted by an outside contractor. The Wooster Fire Department, in conjunction with the Office of Security and Protective Services and Physical Plant departments, annually inspects all campus facilities for compliance with state and federal fire and safety regulations.

- All students' doors and windows have locks, and students are encouraged to keep their rooms locked at all times.
- The Director of Security and Protective Services conducts ongoing security analyses of the campus and submit work requests to correct deficiencies to the Physical Plant Department.

**A statement of current policies concerning campus law enforcement:**

1. The enforcement authority of Security and Protective Services personnel, including their working relationship with state and local police agencies.

- Security and Protective Services officers at The College of Wooster are not sworn police officers and have no arrest powers. However, all the professional staff are trained or have experience in security, law enforcement, or the military. In addition, it is expected that they have continuing training in order to upgrade their skills. All officers are certified in first aid and CPR techniques. The professional Security staff is supplemented by student officers and student foot patrol. On-campus Security and Protective Services officers enforce the regulations of the College and civil law. Security works closely with the Wooster Police Department to ensure a safe and secure campus. City police officers frequently drive through the campus, are called to campus on serious incidents, and are asked, on rare occasions, to supplement Security and Protective Services staff at significant campus events.

2. Policies that encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

- Campus Security and Protective Services officers are encouraged to build rapport with members of the College community in the belief that students and employees will more likely report incidents to officers they know and trust. Security and Protective Services notifies the appropriate law enforcement authorities, in compliance with Ohio law and College policy, when there are reasonable grounds to believe that a crime is being or has been committed. Security and Protective Services will provide assistance to members of the College community who wish to report a crime directly to civil authorities. It is the policy of The College of Wooster to encourage prompt reporting of all crimes in order to enhance investigation and ensure appropriate action.

**A description of the types and frequency of programs designed to inform students and employees about the prevention of crimes and campus Security and Protective Services procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.**

- Periodically throughout the year the College publishes crime prevention information which encourages campus members to be aware of their own safety and provides tips on how to protect themselves and others from crime.
- Crime prevention and safety education programs are presented by Security and Protective Services personnel throughout the year in residential units and other campus facilities.
- To assist with theft prevention, students are encouraged to engrave their property with a personal identification number. Engraving equipment is available from the Office of Security and Protective Services. Forms are also provided for students to list personal property and serial numbers which would assist in the recovery of stolen property.

- Posters are placed in campus buildings to remind students and employees of the need for good safety/security practices.
- Campus alerts are posted in buildings to inform campus members of an incident which has recently occurred.
- Fire drills are held each semester in residence halls. Full evacuation of residents within a reasonable time is required.
- Students and employees wishing to park on College property are required to register their motor vehicles with the Office of Security and Protective Services. Students are also encouraged to register their bicycles.
- Each year a representative from the Office of Security and Protective Services staff and the Wooster Fire Department conduct a training program for resident directors and resident assistants regarding security/safety issues and fire safety in residence halls.

**A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution.** The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.

- The College of Wooster has no sanctioned student organizations residing in off-campus property. The Director of the Office of Security and Protective Services keeps the Wooster Police Department advised of any College-sponsored events being held at off-campus locations and cooperates with any security arrangements the Police Chief (or his/her designate) deems necessary to protect citizens at that off-campus location.

**A statement advising the campus community where information concerning registered sex offenders may be obtained.**

Law enforcement agency information provided by the State of Ohio under Section 14071(j) of Title 42 of the U.S. Code, concerning registered sex offenders, may be obtained at the Office Security and Protective Services (Culbertson/Slater House), which is located at 602 E. Wayne Avenue. (extension 2590). Information is also accessible online through the Wayne County Sheriff's home page at <http://www.waynecountysheriff.com>.

## **COLLEGE RESPONSE TO ALLEGED FELONIES**

### **The College's Reporting Responsibilities**

Subject to certain exceptions, Ohio law requires persons having knowledge that a felony has been or is being committed to report such information to law enforcement authorities. Felonies are serious crimes including, but not limited to, homicide and serious assaults, kidnapping, extortion, sex offenses, arson, robbery, -burglary, and grand theft. Criminal sanctions apply if information concerning felonies is not reported to law enforcement authorities as required.

Information is not required to be reported if it involves privileged communications between an attorney and client; a doctor and patient; a licensed psychologist (or licensed school psychologist) and client; a clergy member (minister, rabbi, priest) and person communicating with such clergy member for a religious counseling purpose of a professional character; a husband and wife; or persons involved in a telecommunication relay service call. Exceptions also apply to information acquired in connection with bona

fide programs of treatment or services for drug dependent persons or persons in danger of becoming drug dependent, and bona fide programs which provide counseling services to victims of sexual offenses.

In compliance with the law, The College of Wooster has adopted the following policy:

Whenever an act that meets the definition of a felony comes to the attention of a member of the campus community, it will be reported to the appropriate law enforcement agency, unless one of the exceptions noted above applies. As a general rule, information shared with a College physician or member of the Survivor Support System, or in a counseling setting with any of the College counselors, will be considered a privileged communication, and will not be subject to the reporting requirement, without the consent of the person providing the information. Anyone needing assistance in reporting a crime to the appropriate law enforcement authorities may contact the Office of Security and Protective Services.

### **Disciplinary Action and Criminal Charges**

Victims of campus crime should be aware that charges may be pursued through the College's judicial system, though the state judicial system, or both.

The judicial system at The College of Wooster is designed to address infractions of the Codes of Social Responsibility and Academic Integrity and policies of the College. The approach of the College's judicial system is educational rather than punitive, and while separation from the College is a possible outcome in the most serious cases, a more typical result will involve some form of probation, community service, educational project, and/or professional counseling. The College's judicial system does not establish whether a crime has been committed. For more information concerning the College's judicial system, please refer to Section XV of the Code of Social Responsibility, which is found in The Scot's Key.

Victims of crime may also seek redress through the state judicial system. Charges may be filed with the local police department or other appropriate authorities. The Office of Security and Protective Services is prepared to assist any member of the campus community in reporting crime to appropriate law enforcement officials.

### **THE COLLEGE OF WOOSTER CRIME STATISTICS OFFICE OF SECURITY AND PROTECTIVE SERVICES THE COLLEGE OF WOOSTER WOOSTER, OHIO**

The following is a listing of crimes occurring on or near the campus which have been reported to The College of Wooster Office of Security and Protective Services or local police agencies for the past three years as required by the Crime Awareness and Campus Security Act of 1990, now known as The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Campus Security Act was amended in 1998. Any marked increase across years or in the revised statistics from previous years can be accounted for by the fact that the geographic boundaries for reporting were greatly expanded in 1998, and reporting of drug, alcohol, and weapons violations has also been broadened to include not only arrests but also disciplinary referrals.

**Crimes statistics can be found at: <http://www.wooster.edu/students/security/crime>**

## **UNIFORM CRIME REPORTING (UCR) DEFINITIONS**

**Criminal Homicide. Murder by non-negligent manslaughter:** the willful (non-negligent) killing of one human being by another.

**Criminal Homicide. Manslaughter by negligence:** the killing of another person through gross negligence.

**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.

**Rape.\*\*** (prior to August 1, 1992) The carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit rape by force or threat of force.

### **Sex Offenses, Forcible or Nonforcible**

**Sex Offenses – Forcible.** 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 victim is incapable of giving consent.

- **Forcible Rape.** The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible Sodomy.** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Sexual Assault with An Object.** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### **Sex Offenses – Nonforcible. Unlawful, nonforcible sexual intercourse.**

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

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

**Robbery.** The taking or attempting to take anything of value from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault.** 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 injury. (It is not

necessary that injury results from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary.** The unlawful entry of a structure to commit a felony or a theft. This includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; house breaking; safe cracking; and all attempts to commit any of the aforementioned. Note that larceny-thefts (e.g., shoplifting, thefts from motor vehicles, thefts of motor parts, thefts of bicycles, thefts from buildings where the offender has legal access, thefts from coin-operated machines) are a separate category and are not reported as a burglary.

**Motor vehicle theft.** The theft or attempted theft of a motor vehicle.

**Liquor Law Violations.** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Drug Abuse Violations.** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

**Weapon Law Violations.** The violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

\*\*Note: As recommended by the International Association of Campus Law Enforcement Administrators, the UCR definition of rape (the carnal knowledge of a female forcibly and against her will) is not being used. Instead, The College of Wooster is using the definition by the National Incident-Based Reporting System (NIBRS) and the Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

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## COLLEGE RECORDS AND CONFIDENTIALITY

The files and records maintained by all offices of The College of Wooster, whether on paper or stored electronically, contain information that is the property of the College. Because this material is not only crucial to the effectiveness of the offices, but is also sensitive or confidential as well, all those who work with it are expected to observe the highest standard of discretion and confidentiality, protecting both the College's interest in its records and the privacy of those to whom the information relates.

The following guidelines are intended to illustrate the expected level of care and confidentiality. They should be interpreted not as a detailed code of conduct, but as a

minimum statement of expectations for dealing with these materials. Rules and regulations are no substitute for attentiveness, common sense, and high -ethical standards.

Departments are encouraged to create specific guidelines for their information that is regulated by law or College policy and distribute the protocols to the staff members working in the department.

## **GUIDELINES**

The following guidelines apply to all faculty, staff, and student employees with working access to records and files of the College:

Each set of College files and records will be the responsibility of the department head or head of the office principally maintaining the records.

Access to the College's files and records for inspection or daily work is restricted to current staff members of the College who have a demonstrated "need to know" and who have the permission of the head of the department whose records are to be used.

Excerpted information from the College's records, other than that already identified to appear in the public domain, is to be disclosed only to current staff members of the College, or to volunteers, and only in cases where the individual's duties as an employee or volunteer require disclosure of the information. In all cases, disclosure must be approved by the department head. Questions regarding public information should be referred to the Associate Vice President for -College Relations and Marketing.

No disclosure of security details related to the computer systems, including but not limited to username/password combinations, application programs, and data files is to be made to anyone other than an employee of the College. Such knowledge is to be used by those staff members only for the performance of their duties. Alteration of existing computer records or creation of new ones is to be done only after the verification of the accuracy and appropriateness of the changes. Information in records should never knowingly be falsified. The -College's "Acceptable Use Policy" for computing resources is available online at [www.wooster.edu/technology/help/policies/](http://www.wooster.edu/technology/help/policies/).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), affords students certain rights with respect to their education records. Education records are records that are maintained by the College, and which contain information directly related to the student, with the exception of the following: records that are in the sole possession of an individual, such as a faculty member; law enforcement records; student employment records; health records; or alumni records. Student rights under FERPA include:

A) The right to inspect and review the student's education records. Students requesting access to records should submit to the Registrar, Dean of Students, or other appropriate College official a written request that identifies the records they wish to inspect. Within 45 days of the receipt of such written request, the College will make arrangements for access to the requested records and notify the student of the time and the place where the records may be inspected. A fee may be charged for copies.

B) The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Such requests should be submitted in writing to the College official responsible for the record, clearly identifying the part of the record for which the change is requested, and specifying why the record should be changed. If the College official

responsible for the record decides not to amend the record as requested by the student, the official will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C) The right to provide written consent before the College discloses personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to: ex parte orders requiring the release of information to the Attorney General of the United States or his designee in connection with the investigation or prosecution of terrorism crimes; other lawfully issued court orders or subpoenas; disclosure in connection with health or safety emergencies in situations that present imminent danger to a student, other students, or other member of the campus community; the release of directory information as described below; disclosures to the U. S. Citizenship and Immigration Services as required by law; disclosures of the final results of disciplinary proceedings involving violations of College policies concerning crimes of violence and nonforcible sex offenses; disclosures concerning registered sex offenders; upon request, disclosures to officials of another school in which a student seeks or intends to enroll; and disclosures to school officials with legitimate educational interests.

In the context of these regulations, a school official with legitimate educational interests is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracts (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

D) Students have a right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Southwest, Washington, D.C. 20202-4605.

E) Education records maintained by The College of Wooster include, but not are necessarily limited to, student personnel files, as defined below; transcripts; grade reports; credentials on file in the Career Services Offices; financial aid and treasurer's records; health records; and disciplinary records. Pertinent information relevant to each of these categories is outlined as follows:

### **I. Social Security Numbers**

The College treats social security numbers as confidential information to be used only for its internal purposes. Student social security numbers are only released to external agencies when required by law or with a student's written permission.

### **II. Student Directory Information**

The College designates the following categories of student information as public or directory information. Such information may be disclosed at the College's -discretion for appropriate purposes:

- Campus telephone
- Campus box number
- Campus email address
- Place of birth
- Birthday (but not the year of birth)
- Dates of attendance at Wooster of athletic teams
- Major field of study/I.S. title
- Degree awarded
- Awards received
- Leadership positions
- -Participation in officially recognized activities or sports
- Photographs
- Weight and height of members
- Most recent previous educational agency or institution attended

Any student who desires that any or all such information not be designated as directory information must notify the Dean of Students within five working days of the start of each academic year. The Dean of Students will inform the appropriate administrative offices.

### **III. Student Personnel Files**

Education records maintained by the College include student personnel files. Student personnel files are maintained in the Office of the Dean of Students as a record of a student's progress toward acquiring an academic degree and as a record of personal growth and development while at The College of Wooster. Personnel files assist the College in advising students and, upon the student's request, in the writing of references and recommendations. They also assist the College in its attempt to know its students and to respond appropriately to their needs. Student personnel files are governed by the following guidelines:

The student's right of privacy will be fundamental to the practices employed in acquisition and dissemination of information contained in the student's -personnel file:

- A) Records will not be made or retained unless there is demonstrated need for them.
- B) Evaluation of students will be made only by persons who are qualified through professional training and experience. Personal evaluations contained in a student's file will state when the evaluation was made and the name and position of the person who made the evaluation.
- C) Personnel files include transcripts, copies of academic actions, and -correspondence; also references or other recommendations written after January 1, 1975. Personnel files do not include financial records of parents, medical records, professional counseling records, or any notes or materials kept in the possession of the writer and not accessible to others.

### **IV. Records Other Than Personnel Files**

#### **A) Registrar**

1. Transcript – A student may see his/her own transcript in the Registrar's Office at any time. The Registrar will not release a copy of a transcript to anyone other than the student without a specific written request from that student except for those College officials who have valid need for access such as Deans, faculty advisers, and the Committee on Academic Standards, or as otherwise required by law.

2. Grade Reports – Grade reports are released online at the end of each term to students and to academic advisers. The Family Educational Rights and Privacy Act (FERPA) provides for student control over release of confidential academic information, including grades. Requests for grade information from sources other than the student must comply with FERPA guidelines for disclosure and release of academic record

information. In the event that a parent requests academic information, it must first be established that the student is a dependent as defined by IRS standards.

Student waiver of FERPA rights and parental verification of dependency is documented by completing the FERPA Release Form posted on the Web page of the Office of the Dean of Students. Prior to processing requests for grades by outside sources, including parents, the Registrar will verify authorized consent to receive confidential information and student consent to waive FERPA rights of protection.

#### B) Career Services

Credentials on file in the Career Services Office are established at the student's own request and are released for use either within or outside the College only by specific written request of the student or as otherwise required by law. Files are kept active for five years beyond graduation.

#### C) Financial Aid and Treasurer's Records

A student may request a meeting with the Director of Financial Aid and/or the Accounts Receivable Manager to discuss his/her own records in these areas at any time.

#### D) Health Records

Health records are maintained in the Longbrake Student Wellness Center for all students enrolled at the College. Such records include the individual's medical history and record of visits to the Center. Materials contained in these files are strictly confidential and governed by the ethics of doctor-patient relationship. The same principles apply to any records kept by the professional counselors. By law, however, such records may be personally reviewed by a physician or other appropriate professional person of the student's choice.

#### E) Disciplinary Records

Disciplinary records from the Hearing Officer, Campus Judicial Board, or Dean's Hearing Board are maintained in a central file in the Dean of Students Office. Those records are confidential and are released only under the following circumstances:

1) A student has the right of access to the records (except as to information relating to other students) of any case in which he/she has been involved as a defendant. This review may be arranged by contacting a member of the Dean of Students' staff or the Chairperson of the Judicial Board.

2) The Chairperson of the College Judicial Board or Dean's Hearing Board has the right of access for the purpose of determining if the student has been involved in previous offenses. In the case of multiple offenses by the same student, his/her name, the previous offense, and the penalty may be shared with the members of the hearing body by the Chairperson. This information is presented if a guilty verdict has been rendered in the case and prior to determining the penalty.

3) Faculty members, staff members, and administrators who have legitimate educational interests in the behavior of a student have the right of access. The members of the Deans' staff and duly-constituted faculty committees who have an educational need to know also may access the information. In the case of faculty committees, all student names will be deleted from the material by a member of the Deans' staff or the Chairperson of the Judicial Board prior to providing the information to the committee.

4) The final results of a campus disciplinary proceeding against a student who is an alleged perpetrator of any crime of violence (as that term is defined in Section 16 of Title

18, United States Code), or a nonforcible sex offense, may be released if it is determined, as a result of the disciplinary proceeding, that the student committed a violation of the College's rules or policies with respect to such crime or offense. The information released will be limited to: (a) the perpetrator's name, (b) the violation committed, and (c) any sanction imposed by the College. The names of any other students, such as a victim or witness, will not be released without the written consent of that other student.

5) Information regarding disciplinary violations of any College rules or policies governing the use or possession of alcohol or controlled substance may be disclosed to a student's parent or legal guardian if the student is under the age of 21.

6) Information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other member of the College community may be disclosed to teachers and school officials, including teachers and school officials in other schools who have legitimate educational interests in the behavior of the student.

#### V. Retention of Records

A) Student personnel files are retained by the Office of the Dean of Students for a minimum of three years after the student's graduation or five years after a withdrawal for any reason prior to graduation.

B) Transcripts are retained in the Office of the Registrar for the life of the institution.

C) Reference files are retained in the Career Services Office for five years beyond graduation if a file has been established by the student.

D) Financial aid records are retained in the Office of Financial Aid at least three years after the last transaction. Financial records are retained in the Business Office for one year following graduation or withdrawal for any reason prior to graduation provided that all financial obligations to the College have been met.

E) Health records are retained in the Longbrake Student Wellness Center for seven years following graduation or withdrawal for any reason prior to graduation.

F) Disciplinary files are retained in the Office of the Dean of Students for seven years following graduation or withdrawal for any reason prior to graduation.

### **PERSONNEL FILES**

#### **Salaried & Hourly Staff and Student Employees**

Other than dates of employment and position titles, except as may be required by law, no information will be disclosed to parties outside the College without the written authorization of the individual in question. Internally, all personnel records will be available for review only to authorized users for authorized purposes. Other employment records, such as medical files and claims information for compensation or disability, are designated as confidential and maintained as separate files.

Staff members and student employees may review their own personnel files within the appropriate office of the College in the presence of their supervisor. Questions regarding the confidential nature of employment records may be directed to the Secretary of the College or the Director of Human Resources.

### **COLLEGE DIRECTORY**

The College of Wooster Directory, which contains personal information, is published each year. The Directory is intended for the use of Wooster students, faculty, staff, and administrators. Its use for commercial, promotional, or partisan political purposes is forbidden by the College. This publication is not given to external agencies or individuals. However, the information regarding faculty or staff members that is listed in the College Directory may be given upon inquiry, as would the information listed in any telephone directory. Those who wish to withhold their personal information from the public should have that information deleted from the Directory. For more complete instructions, contact the Associate Vice President for College Relations and Marketing.

### **THIRD-PARTY DISCLOSURE**

The College of Wooster generally does not disclose information to third parties. Exceptions to this policy include, but are not limited to, the following:

1. Basic directory information as defined in this policy;
2. Records within the scope of a lawful subpoena, warrant, court order, or as required by a government agency;
3. Information required by consultants or outside counsel employed by the College who would require or be assisted by information contained in the records, subject to applicable laws and restrictions on the use of such information;
4. Information necessary to protect the health, safety, or property of any person; and
5. Information necessary to protect the College's legal interests when it believes the actions of an employee violate conditions of employment or threaten injury to the interests of the institution.

Records disclosed under any of these circumstances will not be redisclosed to other parties.

Unless an alumnus/alumna of the College authorizes in writing the release of additional data, the only information that will be disclosed to third parties is the following:

1. Confirmation that the individual attended Wooster; and
2. The degree awarded.

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## **FUNDRAISING**

Since the College's founding, the citizens of the City of Wooster and Wayne County have been consistently generous in supporting College programs and activities. Accordingly, the College wishes to maintain the goodwill that currently exists with the local community. The College also has had, from its founding, an emphasis on the cultivation of the qualities of leadership and service through engagement with the broader community. The College's fundraising policy is governed by these two guiding principles.

### **Sales**

- Students may sell advertisements for College publications (Voice and Index) in the local community. With the permission of the Dean of Students, members of the Voice and Index staffs may offer subscriptions to those publications to parents, alumni, and friends of the College.

- With prior approval (see “Approval Process” below), chartered student organizations and other College-authorized student organizations may conduct sales on campus for funds to benefit their organization.
- The sale of food products is limited by public health laws and College policy as outlined in the document entitled, “Sales and Consumption of Food and Non-Alcoholic Beverages on The College of Wooster Campus,” available from the Director of Campus Dining Services or the Secretary of the College.

## **Other Solicitation**

### On Campus

- There shall be no door-to-door solicitation of any kind in any College facility.
- There shall be no on-campus activity for the purpose of soliciting credit card applications.
- With prior approval (see “Approval Process” below), College individuals, groups, or organizations may solicit for funds on campus under the auspices of non-College service groups or charitable organizations (e.g., United Way, American Cancer Society). The sponsor of the activity is responsible for paying all related costs of the solicitation activity.

### Off Campus

- College individuals, groups, or organizations may solicit for funds in the City of Wooster and Wayne County if the solicitation is under the auspices of non-College service groups or charitable organizations (e.g., United Way, American Cancer Society).
- With prior approval (see “Approval Process” below), chartered student organizations and other College-authorized student organizations may engage in off-campus fundraising activities to benefit their organization.
- Chartered student organizations, departments, and offices of the College may solicit goods in-kind from local vendors for a campus event. The value of the goods received may not exceed \$75 per vendor per event; no cash donations may be accepted.
- Except for the specific circumstances outlined above, solicitation of funds and sale of goods and services to parents, alumni, trustees, and friends of the College by college individuals, groups, or organizations, whether for personal advantage or to benefit the College or any aspect of its program, is a violation of College policy and is subject to disciplinary action.

### General

- There shall be no College-sponsored lotteries or games of chance on campus.
- In accordance with the College’s policy on partisan political activity, no political fundraising may take place on campus, including the solicitation of campaign contributions and the sale of campaign materials.
- While campus individuals and organizations are free to collaborate on event funding or to request funds from bodies constituted for the purpose of providing funding for campus events (Student Government Association, Cultural Events Committee), individuals and organizations are not permitted to issue blanket and/or anonymous appeals on campus for contributions to events.
- Non-College-related individuals, groups, or organizations may not solicit for funds or sell goods or services in residence halls. Sale on other portions of the campus may not take place without prior approval of the Dean of Students (or his designee) or the Director of Lowry Center.

## **Approval Process**

Approval of a requested fundraising activity requires: (i) a written request to the appropriate individual at least one week in advance of the proposed activity; and (ii) written verification of the benefiting organization's 501(c)(3) tax-exempt status, if the beneficiary is not the College. Requests for approval should be directed as follows:

- Students: Dean of Students or his designee (for Lowry Center, the Director)
- Staff: Appropriate Vice President
- Faculty: Provost or her designee

Exceptions to the College's fundraising policy must have the prior approval of the President of the College.

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## **HAZING**

Hazing is a crime in the State of Ohio. As defined by the law, hazing is "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person." Under Ohio law, legal action may be taken against any participant in hazing or against anyone at the College who knew or who reasonably should have known of the hazing and did not make an attempt to prevent it. Every member of the campus community is required to report any incidents of hazing or suspicions of hazing that come to their attention. Reports should be given to Security and Protective Services, the Dean of Students Office, or the Director of Student Activities and Lowry Center.

Hazing is also a violation of the College's Code of Social Responsibility, and the College will consider hazing to be any portion of a new member process, whether on campus or off, which could cause discomfort, pain, fright, disgrace, or injury, or which is personally degrading regardless of the intent or end result.

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## **NONDISCRIMINATION POLICIES AND COMPLAINT PROCEDURE**

### **POLICIES PROHIBITING DISCRIMINATION AND HARASSMENT**

It is the policy of The College of Wooster to provide equal opportunity to qualified individuals in both employment and enrollment without regard to race, color, creed, religion, sex, national origin, age, disability, veteran status, sexual orientation, or political affiliation.

With regard to employment matters, this policy applies in all personnel actions, including, but not limited to, recruitment, selection, placement, training, advancement, transfers, demotions, or layoffs, and in all matters involving compensation.

With regard to enrollment matters, the College prohibits discrimination which denies full and equal employment of, and opportunity to participate in and benefit from, the goods, services, facilities, privileges, advantages, and accommodations offered by the College, including, but not limited to, educational opportunities and access to facilities and other

services by otherwise qualified individuals. Additional information is included in the Code of Social Responsibility, Section IX, Harassment/Coercion/Intimidation/Assault. A copy of the Code of Social Responsibility is included in The Scot's Key, the College's official student handbook.

The College also expressly prohibits harassment of both employees and students based upon race, color, creed, religion, sex, national origin, age, disability, veteran status, sexual orientation, or political affiliation. Any behavior, whether verbal or physical, which exhibits a negative animus toward any person on account of a protected characteristic may be considered illegal harassment.

More detailed information concerning the College's nondiscrimination policies is set forth below and in the Sexual Harassment Policy and Complaint Procedure contained elsewhere in this Handbook. Any person who believes that any of the College's discrimination or harassment policies have been violated should follow the process outlined in the section entitled "Complaint Procedure" that follows the policy statements.

## **DISCRIMINATION ON THE BASIS OF DISABILITY**

Discrimination against an otherwise qualified individual on the basis of disability is a violation of College policy. Such discrimination includes a denial of the full and equal enjoyment of, and the equal opportunity to participate in and benefit from, the goods, services, facilities, privileges, advantages, and accommodations offered by the College, including, but not limited to, educational opportunities, access to facilities, right to confidentiality concerning medical records, and whatever other services may be relevant. Such discrimination may also include inappropriate or offensive comments, references, or jokes; the display or use of objects, pictures, or language which adversely reflect upon a person's disability; or intimidation or threatening behavior. It is the goal of the College to eliminate all manifestations of such discrimination from the campus and any incidents, or allegations of incidents, or discrimination on the basis of disability will be promptly investigated and appropriate action taken.

## **RACIAL DISCRIMINATION**

Racial discrimination is fundamentally at odds with Wooster's values and is in violation of College policy. Thus, biased comments and inappropriate humor as well as intimidation and threatening behavior or assault on a person based upon his or her race, color, or national origin is totally unacceptable in any dimension of campus life. It is the goal of the College to eliminate all manifestations of racial discrimination from the campus, and any incidents of racial discrimination will be promptly investigated and appropriate action taken.

## **COMPLAINT PROCEDURE**

### How to Report Instances of Harassment or Discrimination

- Students should report harassment or discrimination to the Dean of Students, the Senior Associate Dean of Students, or the Secretary of the College.
- Hourly staff members (other than students) should report harassment or discrimination to their immediate Supervisor, their Department Head, or the Director of Human Resources.

- Administrative officers and non-faculty salaried staff should report harassment or discrimination to their Department Head, the Secretary of the College, the Provost, or the appropriate Vice President.
- Faculty members should report harassment or discrimination to their Department Chair, the Dean for Curriculum and Academic Engagement, the Provost, or the Secretary of the College.

If appropriate, the complaint may be resolved in an informal manner. If this is not possible, or if requested by the complainant, a formal investigation will ensue.

#### Process for Conducting a Formal Investigation of a Complaint

- When a complaint is received by any of the individuals designated in the previous paragraph and is not resolved informally, the individual receiving the complaint will promptly notify the appropriate person or department to conduct an investigation.
- The investigation shall be thorough, fair, and prompt. The investigator(s) shall immediately contact the complainant to obtain a written statement of the allegations, and will follow up by contacting the alleged perpetrator and all known witnesses. To the extent possible, confidentiality shall be maintained, with information released only on a “need to know” basis.
- If it is determined that the complaint is warranted, the investigator(s) will recommend appropriate corrective and/or disciplinary action to the person or committee charged with the responsibility of administering corrective or disciplinary action. In the case of a College employee, corrective action may include discipline up to and including immediate termination of employment, if appropriate. In the case of a student, the matter will be referred to the College judicial system for adjudication and appropriate action.
- The College will take appropriate steps to ensure that anyone who has brought a good faith complaint of harassment or discrimination, or who has cooperated with an investigation of a complaint, will not be subject to retaliation of any kind.
- Investigative records involving complaints against students shall be maintained by the Dean of Students. All other investigative records shall be maintained by the Secretary of the College. The confidentiality of such records shall be preserved. In the case of employee records, accessibility shall be available only on a “need to know” basis. In the case of student records, the rules and regulations of the Family Educational Rights and Privacy Act (FERPA) shall apply.

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## **PARTISAN POLITICAL ACTIVITY WITHIN THE COLLEGE OF WOOSTER FACILITIES**

### **I. Preamble**

Each member of The College of Wooster community has an individual right to freely express his or her views on any subject, including advocating for or against candidates for public office. This right is protected by the First Amendment to the U.S. Constitution and by Article 1, Section 11 of the Ohio Constitution.

As an institution, however, the College must comply with provisions governing its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Federal law stipulates

that non-profit, tax-exempt institutions of higher education are prohibited from participating or intervening in any partisan political campaign on behalf of any candidate for public office. The College may not endorse or oppose a candidate, contribute to a political campaign, or take a position on any issue in a campaign for the purpose of assisting or opposing a candidate. The College may take public positions only on matters directly related to its mission.

In order to meet its legal obligations, the College has established the following policies. Questions concerning the interpretation and application of these policies should be directed to the Office of the Secretary.

## II. Activities of Faculty, Administrators, and other Employees of the College

Members of the College community are entitled to participate off-hours, as they see fit, in the electoral process, provided that they do not speak or act in the name of the College, or allow the appearance that they are speaking or acting on behalf of the College.

As outlined in Section 6 below, the use of College resources in support of a candidate, political party, PAC, or the like, is strictly prohibited.

When expressing their views about public issues in writing or speaking, members of the campus community may identify their affiliation with the College but must make it clear that they are not writing or speaking on behalf of the College. College employees are prohibited from contributing to a political campaign in their official capacity or on behalf of the College.

## III. Curricular Activities

The College's general policy on curricular activities is stated in The Statute of Instruction, Article II, Section 9: "Academic Freedom," particularly Subsection A, which states, in part: "The faculty member is entitled to freedom in the classroom in discussing his or her subject, but he or she should be careful not to introduce into his or her teaching controversial matter which has no relation to the subject."

## IV. Speakers

The College of Wooster, or any department thereof, may invite candidates to campus to speak individually, provided equal access and opportunity is available to all legally qualified candidates for the same office; or sponsor a public forum to which all legally qualified candidates for a public office are invited and given equal access and opportunity to speak.

Individual students, chartered student organizations, or individual faculty members may invite political personalities who are not declared candidates for public office to speak in a College facility, subject to the restrictions in Section 5, below. The sponsoring group or individual will be responsible for advertising the event on campus and hosting the invited guest.

## V. Use of College Facilities

Individuals or groups from The College of Wooster may schedule use of space in a College facility for purposes such as political meetings, presentations, or distribution of materials promoting candidates for public office. Students or student groups desiring to organize such activities should discuss their plans in advance with the Dean of Students or the Secretary of the College.

Individuals or groups unaffiliated with the College may not schedule the use of campus facilities for political purposes.

To schedule space in a campus facility or use of a table in Lowry Center, contact the Office of Facilities Scheduling at 330-263-2570. In the event of a scheduling conflict, the Provost will make the final determination on use of the space. The Office of Facilities Scheduling will inform the Associate Vice President for College Relations & Marketing of all such political events on campus when they are scheduled.

The sponsoring individual(s) or group(s) shall post a sign at the event identifying themselves as the sponsors of the activity and containing the following disclaimer:

“Use of The College of Wooster’s facilities for partisan political events, whether sponsored by chartered campus groups or individuals, does not constitute endorsement by the College itself of the views expressed at such events. The College of Wooster neither endorses nor opposes any political candidate, campaign, or agenda.”

Solicitation of campaign contributions and sale of campaign materials in any campus facility is prohibited.

The College reserves the right to cancel any appearance by a political candidate if it is determined that such appearance conflicts with the College’s established policies and guidelines.

Door to door political activity in the residence halls is prohibited.

#### VI. Use of College Resources

College resources and services may not be used to advocate a partisan political position, to support a political party, PAC, or candidate for public office, or for the purpose of political fundraising. This restriction applies to the use of College office space, letterhead, mail services, mailing lists and labels, duplicating and printing equipment, facsimile machines, phone services, computers, campus e-mail accounts, office supplies, and use of the College’s sales tax exemption for the purchase of goods or services.

#### VII. Student Media

Access by candidates to air time on WCWS, the College-owned, student-operated radio station, is permitted provided that said access is available to all legally qualified candidates for the same public office on an equal basis, and is consistent with the limits imposed by Federal Communication Commission standards.

Political advertising in The Voice, the College’s student newspaper, shall be made available for purchase on an equal basis to all legally qualified candidates for a public office.

#### VIII. Non-Partisan Activities

Non-partisan political activities are permitted within the guidelines set forth in this policy. Permitted activities include, but are not limited to:

Voter registration activities, provided they are not intended to target voters of a particular party or to help a particular candidate.

Training programs designed to increase public understanding of the electoral process or to encourage citizens to become involved in the process, provided that such training is non-partisan in nature and open to all those interested in such activities regardless of party affiliation or candidate preference.

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# PROFESSIONAL CONDUCT

Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with others there is always an element of power. It is incumbent upon those with authority not to abuse, nor to seem to abuse, the power with which they are entrusted. Therefore, amorous relationships that might be appropriate in other circumstances are contrary to professional conduct when they occur between any faculty member, officer, or staff member of the College and any student for whom he or she has a professional responsibility. Such relationships have the effect of undermining the atmosphere of trust on which the educational process and work environment depend.

Officers, faculty members, and other members of the College staff should be aware that any romantic involvement with their students makes them subject to formal action through the established procedures of the College if a complaint is initiated. If a complaint is initiated, even when both parties have consented to the development of such a relationship, it is the officer, faculty member, or staff member who, by virtue of his or her special responsibility, will be held accountable for unprofessional behavior.

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# SEARCHES OF COLLEGE-OWNED PROPERTY

In accordance with the U.S. Constitution and the case law interpreting it, the College has the right to conduct searches of College-owned or College-controlled property (e.g., residence hall rooms, offices, desks, lockers, toolboxes, vehicles, computers, e-mail files, etc.).

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# SEXUAL ASSAULT

## I. Statement of Policy

The College of Wooster does not tolerate sexual assault committed by or against its students, staff, faculty, or campus visitors. Any person can be a victim or a perpetrator of sexual assault; therefore, the College's policy is gender neutral.

The College is also committed to implementing preventative security measures, making available information and programs about sexual assault awareness and prevention, assisting victims of sexual assault, and providing survivor support.

It is the College's policy to comply with all federal and state statutes regarding the reporting of such crimes, the provision of information regarding registered sex offenders, and the publication of sexual assault statistics. In addition, internal charges of sexual assault filed against College students or employees will be investigated and appropriate disciplinary action taken, in accordance with existing disciplinary policies. The College's programs and procedures are described below.

## II. Principles

Non-retaliation: The College will take appropriate steps to ensure that anyone who has brought forth a good faith complaint of sexual assault, or who has cooperated in an investigation of a complaint, will not be subject to retaliation of any kind.

Confidentiality: The College's policy is that confidentiality concerning charges of sexual assault will be maintained to the extent possible by law. Only College personnel who possess a legitimate need to know will be informed of the allegations.

Any alleged case of sexual assault that is identified will be reported to law enforcement officials. Certain individuals, by law, must report names of sexual assault victims to law enforcement officials. The following individuals are only required to report incidents (your name will not be revealed), in compliance with Clery Act requirements:

- Member of the clergy
- Survivor Support System member
- Clinical counselor
- Longbrake Student Wellness Center nurses

Judicial System: In cases of alleged sexual assault, the limitations of the College's judicial system should be recognized. The College's judicial system is educational rather than punitive, and therefore while the College's system can establish violations of the Code of Social Responsibility, it legally cannot establish whether or not a criminal act has been committed.

### **III. Categories & Definitions of Sexual Assault**

Sexual assaults are a category of crimes known generally as sex offenses, which may include, but are not necessarily limited to rape, sexual imposition, or sexual battery. Sexual assault can occur between members of the same or opposite sexes. The seriousness of an assault or sex offense is based on one or more of the following factors:

- The type of sexual activity involved;
- Means used to commit the offense;
- The age of the victim;
- Whether the offender stands in a special relationship to the victim.

Sexual offenses include the following behaviors:

Sexual contact: Any touching of an erogenous zone of another, including but not limited to, the thighs, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person;

or

Sexual conduct: Vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and without privilege to do so, the insertion however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse;

Coupled with any of the following behaviors or circumstances:

- When there is the use of force or threat of force or coercion;
- When judgment is impaired by the use of drugs, intoxicants, or controlled substances;

- When consent is impaired by a mental or physical condition;
- When consent is impaired by the victim’s age (young or advanced);
- When the offender knows that contact is offensive to the victim;
- When there is substantial impairment of the victim’s ability to appraise or control his or her conduct;
- When the victim lacks awareness of the act;
- When the victim mistakes the identity of the offender; or
- When the offender has a specifically defined relationship to the victim (e.g., parent, teacher).

A summary of some of the sexual assault crimes contained in the Ohio Revised Code Chapter 2907: Sex Offenses is available at Appendix A. The College of Wooster’s statistics for criminal sex offenses in the past three years are available at Appendix B.

#### Definition of “Consent”

Although “consent” is not a legal principle defined in the Ohio Revised Code, The College of Wooster defines consent as follows: the act of willingly and consciously agreeing to engage in any sexual activity. Consent can be given both -verbally and/or non-verbally. If it is unclear if consent has been granted, it is up to each individual to make sure the other person is consenting.

Consent is not present in any of the following scenarios:

- When an individual is substantially impaired by any drugs and/or intoxicants;
- When an individual’s ability to resist or consent is substantially impaired because of a mental or physical condition;
- When an individual is threatened with force, or compelled to commit an act by force or deception;
- When an individual is unconscious; and
- When an individual is coerced by another individual or group(s) of individuals.

Individuals who knowingly engage in a sexual activity with parties who fall into any of the previous categories are engaging in a non-consensual act. Consent can be given and withdrawn at any time during the act being committed.

#### **IV. What to Do if You Are Sexually Assaulted**

Your immediate safety should be your first priority. It is recommended that you do the following:

- **Seek Safety:** Following an incident, go to a safe place and contact someone you trust to be with you. The Longbrake Student Wellness Center is one option available to students; it is accessible 24 hours a day when school is in session. Faculty and staff members can seek safety on campus at the Office of Security and Protective Services.

- **Contact:** You may call any of the offices or individuals -listed below for assistance:

Immediate Support Available 24 hours/day:

Clinical Counselors.....Ext. 2319 (office hours are individually determined; assistance is available after normal business hours)

Security and Protective Services Ext. 2590

Student Wellness Center.....Ext. 2319

Wooster City Police .....Emergency: 9-911; Non-emergency: 9-330-264-3333

Support and Assistance:

Dean of Students.....Ext. 2545 (office hours 8:00 a.m.-5:00 p.m. Monday-Friday)

Residence Life .....Ext. 2498 (office hours 8:30 a.m.-5:00 p.m. Monday-Friday)  
Survivor Support System .....Longbrake Student Wellness Center, Ext. 2319; Campus  
Clergy, Ext. 2602

For a complete listing of on-campus and off-campus resources, see Appendix C.

• **Seek medical treatment:** Treatment for students is available at the Longbrake Student Wellness Center or Wooster Community Hospital. Treatment for faculty and staff members is available at Wooster Community Hospital. The Office of Security and Protective Services can assist with contacting the Longbrake Student Wellness Center after hours or providing transportation. Please bring a change of clothing with you.

**Emergency contraception:** Emergency contraception is available for up to 72 hours following an assault. Antibiotics and STD testing are also available and are most effective when administered within 72 hours following an assault. Students may contact the Longbrake Student Wellness Center (extension 2319) for information. Faculty and staff members may contact their healthcare provider.

**Preservation of evidence:** In order to preserve evidence for possible criminal prosecution of the offender, do not shower, change clothes, douche, or brush your teeth. Evidence collection is available only at Wooster Community Hospital. While it is recommended that you receive medical treatment immediately, it is possible to collect evidence for 72 hours following the assault.

**Pressing charges:** Undergoing a medical examination does not commit you to pressing charges; however, it preserves the option. Likewise, Wooster City police will want to preserve evidence, which may include gathering evidence at the scene. For more information, see the section entitled, “Report the Incident” below.

• **Report the Incident:** If you are interested in pressing charges, you may file an incident report either on-campus with the Office of Security and Protective Services and/or off-campus with Wooster City police.

**Office of Security and Protective Services:** Staff members will prepare a written report of the incident, inform the survivor of available resources, and, if requested, assist the survivor with seeking medical attention or notifying the Wooster City police.

**Wooster City Police:** Sex offenses are violations of the Ohio Revised Code (Appendix A). A survivor may choose to file a police report regarding an incident or to press criminal charges. The police may be contacted in two ways: a) You may call them directly. The number to call in an emergency from on campus is 9-911. If you are calling to make a report, dial 9-330-287-5700 and state that you wish to file a complaint; or b) You may file a report with Security and Protective Services and ask that it be forwarded to the police. The police will then contact you regarding your case. That meeting can take place on campus in the Office of Security and Protective Services, at another location on campus, or at the Wayne County Justice Center, located at the corner of North and Walnut Streets in Wooster, Ohio.

There is no requirement that you press charges and, generally, a case will not be addressed if you choose not to press charges. However, if sufficient additional evidence exists, the Prosecutor’s Office could decide to press charges and can require you to testify.

• **Seek Ongoing Support**

One option is to seek counseling, regardless of whether you choose to press criminal charges (see “Report the Incident” above) and/or pursue campus judicial action (see

“Campus Disciplinary Proceedings” below). Counseling options are available both on-and off-campus (Appendix C).

Student victims of sexual assault may seek assistance from College personnel if accommodations are needed to their living or academic situations. Housing changes may involve temporary use of a “transition room” or relocation to a room of another student in which there is available space. Academic accommodations may include completing coursework outside of class, completing coursework at a time other than the officially scheduled periods, or being reassigned to another section of a class. Individuals needing assistance should contact a member of the Dean of Students’ staff; the Dean or his/her designate will be responsible for facilitating reasonable changes.

#### • **Pursue Resolution Options**

Criminal charge: See the section above entitled, “Report the Incident.”

Campus charge: Pursue the resolution options in the College’s judicial system, as described more fully in “Campus Disciplinary Proceedings” below. Informal resolution may or may not be an option, depending on the circumstances of the case. Students should contact a member of the Dean of Students’ staff. Faculty or staff members should contact the Director of Human Resources or the Secretary of the College. An investigation will promptly follow the reporting in accordance with the College’s disciplinary policies.

#### V. Campus Disciplinary Proceedings

If the charge is against a student: Cases of alleged sexual offenses will receive priority treatment within the College’s judicial system. These cases will be addressed prior to any other pending cases.

#### Pressing Charges

The Code of Social Responsibility in The Scot’s Key outlines the nature and limits of the College’s judicial system. Section I: Part B, Respect for the Rights and Concerns of Others, and Section IX: Harassment/Coercion/Intimidation/Assault (Parts A and C) are the sections of the Code most likely to be cited.

A. You have the right to press charges and in this event would represent yourself at a hearing. You would have the right to make an opening and closing statement, to question the accused, and to question any witnesses brought by the accused.

B. You have the right to ask if the College would be willing to press charges for you. In some instances, the College may choose to press charges without being asked to do so. These options are available in cases where the reported infraction is of a serious nature and where the absence of charges might place the campus community at risk. You may be asked to serve as a witness, and a student Hearing Counselor would state your case and ask questions of the accused and witnesses at a hearing.

#### **The Hearing Process**

The process to adjudicate a case through the College’s judicial system is described in the Code of Social Responsibility in The Scot’s Key, Section XV: The Judicial System. The following is a summary of your rights and responsibilities within this system should you press charges:

You have the right to...

1. a Hearing Counselor, a student trained to assist persons in understanding the judicial system. The Counselor will assist you in preparing your case and keep you informed regarding the hearing date, time, and location, and the persons who will hear your case.

The counselor does not represent you at the hearing but will be present at the hearing. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

2. review the written statement of the accused, should one be made.
3. know who will be hearing your case prior to the hearing.
4. have testimony by witnesses who have direct knowledge of the case. You must inform the Judicial Board Chair of the names of your witnesses no later than two business days prior to the hearing. You may also submit a written statement from any witnesses who are unable to attend the hearing due to a major conflict. These statements will become part of the case file and must be submitted to the Chair at least one business day prior to the hearing. The number of witnesses to be brought may be limited to four (4) per side.
5. confer with the Judicial Board Chair or the Adviser if you have questions which your Hearing Counselor cannot answer, or if you have concerns about the process.
6. know the outcome of the case in which you have pressed charges once the accused has been informed (within two (2) business days) including the verdict and any sanctions imposed.

You have the responsibility to...

1. write a statement outlining the details of the incident. If you feel comfortable in doing so, and if you believe it relevant to your case, you may also address the feelings which you experienced during the incident. Please keep in mind when writing your statement that it will be shared with the accused and those hearing your case.

You are invited to confer with a Security and Protective Services officer, member of the Dean's Staff, or the Chair of the Judicial Board prior to writing your statement.

2. notify any witnesses who have direct knowledge of your case of the time, date, and location of the hearing, and report the names of witnesses to the Judicial Board Chair within two business days prior to your hearing. Statements of witnesses who cannot appear must be submitted to the Chair of the Judicial Board no later than one business day prior to the hearing.
3. prepare and plead your case if there is a hearing. A Hearing Counselor will assist you in understanding the process and organizing your case.

A range of sanctions is available through the College's judicial system for any student found guilty of a sexual offense. These may include, but are not limited to, probation, suspension, or expulsion from the College.

If the charge is against a faculty or staff member: Cases of alleged sexual offenses will receive priority treatment. Students should contact the Dean of Students, Senior Associate Dean of Students, or Secretary of the College to initiate an investigation. Faculty or staff members should contact the Director of Human Resources or the Secretary of the College. Disciplinary and grievance procedures will be followed in accordance with the processes outlined in existing personnel documents: for faculty, The Statute of Instruction; and for staff, A Handbook of -Benefits, Policies, and Procedures: Support Staff and Administrative Staff.

A range of sanctions is available through the College's disciplinary policies and proceedings for any faculty or staff member found guilty of a sexual offense. These may include, but are not limited to, suspension without pay or dismissal from the College.

Please note that pressing charges through one of the College's systems does not preclude your right to press charges through the criminal justice system.

## **VI. Educational Programming**

Consistent with the Code of Social Responsibility, educating members of the campus community about awareness and prevention of sexual assault is a shared endeavor. The purpose of educational programming is twofold: i) to promote understanding of the nature and dimensions of sexual offenses, and ii) to provide members of the campus community with knowledge and skills for -confronting allegations and incidences of sexual offenses. Educational programs are presented throughout the academic year, and responsibility for programming is shared among the Office of Security and Protective Services, Women's Resource Center, Residence Life, and Wellness Center staffs, who meet annually to coordinate efforts. The Dean of Students is responsible for overseeing these planning efforts.

Examples of educational programming normally include a presentation during New Student Orientation, annual training for members of the Residence Life staff, Wellness Center programs, and an annual lighting walk. Ongoing education, including educational programming in the past year and upcoming events, can be obtained from the office of the Dean of Students (extension 2545).

## **VII. Biennial Review**

The College of Wooster undertakes a biennial review of its sexual assault policy. The purposes of the review are: i) to assess the policy's effectiveness, ii) to ensure compliance with state and federal laws, iii) to ensure compatibility between the sexual assault policy and other College policies and processes, and iv) to implement any necessary changes to the policy. The Office of the Dean of Students facilitates the biennial review, which includes representatives from the entire College community.

Questions regarding the College's sexual assault policy may be directed to the Dean of Students (extension 2545) or the Secretary of the College (extension 2141).

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# **SEXUAL HARASSMENT POLICY AND COMPLAINT PROCEDURE**

## **Policy**

Sexual harassment, whether intentional or unintentional, is fundamentally at odds with Wooster's values, and is in violation of College policy. The College of Wooster is committed to maintaining an environment that is free from unlawful harassment. Accordingly, the College does not authorize, and will not tolerate, any form of sexual harassment of or by any College of Wooster employee or -student. The College is dedicated to the prompt investigation and elimination of sexual harassment. Anyone who has a complaint of sexual harassment, or who witnesses sexual harassment by anyone, including a student, a faculty member or other College employee, or any third party (e.g., vendor, campus visitor), should promptly report the matter.

Sexual harassment is unwelcome conduct of a sexual nature. It is understood to encompass a wide range of behavior which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual

nature, or which is gender based, especially when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement, or ability to participate in or benefit from services, activities, or privileges provided by the College; 2) submission to or rejection of such conduct by an individual is used, or threatened to be used, as the basis for employment or educational decisions affecting such individual; 3) such conduct has the purpose or effect of unreasonably interfering with an individual's education or work performance; or 4) such conduct creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment may also include offensive comments, jokes, innuendo, and other sexually-oriented statements; sexually-oriented kidding, teasing, or practical joking; jokes about gender-specific traits; or physical contact, such as patting, pinching, or brushing against another's body.

### **Complaint Procedure**

1. A Sexual Harassment Policy Advocate is an individual to whom inquiries about sexual harassment and this policy may be made or to whom a complaint of sexual harassment may be brought. The group of Advocates is comprised of representatives from faculty, staff, and Residence Life who have received special training to assist sexual harassment victims. A list of the Sexual Harassment Policy Advocates are posted in all residence hall bathrooms and academic buildings and may be obtained from the Dean of Students Office.

The Sexual Harassment Policy Advocate is responsible for the following:

- a. Listening to the Complainant's concern(s);
- b. Presenting and discussing informal and formal options for complaint resolution and the implications of each; and
- c. Assisting the Complainant by facilitating the process of directing the concern to the appropriate person(s) and making any necessary or appropriate referrals.

A Complainant is the individual who brings a complaint of sexual harassment.

A Respondent is an individual against whom a complaint of sexual harassment is brought.

A Mediator is an individual trained in resolution processes who will assist in the informal resolution of a complaint of sexual harassment.

An Investigator is an individual trained in resolution processes who will assist in the formal resolution of a complaint of sexual harassment.

2. These procedures are available to address complaints against any current students, staff, or faculty members. Any individual who believes that she/he has been a victim of sexual harassment perpetrated by a current student, staff, or faculty member should contact one of the Advocates. A list of the Sexual Harassment Policy Advocates and their contact information may be obtained from the Dean of Students (extension 2545).

3. Complaints of sexual harassment should be reported as soon as possible so that prompt and effective corrective action can be taken, including stopping the harassment, preventing its recurrence, and remedying the effects of harassment on the victim. It is therefore encouraged and normally expected that a Complainant will report an incident of sexual harassment to an Advocate immediately after its occurrence. Unless an extension is approved by the Associate Vice President for Human Resources, for good cause in extenuating circumstances, a complaint must be made within twelve months of the occurrence.

4. In order to protect the privacy of the individuals involved, the College makes every effort to conduct investigations of sexual harassment complaints in the most confidential manner possible. The College's efforts in this regard are compromised if the Complainant, the Respondent, or other witnesses engage in unnecessary discussion of the cases. Accordingly, all witnesses, including the Complainant and the Respondent, are requested to refrain from unnecessary discussion of the cases.

5. The College will take appropriate steps to ensure that anyone who has brought a good faith complaint of harassment, or who has cooperated with an investigation of a complaint, will not be subject to retaliation of any kind. College policy and State and Federal law prohibit retaliation against an individual for reporting sexual harassment, or for participating in an investigation. The College will not tolerate retaliation in any form against any faculty, staff or student who files an allegation, serves as a witness, assists a complainant, or participates in an investigation of sexual harassment. Allegations of retaliation should be directed to the Associate Vice President for Human Resources.

6. Investigative records involving complaints against students shall be maintained by the Dean of Students. All other investigative records shall be maintained by the Associate Vice President for Human Resources. The confidentiality of such records shall be preserved. In the case of employee records, accessibility shall be available only on a "need to know" basis. In the case of student records, the rules and regulations of the Family Educational Rights and Privacy Act (FERPA) shall apply.

### **Informal Resolution**

1. For a number of reasons, including speed of resolution, confidentiality, and return to normal relations, it may be in the best interest of the Complainant, in certain circumstances, to seek an informal resolution of the complaint. If the Complainant chooses to pursue this approach, the Advocate will contact the Associate Vice President for Human Resources, who will designate a Mediator to facilitate the informal resolution process. It is expected that the resolution process will normally be completed within five working days. Informal resolution will not be used in the case of an alleged sexual assault; such cases will be referred for formal investigation and appropriate action. Additionally, informal resolution will not be used when, in the opinion of the Advocate, a formal resolution is more appropriate.

2. The Mediator is responsible for facilitating an informal resolution of the complaint. At the request of the Complainant, the Advocate may accompany him/her through the mediation process. The Mediator may offer the Complainant the two options outlined below. The Complainant must also be notified of the right to end the informal process at any time and begin a formal resolution process. The two informal resolution options are as follows:

a. **Indirect Mediation:** The purpose of indirect mediation is to effect resolution of the complaint informally without direct contact between the Complainant and the Respondent. In this process, the Complainant shall request that the Mediator inform the Respondent of the general nature of the complaint and how it may be resolved. Following this conversation, the Mediator will inform the Complainant of the Respondent's reply. If the Complainant is satisfied with the resolution of the matter at this point, she/he will sign a "Notice of Satisfactory Resolution of Sexual Harassment Complaint." The Mediator will forward the Notice and interview forms to the Associate Vice President for Human Resources, who will subsequently forward records involving complaints against students to the Dean of Students. The matter will be considered closed unless the Complainant

takes further action as described below. If the Complainant is not satisfied with the resolution of the matter, the Mediator will refer the complaint to the Associate Vice President for Human Resources for formal investigation and resolution.

b. Direct Mediation: The purpose of direct mediation is to effect a mutually agreeable understanding and resolution of the complaint between the Complainant and Respondent. The Mediator will contact the Respondent about the nature of the complaint and secure his/her agreement to participate in direct mediation. If the Respondent refuses to participate in the direct mediation process, the Mediator will inform the Complainant of such refusal, and will refer the matter to the Associate Vice President for Human Resources for formal investigation and resolution.

In the direct mediation process, the Mediator will facilitate the process of clarifying the nature of the complaint and finding a mutually agreeable resolution. If both parties agree, the Complainant and Respondent may each bring one representative with them to the direct mediation process. If the Complainant is satisfied with the resolution of the matter at the conclusion of the process, she/he will sign a "Notice of Satisfactory Resolution of Sexual Harassment Complaint." The Mediator will forward the Notice and interview forms to the Associate Vice President for Human Resources, who will subsequently forward records involving complaints against students to the Dean of Students. The matter will be considered closed unless the Complainant takes further action as described below. If the Complainant is not satisfied with the resolution of the matter, the Mediator will refer the complaint to the Associate Vice President for Human Resources for formal investigation and resolution.

3. If the matter is not resolved informally to the Complainant's satisfaction, it will be forwarded to the next stage of Formal Resolution within forty-eight (48) hours.

### Formal Resolution

1. When a Complainant pursues the formal resolution process, the Mediator will immediately contact the Associate Vice President for Human Resources, who will assign Investigators to the case. It is expected that the full investigation will be completed as quickly as possible, normally within ten to fifteen working days.

2. The investigation shall be thorough, prompt, and fair. The Investigators shall immediately contact the Complainant to obtain a written statement of the allegations. They will also interview the Respondent and all known witnesses. The result of their investigation will be organized in the form of a written report.

3. If it is determined that the complaint is warranted, the Investigators will consult with the Associate Vice President for Human Resources regarding recommended corrective and/or disciplinary action. The Associate Vice President for Human Resources will present the recommendation to the appropriate person charged with the responsibility of administering corrective or disciplinary action, as defined below:

a. College Employee (Faculty, Salaried Staff, Hourly Staff): The matter will be referred to the Provost or appropriate division Vice President or his/her designee.

b. Student: The matter will be referred to the Dean of Students or Senior Associate Dean of Students, who will pursue the matter within the College's judicial system for adjudication and appropriate action.

Corrective action includes a range of disciplinary measures. In the most egregious situations, it may include separation from the College.

The appropriate College personnel will report the action taken to the Associate Vice President for Human Resources, who will maintain record of this in the investigation file. He will forward records involving complaints against students to the Dean of Students. The Associate Vice President for Human Resources or his designee will inform the Complainant of the outcome of the investigation.

If it is determined that the complaint is not warranted, the Investigators will convey this information to the Associate Vice President for Human Resources, who will maintain record of the investigation and consider the matter closed. The Associate Vice President for Human Resources or his designee will inform the Complainant and the Respondent of the outcome of the investigation.

A person who knowingly and intentionally files a false complaint under this policy is subject to College discipline.

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## **WEAPONS**

In accordance with Ohio's Concealed Carry Law, effective April 8, 2004, College policy prohibits handguns on College property, in College-owned or leased vehicles, and while conducting College business. Individuals who have been issued a permit by the State of Ohio to carry a concealed weapon are not exempt from the provisions of this policy. The storage of weapons in College-owned facilities is likewise prohibited. Ohio law allows for concealed weapons in locked non-College vehicles or while a license holder is in the process of placing a handgun in a locked vehicle on a college campus.

Under no circumstances are the following items permitted on College property, including outdoor areas (except by employees as needed to perform bona fide duties of their work): all types of firearms; switchblade knives and knives with a blade longer than four inches; dangerous chemicals, explosives including blasting caps; pellet guns, paintball guns, BB guns, brass knuckles, slingshots, martial arts weapons, chains, and other objects carried for the purpose of injuring or intimidating.

This policy applies to all employees (faculty and staff), students, contract and temporary workers, vendors, consultants, and anyone visiting or conducting business on College property. Violations of this policy will result in disciplinary action that may include separation from the College.

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## **WORKPLACE VIOLENCE**

The College of Wooster is committed to ensuring the safety and security of its workplace. Threatening behavior or acts of violence against any individual by anyone on College property will not be tolerated.

For the purposes of this policy, "violent behavior" is defined as any threatening statement or action, or any physical or violent act, which causes harm to any person or property, or which causes another to believe that the offender will cause physical harm to any person or property. It may include, but is not limited to, the following:

- Loud, angry, or disruptive behavior that is not appropriate in the work environment;
- Verbal intimidation: Verbal threats towards persons or property, the use of vulgar or profane language toward others, disparaging or derogatory comments or slurs, intimidating

sexual propositions (also may be sexual harassment), verbal intimidation, exaggerated criticism, and name-calling;

- Careless or intentional disregard for the physical safety or well-being of others;
- Physical intimidation: Any physical assault such as hitting, pushing, pinching, kicking, holding, impeding, or blocking the movement of another person;
- Assault;
- Stalking;
- Intentional destruction of property;
- Possession of a weapon, or use of or threatened use of any object as a weapon, as described in the Weapons policy.

No existing College policy, practice, or procedure should be interpreted to prohibit decisions that are made to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All members of the College community are responsible for notifying their department head, their supervisor, or Security and Protective Services of any threats they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, individuals should report any behavior they have witnessed that they regard as threatening or violent when that behavior is job related, may be carried out on College property, or is related to College employment. Each person is responsible for making this report regardless of the relationship between the individual(s) who initiated the threat or threatening behavior and the person(s) receiving the threat or targeted by the threatening behavior.

Workplace violence reports will be immediately investigated by Security and Protective Services. To the extent possible, such initial investigations will be conducted on a confidential basis. All members of the campus community are expected to cooperate fully in investigations. Documentation will be completed on any report.

No staff, faculty, or student employee will be retaliated against for filing a “good faith” warning, complaint, or grievance alleging workplace violence or for participating in an investigation. The College may take disciplinary action against any individual who initiates retaliatory behavior.

Any person exhibiting violent behavior shall be removed from the premises as quickly as safety permits and shall remain off The College of Wooster premises pending the outcome of the investigation. Security and Protective Services will ask the assistance of The City of Wooster Police Department when circumstances are appropriate. The College of Wooster will initiate an appropriate response. This response may include, but is not limited to, the following:

- Reassignment of job duties
- Suspension of employment
- Termination of employment
- A “no trespass” order restricting an individual from the campus
- Criminal and/or civil prosecution

All individuals who apply for or obtain a protective or restraining order which lists any locations at The College of Wooster as being protected areas must provide Security and Protective Services with a copy of any documents used to seek the order, and a copy of any such order.

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APPENDIX A: Ohio Revised Code Chapter 2907: Sex Offenses

APPENDIX B: The College of Wooster Crime Statistics

Crime statistics are posted on the College's website at:  
<http://www.wooster.edu/students/security/crime>

APPENDIX C: Campus and Community Resources

Office of the Dean of Students

Kurt Holmes, Dean of Students ..... Ext. 2011  
Carolyn Buxton, Senior Associate Dean of Students ..... Ext. 2631  
Robyn Laditka, Associate Dean of Students..... Ext. 2545  
Christie Kräcker, Associate Dean of Students ..... Ext. 2498

Office of Security and Protective Services ..... Ext. 2590

Student Wellness Center ..... Ext. 2319

Survivor Support System

Longbrake Student Wellness Center..... Ext. 2319  
Campus Clergy..... Ext. 2602

The Counseling Center of Wayne and Holmes Counties 9-330-264-9029

Emergency Medical Service (EMS) ..... 9-911

Every Woman's House, Shelter .....9-330-263-1020

Office .....9-330-263-6021

24-hour Hotline ..... 9-1-800-686-1122

Police

Emergency ..... 9-911

Business Number .....9-330-287-5700

Rape Abuse Incest National Network (RAINN) 9-1-800-656-4673

Cleveland Clinic Wooster, 1740 Cleveland Road ...9-330-287-4500

Wooster Community Hospital SANE Nurse .....9-330-263-8100

YWCA of Summit County Rape Crisis Hotline .. 9-1-877-906-7273

Cleveland Rape Crisis Center, Office ..... 9-1-216-619-6194