

COKER UNIVERISTY

ANNUAL SECURITY AND FIRE SAFETY REPORT



Campus Crime, Fire, Alcohol, and Illegal Drugs

For the Students, Faculty, and Staff of Coker University and Prospective Students and Employees for the calendar years of 2015, 2016, and 2017.

Coker University
Office of Campus Safety
300 East College Avenue
Hartsville, SC 29550
843.383.8140
coker.edu/offices-services/campus-safety/

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INTRODUCTION

Dear Campus Constituent:

It is the mission of Coker University Campus Safety to enhance the quality of life at Coker University by providing a safe and secure environment that is conducive to learning, and is consistent with the educational goals of this diverse institution, while building community partnerships that foster trust, mutual respect, and cooperation. Coker University Campus Safety strives to accomplish its mission while adhering to its core value of Professionalism, Integrity, Communication, Service, Respect, Loyalty, and Duty.

To fulfill this mission, Campus Safety supervision provides a quality work environment and the development of its officers through continued training and supportive leadership. Achievement of this mission requires continuous training of officers, frequent re-evaluation of performance, patrol enforcement techniques and strategies, and the support of the entire campus community.

It serves no purpose to victimize yourself with unwarranted fear. Most crimes are crimes of opportunity that are easily prevented with simple common sense and calm awareness. Don't walk alone at night in secluded or poorly lit areas. Don't engage in reckless high-risk behavior. Don't prop your doors open. Don't leave drinks unattended at a party. And don't leave yourself defenseless or vulnerable by taking illicit drugs or becoming intoxicated.

Coker does everything it reasonably can to create a safe environment, but ultimately you alone are responsible for your personal safety. Although campus safety is a community responsibility, your safety is largely determined by your choices. Together, with the common good in mind, we create a safe community by being aware, reporting suspicious activity, and caring for each other's well-being.

Never hesitate to call Coker University Campus Safety at 843.383.8140 when you need help, when you sense that something is wrong, or when someone is in danger. Listen to your intuition and take action.

We are committed to your safety. With your help, we will keep Coker one of the safest University campuses in the country.

George Mitchell, Director
Office of Campus Safety
843-383-8140
list.campussafety@coker.edu

THE OFFICE OF CAMPUS SAFETY

The Office of Campus Safety provides 24-hour/365 day service and protection to the Coker community with a staff of 10 security officers. There are 9 armed officers and 1 unarmed officer. Security officers are generally assigned to campus patrol operations, the Boathouse, and Kalmia Gardens.

The campus is patrolled by officers on foot and on golf carts. Officers receive emergency and routine calls for service and monitor a network of security cameras and life safety alarm systems. Coker University Campus Safety also provides safe student transportation services on campus in unsafe situations.

The Office of Campus Safety responds to and investigates reported incidents and policy violations. Excellent interdepartmental relationships are maintained with the City of Hartsville police, fire and rescue, Darlington County Emergency Services, and federal law enforcement agencies for operational and training support.

Coker has an all-hazards campus emergency management plan and conducts annual scenario-based drills to test our readiness to respond to any campus emergency. A campus-wide mass-notification system informs students, faculty, and staff of campus emergencies within minutes, providing specific safety information and instructions.

We are proud of the strong relationships we have with faculty, staff, students and the City of Hartsville. Only with the confidence, trust, and support of the entire campus community can we ensure that Coker remains the very safe and special place that it is.

The Office of Campus Safety is composed entirely of non-sworn campus armed security officers. Security officers have the authority and arrest power given to sheriff's deputies to arrest a person violating, or charged with violating, a criminal statute of this State but possess the power of arrest only on the property on which the officer is employed. (SC Code of Laws, Title 40, Chapter 18) However, these powers are only used with the permission of school officials or to assist local law enforcement.

Campus safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Coker University. Officers conduct investigations of all incidents and submit detailed reports. Campus Safety coordinates with the Hartsville Police Department in the investigation of crimes occurring on campus. Campus safety officers have the authority to issue parking tickets assign fines as appropriate.



Important Phone Numbers

Admissions	843-383-8050
Alumni	843-383-8082
Athletic Department	843-383-8073
Bookstore	843-383-8034
Business Office	843-383-8026
Diversity	843-383-8039
Dean/Provost Office	843-383-8012
Development	843-383-8014
Financial Aid	843-383-8055
Health Services	843-383-8141
Human Resources	843-383-8060
IT	843-383-8086
Library	843-383-8125
Mailroom	843-857-4200
Marketing	843-857-4103
Payroll	843-857-4223
Physical Plant	843-383-8080
President's Administration	843-383-8010
Registrar	843-383-8330
Residence Life	843-383-8214
Security	843-383-8140
Student Success	843-857-4131
Student Solution Center	843-383-8023
Title IX Office	843-383-3007

EMERGENCY PROCEDURES



LOCKDOWN



LOCKOUT



EVACUATE



SHELTER

CAMPUS SAFETY (843) 383-8140

ASSAULT OR THREAT WITH A DEADLY WEAPON

- Run/Evacuate if it is safe
- Hide if you cannot evacuate in a secure room
- Lock doors and windows
- Keep Silent
- Wait for instructions or “All Clear” signal
- Fight only as a last resort

BOMB THREAT

- Remain calm and follow instructions of emergency personnel

BUILDING EVACUATION

- When the building alarm is activated, evacuation is MANDATORY –do not assume it is a drill
- Do NOT use elevators
- Take only personal belongings (e.g., keys, jacket, bag)
- Close doors behind you as you exit
- Move to the primary or secondary rally point, whichever is safer

FIRE

- Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures
- Notify occupants and help those needing assistance in the immediate area
- Close the doors as you exit to help confine the fire
- Evacuate the building through the nearest exit
- Do not reenter the building until authorized to do so by emergency personnel

GAS LEAK, FUMES, OR VAPORS

- Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures
- Do NOT use light switches or electrical equipment

MEDICAL EMERGENCY

- Survey the scene as you approach, and only provide assistance if it is safe to do so
- If trained, administer first-aid, CPR, and/or AED
- Do not attempt to move the person unless necessary

SUSPICIOUS BEHAVIOR

- Do NOT physically confront the person
- Do NOT let anyone into a locked room or building
- Do NOT block suspicious person’s access to an exit

SUSPICIOUS OBJECT OR PACKAGE

- Do NOT touch or disturb the object or package
- Do NOT use your cell phone near the object or package
- Evacuate the immediate area

WATER LEAK OR FLOODING

- If safe, secure vital equipment, records, and hazardous materials
- If safe, shut off nonessential electrical equipment
- Move to safe area

WEATHER EMERGENCY

- Take shelter
- Avoid unnecessary travel
- Follow official instructions
- Be prepared for power outage



C O K E R
UNIVERSITY

Reporting Procedures

If you observe a crime or suspicious situation, or see a safety problem, immediately notify the Office of Campus Safety. Your awareness is essential to campus crime prevention. For non-emergency or business calls, dial 843-383-8066. For security emergencies, dial 843-383-8140. You may also dial 9-1-1 for Hartsville police, fire, and emergency medical response.

The Office of Campus Safety is responsible for the reporting and follow-up of any criminal incident that occurs on the Coker University campus, in coordination with the Hartsville Police Department, as necessary. Crimes committed in other jurisdictions should be reported to the police agency where the offenses occurred. To ensure that timely warnings are issued and that accurate statistics are included in this annual disclosure, please immediately report any criminal offenses to a member of the Office of Campus Safety.

On-Campus Reporting

When members of the Coker community receive a report of criminal activity on campus, they should immediately contact the Office of Campus Safety.

Off-Campus Reporting

If criminal activity takes place in an off-campus location, Coker University community members should contact the local, county, or state police department with jurisdiction. Out of courtesy, Hartsville Police Department may inform the University of off-campus situations involving students, but they are not “required” to notify the University. Law enforcement authorities routinely work with and communicate with Campus Safety on any incidents occurring on campus or in the immediate neighborhoods and business areas surrounding campus. Students in these cases may be subject to arrest by the local police and University disciplinary proceedings through Student Conduct.

Anonymous Reporting Procedures

If you are the victim of a crime, or a witness to a crime, and do not want to pursue action within the Coker University system or the criminal justice system, you may still want to consider making an anonymous report. With your permission, the Office of Campus Safety and/or a law enforcement agency can file a report on the details of the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of the community. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Coker University. To file an anonymous report, call the Office of Campus Safety at 843-383-8140 or email list.campussafety@coker.edu.

Reporting to Pastoral and Professional Counselors

Pastoral and Licensed Professional Counselors are identified as confidential resources, who may not share information without an individual’s informed consent unless there is imminent danger to self or others, or as otherwise required by law. A Pastoral Counselor is a person who is associated with a religious order or denomination, is a person recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. A Licensed Professional Counselor is a person whose official responsibilities include providing mental health counseling to members of the Coker community and who is functioning within the scope of the counselor’s license or certification. Although encouraged, they are not required to report crimes for inclusion into the annual disclosure of crime statistics, if they deem it appropriate, they can inform the counseled person of the procedures to report crimes on a voluntary basis for inclusion in campus crime statistics.

THE JEANNE CLERY DISCLOSURE

The Clery Act requires the distribution of an Annual Security and Fire Safety Report (ASFSR) to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The ASFSR includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Coker University, and on public property within or immediately adjacent to and accessible from the campus. This report includes all crimes reported to the Office of Campus Safety, regardless of the ultimate disposition of the reported crime. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and fires in campus residential buildings. Annually in the Fall semester, this report is distributed via email to all students and employees and posted on the following Coker University webpages: Human Resources, Admissions, and Campus Safety.

Developing Information

The annual preparation of crime statistics involves coordination among statistics collection by the Office of Campus Safety, the Office of Student Conduct, the Title IX Coordinator, the Hartsville Police Department (HPD), and the Darlington County Sheriff's Department (DCSO). This coordination also occurs in the gathering of statistical data from those with "significant responsibility for students and campus activities". The Office of Campus Safety updates all campus safety and security information for submission to the Student Handbook and the campus crime report. The Office of Campus Safety contacts appropriate law enforcement agencies with jurisdiction over campus and non-campus properties to collect annual statistics and prepare a daily crime log describing reported incidents. A copy of the daily log may be obtained at The Office of Campus Safety, 311 East Carolina Avenue, Hartsville SC, 29550.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a 1974 federal law that protects the privacy of student education records. FERPA affirms the right of access to one's own educational records, or to the education records of one's minor child. It also outlines, with some exceptions, an individual's right to have these records secured from public access.

The Overlap between FERPA and the Clery Act

Because FERPA specifically protects the status of education records, other records —such as those maintained by Campus Safety— are not protected under this law. However, if those same law enforcement records were shared with education officials for conduct code proceedings, this new documentation would become protected as part of the student's educational record.

While personally identifiable educational records are protected under FERPA, the Clery Act requires statistical reporting that includes non-personally identifiable information. As such, the right to privacy covered by FERPA will not prevent the disclosure of non-personally identifiable data for the purposes of Clery Act compliance, even if the identity of involved persons remains.

Annual Security and Fire Safety Report

This Annual Security and Fire Safety Report information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Office of Campus Safety. Each fall, e-mail notification is made to students and employees providing website address access for this report. The URL is also included on the websites of Human Resources and Admissions to inform prospective students and employees. You can link directly to the site at <https://www.coker.edu/offices-services/campus-safety/>. Crime statistics, compiled throughout the year, are published annually, and this report is updated as necessary. You may obtain a paper copy of this report by contacting the Office of Campus Safety at 843-383-8140. The Clery Act Public Crime and Fire Log may be obtained by contacting The Office of Campus Safety as well.

Clery Geographical Region- Main Campus Map



Geographic Definitions

Campus:

1. Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, and
2. On-Campus Student Housing is any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus housing facility.
3. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Residence:

A subset of crimes on campus that includes only those reported crimes that occurred in dormitories or other residential facilities.

Non-campus building or property:

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution

List of non-campus buildings and properties:

- Kalmia Gardens of Coker University, Hartsville SC
- Sory Boathouse, Hartsville SC
- Joslin Education Center, Hartsville SC

Public Property:

All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Coker University Campus Crime Statistics

Clery Crime Statistics	On-Campus				Non-Campus Property	Public Property
	Year	Residences	Other	Total	Total	Total
CRIMINAL HOMICIDE						
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
SEX OFFENSES						
Rape	2017	3	0	3	0	0
	2016	2	0	2	0	0
	2015	3	0	3	0	0
Fondling	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Incest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
OTHER CRIMINAL						
Robbery	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	1	1	0	0

Clery Crime Statistics	On-Campus				Non-Campus Property	Public Property
	Year	Residence	Oth	Total		
Offense Type	OTHER		CRIMINAL			
Burglary	2017	13	0	13	0	0
	2016	10	0	10	0	0
	2015	7	0	7	0	0
Motor Vehicle Theft	2017	0	0	0	0	0
	2016	0	2	2	0	0
	2015	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
ARRESTS						
Liquor Law Violations	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Drug Law Violations	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	1	1	0	0
Illegal Weapons Possession	2017	0	1	1	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
JUDICIAL REFERRALS (DISCIPLINARY ACTIONS)						
Liquor Law Violations	2017	26	2	28	0	0
	2016	45	0	45	0	0
	2015	27	0	27	0	0
Drug Law Violations	2017	8	2	10	0	0
	2016	16	0	16	0	0
	2015	8	0	8	0	0
Illegal Weapons Possession	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	1	0	1	0	0

Clery Crime Statistics	On-Campus				Non-Campus Property	Public Property
	Year	Residences	Other	Total	Total	Total
UNFOUNDED CRIMES						
Totaled Unfounded Crimes	2017	0	0	0	0	0
	2016	1	0	1	0	0
	2015	0	0	0	0	0
VAWA (VIOLENCE AGAINST						
Dating Violence	2017	1	0	1	0	0
	2016	4	0	4	0	0
	2015	5	0	5	0	0
Domestic Violence	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Stalking	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	1	1	0	0

HATE CRIMES	
On Campus Student Housing, On Campus, Non-Campus, Public Property	Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, National Origin
Murder/Non-Negligent Manslaughter	0
Rape	0
Fondling	0
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Simple Assault	0
Larceny-theft	0
Intimidation	0
Destruction, Damage, Vandalism of Property	0

The statistical data reported in the above charts is compiled from records maintained by Office of Campus Safety, Office of Student Affairs, the Title IX Coordinator and Hartsville Police Department. Statistical data was requested from Florence and Marion Police Departments and Florence County Sheriff's Office for satellite campuses.

Clery Crime Definitions

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offense: (See Title IX Policy: Definitions below) Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a) **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- b) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c) **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d) **Statutory Rape:** 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 care, custody or control of a 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 harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another kind.

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Hate Crimes

Coker University is also required to report statistics for hate (bias) related crimes by the type of bias as defined for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson) larceny, vandalism, intimidation, and simple assault. The first seven offenses are defined above under the Clery Crime Definitions. Destruction, Damage, Vandalism of Property, Intimidation, Larceny-Theft, and Simple Assault are defined below.

- **Destruction, Damage, Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

For purposes of reporting crimes, when more than one criminal offense was committed during a single incident, only the most serious offense is counted pursuant to the FBI's Uniform Crime Reporting Program. Exceptions to the hierarchy rule include that arson is always reported as a separate crime regardless of whether it occurs in the same incident as another crime, and where rape, fondling or statutory rape occurs in the same incident as a murder, both crimes are reported in the crime statistics.

Violence Against Women Reauthorization Act (VAWA)

The Violence Against Women Reauthorization Act (VAWA), which President Obama signed into law on March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act.

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

The Clery Act requires annual reporting of statistics for various criminal offenses, including sex offenses and aggravated assault. VAWA's Campus SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. The Campus SaVE Act provision imposes new reporting requirements. These crimes are defined below: (See Title IX Policy: Definitions below for more information.)

1. **Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - a) Violence includes, but is not limited to, sexual or physical abuse *or* the threat of such abuse.
 - b) The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:
 - The reporting party's statement;
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.
 - c) The term *dating violence* excludes acts covered under the definition of *domestic violence*.

2. **Domestic violence:** A felony or misdemeanor crime of violence committed by any of the following individuals:
 - a) A current or former spouse *or* intimate partner of the victim; *or*
 - b) A person with whom the victim shares a child in common; *or*
 - c) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; *or*
 - d) A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; *or*
 - e) Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

3. **Stalking:** Engaging in a *course of conduct* directed as a specific person that would cause *a reasonable person* to fear for the person's safety or the safety of others *or* suffer substantial emotional distress. A course of conduct is two or more acts, including, but not limited to:
 - Acts in the which the 'stalker' directly, indirectly, or through third parties by any action, method, device, or means,
 - Follows, monitors, observes surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - Substantial emotional distress is significant mental suffering or anguish that may, *but does not necessarily require*, medical or other professional treatment or counseling.
 - A reasonable person is one under *similar circumstances and with similar identities to the victim*.

CAMPUS EMERGENCY MANAGEMENT PLAN (CEMP)

Coker University is committed to open communications and coordinated emergency management of incidents occurring in our community. Our Campus Emergency Management Team (CEMT) operates under the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). Planning, exercises, coordination with local authorities, and actual campus incident response drive our application of various degrees of ICS coordination and oversight. It is our intent to hone our readiness and continuously improve our incident response by paying close attention to the needs of our campus community, and by applying lessons learned from local, national and international crisis responses.

The basic premise in which the team operates is by the five phases of emergency management:

- Prevent
- Mitigate
- Prepare
- Respond
- Recover

Coker University has a detailed all-hazard Campus Emergency Management Plan (CEMP) in place to manage the anticipated issues associated with a declared disaster on campus, defined as an event that has the potential to:

- Seriously impair or halt the operations of the University; or
- Result in mass casualties or extensive property damage; or
- Significantly impact the campus community or geographic region.

Examples of potentially disastrous circumstances could include a major storm, extensive fire or explosion, chemical release, prolonged utility failure, act of violence or terrorism, or epidemic disease. This planning conforms to the most recent recommendations of the Department of Homeland Security (DHS), and is coordinated with parallel efforts by local, county and state law enforcement, and emergency response agencies. The key components of the plan include:

- Preventative measures designed to protect the overall safety of the campus community;

- Phased decision-making guidance based upon real-time reporting at the international, national, regional, state, and local levels;
- Providing continuity of services for the on-campus population for the duration of any emergency;
- and recovery and returning to normal operations as soon as feasible.

If you are in a campus building and experience an emergency, individuals should reference the posted placards in each building. A complete copy of the Coker University Campus Emergency Management Plan can be obtained by contacting the Office of Campus Safety at 843-383-8140.

Annual Emergency Exercise

The University conducts an annual exercise of the Campus Emergency Management Plan (CEMP) each academic year. The Campus Emergency Management Team (CEMT) and representatives of local response agencies have conducted exercises to date that include: a release of hazardous materials, building collapse, active shooter, arson, missing persons, extended power outage, and catastrophic fire.

In January 2016, Coker University adopted the Standard Response Protocol which is an additional mechanism to prepare for lockout, lockdown, shelter, or evacuate procedures. Training was provided and is ongoing to the CEMT and functional areas directly involved in the safekeeping of the campus.

The CEMP is reviewed and updated regularly with drills, exercises, and trainings being conducted each academic year to emphasize topical issues of concern and test the University's response measures. Examples of drills and exercises to be conducted include:

Lockout Drills

These drills call for all Coker University buildings to be remotely or manually locked with all employees, students and visitors instructed via mass notification announcements to remain inside or seek shelter for the duration of the drill. The purpose of this drill is to test the University's ability to promptly secure building perimeters in the event of a life-threatening campus emergency, provide practical experience in the Standard Response Protocol, increase situational awareness, and establish a baseline for future emergency response training and drills.

Lockdown Drills

The LOCKDOWN drill comprises all the characteristics of a LOCKOUT drill with heightened response actions, taking into consideration that a violent life-threatening person may be on campus or in a University building. The drill prepares students, faculty and staff to retreat behind lock doors. Remember ***“Locks, Lights, Out-Of-Sight.”***

Tabletop Exercises

The tabletop exercise is an interactive meeting to discuss a simulated emergency. Members of the CEMT and public partners review and discuss the actions they would take in a particular emergency, testing their emergency plans in an informal, low stress environment. This process clarifies roles and responsibilities and identifies mitigation and preparedness needs.

Completed Drills, Exercises, and Trainings

- Flu Preparedness; January 8, 2015
- Fire Drill; March 10 2015; 10:00am; Non-Residential Buildings; unannounced
- Fire Drill; April 16, 2015; 6:00pm; Residential Buildings; unannounced
- Fire Drill; September 2, 2015; 6:00pm; Residential Buildings; unannounced
- Tabletop Exercise; December 15, 2015; Topic: Building Collapse
- Fire Drill; January 13, 2016; 10:00am; Residential Buildings; unannounced
- CEMT review (adoption of the Standard Response Protocol); February 3, 2016
- Tabletop Exercise; February 11, 2016; Topic: Catastrophic Fire
- Lockout Drill; February 24, 2016; 10am
- Active Shooter Drill; March 9, 2016; 9am
- CEMT IC Training and Review; May 4, 2016

- Fire Drill; July 21, 2016; 6:30pm; Residential Buildings; unannounced
- CEMT Training; August 17, 2016; SkyWarn Training
- Tabletop Exercise; August 17, 2016; Topic: Storm Damage Aftermath
- CEMT Residence Life Training and Review; August 16, 2016
- Fire Drill; September 12, 2016; 3:30pm; Residential Buildings; unannounced
- Fire Drill; September 19, 2016; 4:00pm; Non-Residential Buildings; unannounced
- Flu Preparedness Meeting; January 9, 2017; 10:00am
- Fire Drill; February 17, 2017; 3:30pm; Non-Residential Building; unannounced
- Fire Drill; March 19, 2017; 9:40pm; Residential Building; unannounced
- Tabletop Exercise; March 2017, Topic: Building Collapse
- CEMT IC Training; May 2, 2017; Topic: Evacuation Routes and Reunification Centers
- Lockdown Drill; July 7, 2017; announced
- Lockout Drill; July 7, 2017; announced
- Table Top Exercise; CEMT Residence Life Training and Review, August 9, 2017
- Tabletop Exercise; July 31, 2017; Topic: Post Incident Reunification
- September 4, 2017; Topic: Hurricane Preparation and Recovery
- Fire Drill; October 22, 2017; 5:30pm; unannounced
- Emergency Planning Training; November 15, 2017; Topic: Hazard Mitigation
- Flu Preparedness; December 11, 2017; 2:00pm

Nuclear Emergency

Given the University's close proximity to a nuclear power plant, Coker College has been supplied with Potassium Iodide (KI) pills. KI pills are designed to be absorbed by the thyroid gland and would help prevent the absorption of nuclear radiation. Should the College be instructed to distribute KI pills, they will be distributed on the 1st floor of the Student Center to any faculty, staff or student who would like them. Each person must sign a form indicating they had received a KI pill. Persons with Iodide allergies should not take a KI pill. Additionally, Duke Energy, Campus Safety Officers, and local emergency responders work together for annual Nuclear Disaster Training and Nuclear Emergency Notifications.

Mutual Aid Agreements

Coker University maintains a mutual aid agreements with the Hartsville police, fire and emergency medical, and with Carolina Pines Hospital. These agreements specify the following:

The University will provide access to and copies of its emergency planning documents, including annual updates; familiarize the agencies with the physical layout of the University, including access and emergency egress routes, and the location and properties of the hazardous materials being handled at the University; and include the agencies' personnel in its emergency planning process, training, and exercises. The named agencies will provide services as needed or requested by the University, to include police, fire and emergency medical response and support.

CEMP Questions and Answers

What is a Disaster?

A disaster is any event that may seriously impairs the operation of the University, causes mass casualties, and/or results in severe property damage. Such events may include major storms, catastrophic fires or explosions, large-scale chemical releases, epidemic diseases, or terrorist actions. The CEMP is not intended to address isolated or small-scale incidents, such as an individual accident or act of violence, minor oil or chemical spills, or a single-building fire.

How is the Plan activated?

The Plan is activated upon report of any event determined by the University Administration to be a disaster, rather than an isolated emergency. Once activated, key University personnel are notified of the event, and they or their designated alternates are convened as the **Campus Emergency Management Team (CEMT)** to assess and coordinate the University's response to the disaster.

Who is involved in the University's response?

The CEMT membership includes senior representatives of the University Administration, Athletics, Facilities Management, Safety and Security, Residential Life, Academic Affairs, Student Affairs, Human Resources, Dining Services, Information Technology, and Health/Counseling Services. The University also maintains mutual aid agreements with local fire and police departments, hospitals, and emergency responders, who are contacted as needed depending on the event. In addition, state and federal law enforcement, environmental, and emergency management agencies would be contacted as the situation demanded.

What are the priorities of the responders?

All emergency response actions are governed by the following protocols:

- **Initial Assessment** of the event to determine response actions;
- **Life Safety** of individuals is to be assured immediately;
- **Protection of Property** by limiting and controlling the extent of the event;
- **Population Welfare** of persons in need of shelter and care; and
- **Recovery** to normal operations as soon as feasible.

What facilities does the University have to deal with a disaster?

Upon declaration of a disaster, an **Emergency Operations Center (EOC)** is activated. The EOC is where the CEMT convenes, establishes communications, and centralizes its response efforts in conjunction with outside agencies. The Office of Campus Safety and Information Technology are responsible for routing emergency information. The DeLoach Center (Athletic Facility) is a designated Red Cross emergency and evacuation shelter, both for the University and the surrounding community.

How will I know when a disaster has been declared, and what to do?

The University will immediately take into account the safety of the community, determine the content of the notification and initiate the emergency notification system, unless the notification will, in the professional judgement of the responsible authorities, compromise efforts to assist victims or to contain, respond or otherwise mitigate the emergency. The campus community will be notified through their designated email or phone, by automated messages via the emergency notification system, and/or by public announcements through the media, that an event has occurred and what actions should be taken. Follow up information will be provided in a similar fashion through the Office of Marketing and Communications. In any event, the directions of the On-Scene Commander (typically the senior Fire or Police officer present) are to be followed immediately.

What can I do to prepare for a disaster?

Be aware of the physical conditions of your surroundings, such as knowing where the fire exits and alarm boxes are located. Have a contingency plan to address personal concerns, such as necessary medications and emergency contact numbers, in the event of an evacuation or isolation. Report any unusual activities or concerns to Campus Safety at **843-383-8140**. Above all, remain calm and follow the instructions of the University Administration and the emergency responders.

Sharing information with the larger community

The Public Safety Agencies of Darlington County are using CodeRED, a high-speed mass notification system to keep you safe in the event of an emergency. The system allows us to deliver emergency messages to you via phone call to your landline or mobile device and through text and email. You will know you have received a CodeRED alert when the number 866-419-5000 (Emergency Notification) or 855-969- 4636 (General Notification) appears on your caller ID. If you missed any messages details, you can dial the toll-free number back, as many times as needed.

Who can answer my questions about the University's emergency planning?

Captain George Mitchell, Campus Safety Director, list.campussafety@coker.edu

EMERGENCY NOTIFICATION SYSTEM

The Coker Emergency Notification System (Blackboard Connect) uses a secure, web-based service to selectively store electronic contact information provided by students, faculty, and staff, through which the University is, would be able to communicate information and instructions in the event of an emergency. Emergency messages are sent simultaneously via voicemail, email, and/or text messaging to all the numbers and addresses on file for each person.

In the event of a campus emergency, the University will immediately alert the Coker community to the nature of the emergency and provide safety instructions, unless the notification would, in the professional judgment of campus security authorities, compromise the efforts of emergency responders. Subsequent messages would be sent as necessary with further instructions and situational updates. Emergency messages would be sent simultaneously via voice mail, email, and/or text messaging to all the numbers and addresses on file for each person.

In an urgent but non-life threatening situation, University administrators have the option to deliver a more selective emergency message directly to those listed on-campus telephone numbers and email addresses, as well as to a primary telephone number designated by the individual, to specific campus populations and/or the community as a whole.

As the effectiveness of this system is dependent on the accuracy of the information maintained on file, all members of the campus community are urged to regularly update their contact information on file.

Update Emergency Contact Information

1. Navigate to: <https://coker.edu/alerts>, then click “Sign In”
2. Sign in with your Coker College network credentials
3. Enter your 7-digit Student ID/Employee ID, then click “Submit” (Example: 0311111 - include leading zeros)
4. Enter your Coker email, then click “Submit”
5. Click “Associate”
6. Verify pre-loaded data, then click “Next”
7. Add additional contact information (optional)

http://www.coker.edu/wp-content/uploads/2018/03/Cobra_Alert_Instructions.pdf

Shelter in Place Procedures

The general procedure during a life-threatening emergency is to remain inside the building you are in and seek a place of safety. Remain in a locked interior room and stay away from windows. Leaving a building may expose you to danger.

- If you are inside, stay where you are. Collect any readily available supplies and keep a telephone at hand.
- If you are outdoors, go to the nearest campus building and seek shelter.
- Locate an interior room, above ground level, and with no windows, if possible.
- Close and lock all doors and windows and stay away from them.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems.
- Await further instructions from emergency services personnel.
- If the building is unsafe to remain in, evacuate and seek shelter in the nearest campus building.

Evacuation Procedures

In the event that it becomes necessary to evacuate specific buildings to mitigate a life-threatening emergency, campus security authorities will coordinate their efforts with emergency responders as follows.

- At the direction of campus safety authorities or the responding On-Scene Commander (OSC), the building’s fire alarm will be activated (if it has not been already) and you will be evacuated according to established plans.
- Do not burden yourself with unnecessary items, or use the building’s elevators. Follow all instructions given by security or response personnel.

- You will be directed away from the building to a designated safe zone, where you will be processed by emergency response services to address any injuries or other concerns.
- If the evacuation will be prolonged, University Administrators will arrange for the temporary relocation of the building's occupants as necessary.
- No one will be allowed to re-enter the building without the express permission of the OSC.

Active Shooter- How to Respond

(U.S. Department Of Homeland Security)



Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good Practices for Coping with an Active Shooter Situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her
- CALL 9-1-1 WHEN IT IS SAFE TO DO SO!

How to Respond When an Active Shooter is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

Evacuate (RUN)

- a. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officer
 - Do not attempt to move wounded people
 - CALL 9-1-1 WHEN YOU ARE SAFE!

Hide Out (HIDE)

- b. If evacuation is not possible, find a place to hide where the active shooter is not likely to find you.
- c. Your hiding place should:
 - Be out of the active shooter's view
 - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
 - Not trap you or restrict your options for movement
- d. To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
- e. If the active shooter is nearby:
 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet
- f. If evacuation and hiding out are not possible:
 - Remain calm
 - Call 9-1-1, if possible, to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen
 - Take action against the active shooter (FIGHT)
- g. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in where the last shots were heard.

- Officers usually arrive in teams of 2-4
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to React When Law Enforcement Arrives

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 9-1-1 operator

- Location of the active shooter

- Number of shooters, if more than one
- Physical description of shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams composed of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Recognizing Potential Workplace Violence

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources department or Office of Campus Safety if you believe an employee or coworker exhibits potentially violent behavior.

Employees typically do not just “snap”, but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies)

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism: vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal: comments about “putting things in order”
- Behavior which suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

VIDEO: RUN. HIDE. FIGHT. ® SURVIVING AN ACTIVE SHOOTER EVENT

This video is Department is a Department of Homeland Security Grant Funded Project of the Regional Catastrophic Planning Initiative. Produced by the City of Houston Mayor’s Office of Public Safety and Homeland Security.

U.S. Department of Homeland Security

Washington, DC 20528

Homeland Security

VIDEO: STANDARD RESPONSE PROTOCOL ON CAMPUS

This video supports the Standard Response Protocol for training the University community for preparation in the event of an armed intruder on campus. In partnership with the Koshka Foundation and the Columbine: Wounded Minds Project, the “I Love U Guys” Foundation has produced this training video for University communities.

TIMELY WARNINGS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Office of Campus Safety will post timely warnings for the University community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and help prevent similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the Office of Campus Safety, a campus security authority, or to the Hartsville Police Department. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director, or his designee, considering all available facts, including whether the crime is considered a serious or continuing threat to students or employees, and the possible risk of compromising law enforcement efforts. When issuing timely warnings Coker must withhold as confidential the name(s) and other identifying information of the victim(s) the Office of Campus Safety issues timely warnings for the following incidents: Criminal Homicide, Aggravated Assault, Sex Offenses, Robbery, Burglary, Motor Vehicle Theft, major incidents of Arson, other crimes as determined necessary by Director of Safety or University Administration.

The Office of Campus Safety does not issue timely warnings for the above listed crimes if:

1. The suspect(s) is apprehended and the threat of imminent danger to the Coker University community has been mitigated by the apprehension.
2. A report was not filed with the Office of Campus Safety, or if safety and security was not notified by campus security authorities in a manner that would allow the office to post a “timely” warning to the community.
3. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow the Office of Campus Safety to post a timely warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning and updates may be distributed to the campus through any one or more of the following means:

1. Emergency Notification System: A mass notification system that automatically sends brief voice, email and text alerts to the community regarding an emergency situation on the Coker campus.
2. University email
3. Campus Digests
4. Local area radio and television stations and print media.

A copy of the timely warnings will be filed in the corresponding case file. The Office of Campus Safety may also issue “security alerts”, when necessary, to apprise the Coker community of safety issues and concerns. These alerts will include information and recommendations so that members of the Coker community may make informed decisions about personal safety.

The Office of Campus Safety also maintains a daily crime log that contains crimes reported to the department. The daily crime log is available at the Office of Campus Safety and can be obtained by contacting the office at 843-383-8140 or emailing list.campussafety@coker.edu.

PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS

- On-campus never hesitate to call security at 843-383-8140 if you see suspicious activity, need help de-escalating a situation, if you or someone else are in danger or in an uncomfortable situation.
- Never take your personal safety for granted.
- Avoid walking alone at night; if possible walk with a friend and stick to well-lit, well-traveled areas. Call Coker Campus Safety for an escort on campus.
- Check out your car interior and your surroundings before opening the door.
- Always lock your vehicle, bicycle, or motorcycles. Keep valuable property out of sight and park in well-lit areas.
- Have your car keys and residence keys in hand.
- Stay alert. Send the message you are calm, confident, and know where you are going. Stand up for yourself by being assertive, but not aggressive, with potential victimizers.

- Trust your instincts - if someone or something makes you uneasy, walk directly to a place where there are other people.
- Don't flash large amounts cash or valuable property. Carry small amounts of cash.
- Immediately inform Campus Safety Officers of any bullying, victimizations, or threats.
- Limit your alcohol consumption, and leave social functions that are getting load, crowded, or have too many people drinking excessively.
- Make friends and socialize with other students. This could help prevent being singled out by an aggressor.
- Be constantly aware of your surroundings.

Residential Students:

- Don't let unauthorized people "tailgate" through card access controlled doors into residence halls.
- Keep exterior doors to residence halls locked at all times. Please help keep unwanted guests or intruders from entering your living area by monitoring who you allow into your residence.
- DO NOT PROP INTERIOR OR EXTERIOR DOORS. Always lock doors and windows at night. Never compromise your safety for a roommate who asks you to leave the door unlocked.
- Do not leave identification, wallets, checkbooks, jewelry, cameras, laptops, iPads and other valuables in open view.
- Keep a list of your valuables and record serial numbers if there is one.
- Do not loan your keys or ID card to anyone. Report lost or stolen cards immediately so that your card can be deactivated.
- Program your phone's speed dial memory with emergency numbers like Office of Campus Safety 843-383-8140.
- Know your neighbors and don't be reluctant to report illegal activities and suspicious behavior.

Security Alerts

In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, the Office of Campus Safety prepares and distributes timely warnings via e-mail and the Coker website. E-mails are sent to all members of the Coker University community and all alerts are contained on the website.

Bicycle Locks and Registration

The use of bicycles on campus is encouraged as a safe and efficient mode of transportation. Bicycles parked outside should always be locked to a bike rack with a strong lock. U-bolt locks are recommended and are available for purchase at the Coker Bookstore. Bicycles should not be locked to trees, railings, and light or sign posts. Bicycles may also be stored inside designated bicycle storage rooms available in many dorms. To help deter theft and assist us in returning lost and stolen bicycles promptly, all bicycles used by students, faculty and staff on campus should register their bike with the Office of Campus Safety. There is no charge for registering your bicycle and bicycles only need to be registered once.

Campus Lighting

Light fixtures on campus are monitored for malfunctions. Work orders are submitted to affect repairs and these work orders are given priority. Areas where lighting could be enhanced to improve safety are reported to the Facilities Department for evaluation. Safety officers also monitor town streetlights on public ways in neighborhoods bordering the campus. Malfunctioning street lights are immediately reported to Duke Energy via phone. All members of the Coker community are encouraged to report lighting safety concerns to the Facilities Department or to the Office of Campus Safety.

Cybercrime

Cybercrime has become more and more prevalent over the past several years and the Coker community has seen a significant increase as well. If you believe you have been the victim of a cybercrime, it is important that you report it. Whether it is a phishing attack, phishing phone call, ransomware or identity theft, reporting these incidents allows us to help protect the rest of the community from the same or similar attacks.

Phishing is a significant risk for students and employees. If cyber criminals are able to successfully phish for your login credentials, they then have access to your personal information, your email, and any other resources you may use.

Coker IT offers to talk to groups around campus, both employees and students, about any information security topics you may be interested in. If there are questions about a specific topic or you would like to learn more about information security you can contact Coker IT at support@coker.edu.

Self-Defense Courses

The Office of Campus Safety can coordinate a self-defense course taught by a certified instructor upon request. The cost of the program varies depending on available instructors. Interested individuals should email list.campussafety@coker.edu.

Speaking Engagements

Campus Safety officers and community first responders regularly visit on-campus and off-campus groups to present information regarding personal safety, alcohol and drug education, and crime prevention. To request a safety meeting for your group (residence hall, class, sports team, etc.), contact the Office of Campus Safety at list.campussafety@coker.edu.

Campus Safety Escorts

Coker Campus Safety Officers provides safe and convenient on campus transportation for Coker students that are in uncomfortable situations. This service is offered 24 hours per day, 7 days per week. To request this service, call 843-383-8140.

HEALTH AND SAFETY IN UNIVERSITY RESIDENTIAL HALLS

The following fire safety code and University policy violations are subject to disciplinary action either by administrative decision of a University official and/or action in accordance with the *Code of Student Conduct*:

Care of rooms, common areas, and furnishings

All residents are responsible for keeping their room, suite, or apartment and all common areas in their building or apartment complex in acceptable condition in accordance with the *Guide to Residence Life* in the *Student Handbook*.

Cooking/Kitchens

In certain locations, the University provides cooking facilities for student use. Cooking other than by microwave outside of established kitchens is prohibited; students are allowed to use a microwave oven or coffeemaker in their room. Residents are responsible for food or other personal belongings left in the kitchen area. All food and trash must be properly disposed of and students should check to be sure that ovens are turned off after use.

- **Appliances permitted.** Microwave ovens of 1000 watts or less and not larger than one cubic ft. in size; Energy Star-rated refrigerators less than four cubic ft. in size; stereo equipment; computer equipment; coffeemakers; curling and clothing irons; hair dryers; desk fans; extension cords; lamps; television sets; VCRs; DVD players.
- **Appliances not permitted.** Any appliance with exposed heating elements; such as hot plates; toasters; toaster ovens; gas stoves or burners; camping stoves; space heaters; tanning lamps; and all halogen lamps. Appliances that exceed 1000 watts, including personal air conditioners, are prohibited. In addition, any appliance not Underwriters Laboratory (UL) approved, in poor working condition, or deemed inappropriate by the Director of Residence Life must be removed from University spaces.

Fire Safety

The following fire safety code and University policy violations will be subject to sanction by administrative decision in accordance with the *Code of Student Conduct*; and may, if the violation results in personal injury to others, damage to University property, or is a repeat offense of the same violation, be reported to the civil authorities for prosecution or fine:

- **Setting of a Fire.** This includes intentional or accidental fires, even those caused by cooking or smoking in approved areas.
- **Setting off Fire Alarms.** This includes intentional or accidental fire alarms, even those caused by cooking or smoking in approved areas.
- **Failing to Evacuate.** When an alarm sounds all occupants MUST vacate the building immediately; to remain in the building during an active alarm is a violation of state and federal fire codes. This includes all residences and academic buildings.
- **Tampering with, Misusing, or Defeating Fire Protection Equipment.** This includes, but is not limited to: removing or covering emergency exit lights or signage; hanging items of any kind from sprinkler heads or piping; propping open fire doors; disabling or covering smoke detectors, or improperly discharging fire extinguishers or fire hoses. The improper discharge of a fire extinguisher is a significant environmental health concern due to the chemical suppressants it contains (normally consumed when properly applied to a fire) being a severe respiratory irritant, and a distinct hazard to persons with sensitive respiratory conditions.
- **Possessing and/or Using Flammable Materials.** This includes, but is not limited to camp-stove fuel, fireworks, smoking materials, certain holiday decorations, gasoline, paint thinners, lamp oils, lighter fluid, scented plug-ins, candles, and incense.
- **Tampering with Any Wiring.** This includes, but is not limited to electrical equipment, building wiring, cable TV, computer wiring, or overloading electrical outlets with multiple plugs. Only UL- approved grounded (three prong) electrical extensioncords with an integral surge protector (such as those used for computers) are allowed; ungrounded (two-prong) extension cords of any kind are prohibited.
- **Causing or Contributing to a Fire Safety Hazard.** This includes, but is not limited to storage of materials in exits, stairwells, hallways, or passageways in any manner that obstructs egress; storing an excessive amount of waste paper or other flammable materials; having ceiling hangings of any kind, or wall hangings covering more than 50 percent of the wall space; and having an excessive amount of personal furniture in any University space. Personal furnishings must be UL-labeled for fire resistance where applicable.
- **Any violation of City of Hartsville Fire Department regulations.**
- **Any violation of the Holiday Decorations policy (available from the Office of Residential Life).**

Fire Safety Definitions

- **Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire drill** – A supervised practice of a mandatory evacuation of a building for a fire.
- **Cause of Fire** – The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.
- **Fire-Related Injury** – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.
- **Fire-related death** – Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within one year of injuries sustained as a result of the fire.
- **Fire Safety System** – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing system, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Value of Property Damage** – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.
- **On Campus Student Housing Facility** – Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Fire Safety Report Log

- a) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire.
- b) An institution must make an entry or an addition to an entry to the log within two business days of receipt of the information.
- c) An institution must make the fire log for the most recent 60-day period open to the public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.
- d) The Clery Act Public Fire Log is available in the Office of Campus Safety and may be obtained by emailing list.campussafety@coker.edu.

Campus Fire Safety Right-To-Know Act

Collect statistics concerning fire reports in each on-campus student housing facility during the previous year, and annually submit to the Secretary of Education a report on same, including:

- Number and causes of fires reported
 - Number of fire-related injuries that required treatment at a medical facility
 - Number of fire-related deaths
 - Value of fire-related property damage
1. Document a description of each on-campus student housing facility fire safety systems, including the fire sprinkler systems. The Residential Fire Drill Procedures (part of the Residential Fire Drill Policy) provides a building-by-building inventory of the campus fire safety systems. All residential buildings are equipped with sprinkler systems.
 2. Document the number of regular mandatory supervised fire drills. Supervised fire drills are conducted by The Office of Campus Safety once per academic year.
 3. Document policies or rules on portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and fire education and training programs provided to students, faculty, and staff. The following guidance documents are available pursuant to this provision:
 4. Document plans for future improvements in firesafety, if determined necessary by the University. Fire safety systems are tested and inspected every summer and recommended updates are completed.
 5. Make, keep, and maintain a log recording all fires in on-campus student housing facilities, including the nature, date, time, and location, and make annual reports to the campus community on such fires. All campus fire reports are recorded and maintained electronically by the Office of Campus Safety.

Students and employees should report all fires to the Office of Campus Safety at 843-383-8140.

For more information, please contact:
Captain George Mitchell
Director of Campus Safety
843-383-8140
gmitchell@coker.edu

Clery Fire Statistics

Fire Statistics for 2015

On Campus Housing	Total Number of Fires	Date/Time	Cause	Number of Injuries /Death	Property Damage in Dollars
Grannis Hall	0				
Downtown Flats	0				
Downtown Lofts	0				
Belk Hall	0				
Coker Hall	0				
Memorial Hall	0				
Richard and Tuck Coker Hall (RTC)	0				
James Lide Coker Hall (JLC)	0				

Fire Statistics for 2016

On Campus Housing	Total Number of Fires	Date/Time	Cause	Number of Injuries /Death	Property Damage in Dollars
Grannis Hall	0				
Downtown Flats	0				
Downtown Lofts	0				
Belk Hall	0				
Coker Hall	0				
Memorial Hall	0				
Richard and Tuck Coker Hall (RTC)	0				
James Lide Coker Hall (JLC)	0				
Betty Y. and Charles L. Sullivan Jr. Hall	0				
Walt George Hall	0				

Fire Statistics for 2017

On Campus Housing	Total Number of Fires	Date/Time	Cause	Number of Injuries /Death	Property Damage in Dollars
Grannis Hall	0				
Downtown Flats	0				
Belk Hall	0				
Coker Hall	0				
Memorial Hall	0				
Richard and Tuck Coker Hall (RTC)	0				
James Lide Coker Hall (JLC)	0				
Betty Y. and Charles L. Sullivan Jr. Hall	0				
Walt George Hall	0				

On-Campus Student Housing Fire Information

Building Name	#Annual Evacuation / drills	Primary Rallying Point	Secondary Rallying Point	Evacuation Plans & Plac	S A *	R B *	NG *	CO *	SPR *	HA Z *	Fire Extinguisher Devices
Belk Hall	Fall	Bell Tower Lawn	Corner of 4 th Street and Home Avenue	X	X	X			X		X
Coker Hall	Fall	South Side of Davidson Hall	Corner of 4 th Street and Home Avenue	X	X	X			X		X
Downtown Flats	Spring	Behind Soup Kitchen	Corner of 4 th Street and Home Avenue	X	X				X		X
George Hall	Spring	South Side Lawn	Corner of 4 th Street and Home Avenue	X	X	X		X	X		X
Grannis Hall	Spring	Between Gym and Science Bldg.	Corner of 4 th Street and Home Avenue	X	X	X			X		X
James Lide Coker Hall (JLC)	Spring	North side of Davidson Hall	Corner of 4 th Street and Home Avenue	X	X	X			X		X
Memorial Hall	Spring	Bell Tower Lawn	Corner of 4 th Street and Home Avenue	X	X	X			X		X
Richard & Tuck Coker Hall	Fall	Bell Tower Lawn	Corner of 4 th Street and Home Avenue	X	X	X			X		X
Sullivan Hall	Fall	South side Lawn	Corner of 4 th Street and Home	X	X	X		X	X		X
Hart House			Corner of 4 th Street and Home								
Joslin Center	Fall	Front Lawn	Corner of 4 th Street and Home	X	X	X			X		X
Dining	Fall	Belltower Lawn	Corner of 4 th Street and Home Avenue	X	X	X	X		X	X	X
KEY	<p>SA = Stand-alone smoke detectors present (in combination with a report-back system unless otherwise noted)</p> <p>RB = Report-back detectors present, automatic alarm</p> <p>NG = Natural gas detectors present</p> <p>CO = Carbon monoxide detectors present</p> <p>SPR = Sprinklers present</p> <p>HAZ = High-hazard suppression systems present (Commercial Kitchens, Chemical Storage, Electronics)</p>										

Building Name	Annual Evacuation/ drills	Primary Rallying Point	Secondary Rallying Point	Evacuation Plans & Placards	S A *	R B *	N G *	C O *	SP R *	HA Z *	Fire Extinguisher Devices
Administration	Spring	SW corner of lawn	Corner of 4 th Street and	X		X					X
Admissions	Fall	Front Lawn	Corner of 4 th Street and Home Avenue	X	X	X					X
Art Bldg.	Fall	N. side of Davidson Hall	Corner of 4 th Street and Home Avenue	X		X					X
Davidson Hall	Spring	Bell Tower Lawn	Corner of 4 th Street and Home Avenue	X		X					X
DeLoach Center	Fall	Rear (south side) lawn /parking lot	Corner of 4 th Street and Home Avenue	X	X	X					X
Drengaelen House	Spring	Front Lawn	Corner of 4 th Street and Home Avenue	X	X	X					X
LITC (Library)	Fall	East side of Bldg.	Corner of 4 th Street and Home Avenue	X	X	X					X
Music Bldg.	Fall	Davidson Courtyard	Corner of 4 th Street and Home Avenue	X	X	X					X
Performing Art Center (PAC)	Spring	Davidson Courtyard	Corner of 4 th Street and Home Avenue	X		X					X
Facilities	Spring		Corner of 4 th Street and Home Avenue	X		X					X
Enactus	Spring	Auxiliary Parking Lot	Corner of 4 th Street and Home Avenue	X	X	X					X
Safety Office	Fall	PAC Parking Lot	Corner of 4 th Street and Home Avenue	X	X	X					X

Science Bldg.	Fall	Bell Tower Lawn	Corner of 4 th Street and Home Avenue	X	X	X	X					X
Saleeby House	Fall	Rear Parking Lot	Corner of 4 th Street and Home Avenue	X	X	X						X
Student Center (SUB)	Spring	West side of Bldg.	Corner of 4 th Street and Home Avenue	X	X							X
Timberlake Lawton	Fall	Bell Tower Lawn	Corner of 4 th Street and Home Avenue	X	X	X						X
Wiggins Education	Fall	East side of Bldg.	Corner of 4 th Street and Home Avenue	X	X	X						X
*Key	SA = Stand-alone smoke detectors present (in combination with a report-back system unless otherwise noted) RB = Report-back detectors present, automatic alarm NG = Natural gas detectors present CO = Carbon monoxide detectors present SPR = Sprinklers present											

BUILDING ACCESS AND SECURITY

Academic and administrative buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open.

Administrative buildings are normally locked during non-business hours and on weekends. Keys needed for an employee's work may be obtained from Facilities Management upon proper authorization. For everyone's safety and the security of University facilities, equipment and material, employees should ensure that their work area/office is closed and locked during non-business hours.

It is against University policy to purposefully allow unauthorized access to University buildings (e.g., prop doors open, tape over automatic locking mechanisms, etc.).

Buildings are secured on a set lock-up schedule. Entry after scheduled hours is only available to faculty, staff, and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled regularly by safety and security officers, and many entrances are monitored by security cameras.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by the Office of Campus Safety and Hartsville police, as necessary.

All Coker residence halls are kept locked at all times and are secured with an electronic card access system that allows authorized students to gain access to a building by swiping their card through a card reader located on exterior and interior doors.

Residential Life staff members perform regular assigned building checks, in addition to regular patrol checks made by Safety officers.

The Office of Campus Safety will admit a specific individual or group to a building or room after hours, on weekends, vacations and holidays, only if the office has received authorization from an authorized department representative prior to the date the facilities are to be used. The person in charge of the room or area involved should forward the authorization for an individual or group to the Office of Campus Safety. Authorized persons must not allow non-authorized individuals to enter.

All members of the Coker community are expected to immediately report suspicious activity, suspicious persons, or crimes in progress within campus buildings and throughout the campus.

Special Residential Programs: Coker University hosts non-matriculated students during the academic year and summer months for participation in special athletic and education programs. Some participants is given a unique, temporary identification and key card. Orientation materials include information relative to Campus Safety. Additionally, visitors are encouraged to view the Office of Campus Safety public website, which details additional policies and information, including the most recent Clery Campus Crime Report.

NOISE ORDINANCE

Each resident has the right to read, study, and sleep in her/his room free from undue interference. Thus, a uniform noise policy was developed to insure that students know what is expected of them concerning noise:

- Quiet Hours are from 11 pm - 9 am Sunday through Thursday, and 12 am - 10 am on Friday and Saturday.
- All other hours are “courtesy hours,” during which time a reasonable amount of quiet is expected to allow residents to sleep and study.
- Residents are encouraged to talk with one another to directly address any concerns about noise. Staff can assist residents by discussing principles of assertiveness and confrontation with them prior to the development of any noise problems. Residents may also consult a staff member when their efforts have not produced the desired results.
- During final exam periods, quiet hours are extended to 24 hour/day schedules. The starting time and date is posted prior to the beginning of exams. These special quiet hours are in effect through the time students leave for break.
- Violations of this ordinance will subject students/groups to University disciplinary action.

In addition to being thoughtful of fellow students, all students should be considerate of local Hartsville residents. Many Hartsville residents live in the same neighborhoods as students and they deserve the same respect. Students hosting social gatherings should be particularly cognizant of noise levels at their event and remind their guests to be quiet as they leave their residences. Violation of noise ordinances will result in monetary fines from the City of Hartsville.

WEAPONS POLICY

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, or knives with a blade of longer than 2 inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property, is prohibited.

Section 16-23-405 of the South Carolina Criminal Law and Motor Vehicle Handbook defines a weapon as “...a firearm (rifle, shotgun, pistol, or similar device that propels a projectile through the energy of an explosive), a knife with a blade over two inches long, a blackjack, a metal pipe or pole, or any other type of device or object that may be used to inflict bodily injury or death.” Misuse of other items may also be considered weapons.

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the University and/or prosecution under the appropriate state or federal laws.

No person shall be permitted to carry firearms or other weapons concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the University, without the express written permission of the Director the Office of Campus Safety.

The Office of Campus Safety reserves the right to refuse any weapon to an individual if, at the time of pick up, the individual is believed to be under the influence of any drug or intoxicating substance, or if an officer believes the individual's judgment is impaired to the extent that the person may pose a threat to himself/herself or others. The Office of Campus Safety is not responsible for items damaged or lost.

The Director of the Office of Campus Safety may seize or deny permission to possess any weapon on campus property which he deems to present a danger to the campus community. Please direct any questions regarding this policy to the Director of the Office of Campus Safety at 843-383-8140.

MISSING STUDENT POLICY

Anytime a student is suspected to be missing and reasonable attempts to contact him or her have failed, a missing student report must be immediately filed with the Office of Campus Safety. If a university official outside the Office of Campus Safety is notified first, they must ensure the filing of the report with the Office of Campus Safety. The supervising officer on duty can immediately begin an investigation (in conjunction with Residence Life for residential students) and make proper notifications ensuring university resources can be identified and utilized as quickly as possible.

If the student reported missing is a residential student, it is University policy to report the missing status to the Hartsville Police Department immediately. (The exact amount of time taken to make this report will depend on the Police Department's policies regarding accepting such reports and will allow time for the Office of Campus Safety investigation to provide information on the student's possible whereabouts or other circumstances regarding the incident.) Students may designate a contact person or persons who will also be notified of results of the investigation.

The university is required to contact custodial parents or guardians of any students reported missing who are under the age of 18 and are not emancipated. This will be in addition to any contact person(s) designated by the student.

Any contact information provided by the student will be registered confidentially.

Policy Administration

- **Emergency Contact Designation**

Each matriculated Coker University student must pre-identify an emergency contact for any situation deemed an emergency with respect to a student's well-being. Prior to the start of each academic year, all Coker University students are required to complete the emergency contact fields when submitting the online enrollment form, found at the Office of Academic Records. At any time during the school year, students may update this information by obtaining and submitting a form at the Registrar's Office in Student Solution Center. Residential students will also designate an emergency contact on their housing agreement. For the purposes of this policy, the emergency contact would be notified in the event that a determination is made by campus or local authorities that the student is "missing" for a period of more than 24 hours. The University is *legally required* to notify a custodial parent or guardian of any student who is under 18 years of age, and not an emancipated individual. Emergency contact information will be held confidentially for use by the institution, and shared only on a need to know basis in the best interest of the student's welfare.

- **Inter-Departmental Coordination**

Due to the need for data collection, timely communications, student management, and individual and campus-wide safety and security, the procedures for implementing this policy require close coordination among the Office of Academic Records, the Office of Student Affairs, and the Office of Campus Safety.

Policy Procedures

- **Investigation/Determination of Missing**

Without delay, the Office of Campus Safety will initiate an extensive missing person investigative process, as outlined in the CEMP Missing Person Action Plan. The SOP contains checklists and investigative strategy to gather all pertinent report information to ascertain the gravity of the situation and further investigate. Engaging non-University authorities and resources in the investigation of a missing student report will be at the discretion of the Director of Campus Safety. While the Director will work closely with all appropriate Departments, and, when appropriate, law enforcement agencies, to investigate the students' whereabouts, the final determination of a student as "missing" will be made by the Director, who will then ensure that the appropriate internal and external notifications are made.

- **Notifications Upon Determination of "Missing"**

Upon the Director's determination that a student is missing, the appropriate law enforcement agencies will be notified of the missing person status immediately. Also during this timeframe, the Director will coordinate with University Administration to ensure that notification is made to the student's designated emergency contact. If, at any point during this process, a potential real threat to campus constituencies is identified, the Director will initiate the dissemination of appropriate information and actions necessary to safeguard the campus community. Procedures outlined in the Campus Emergency Management Plan will be employed.

- **Action by the Office of Student Affairs**

When the Office of Student Affairs is made aware of a concern that a student may be "missing" or non-responsive to attempts to be contacted, appropriate action will be taken to assist with locating the student, including coordination with the Office of Campus Safety and other University resources.

THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989 (DFSCA)

The Drug-Free Schools and Campuses Regulations requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Drug-Free Schools and Campuses Regulations may cause an institution to forfeit eligibility for federal funding. To certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulation requires an IHE to do the following:

1. Prepare a written policy on alcohol and other drugs.
2. Develop a sound method for distribution of the policy to every student and IHE staff member each year.
3. Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.
4. Maintain its biennial review report on file so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

All members of the Coker community are encouraged to review the information in the Drug and Alcohol Abuse Prevention Program report. On an annual basis, the Office of Student Affairs distributes written information about the DAAPP and the actual DAAPP report to all students, faculty and staff. The DAAPP report is also distributed to all students who enroll at a date after the initial distribution, and to employees who are hired at different times throughout the year during New Employee Orientation. Students, faculty and staff may request information about the DAAPP review by contacting the Office of Campus Safety at 843-383-8140.

Coker University intends to comply with the requirements of the Drug-Free Schools and Communities Act. Coker University has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by Coker University students and employees both on its premises and as a part of any of its activities. In addition, Coker University has a written policy on alcohol and other drugs and has developed a thorough method for distribution of this policy to every student and employee. The annually distributed written materials contain the following information:

1. Standards of conduct that prohibit unlawful possession, use of illicit drugs and alcohol on the property or as a part of its activities
2. A description of the health risks associated with the use of illicit drugs and abuse of alcohol
3. A description of applicable legal sanctions under local, state or federal law
4. A description of counseling or treatment programs
5. A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

To meet compliance, the Biennial Review of the Coker University alcohol and other drug related policies and programs will be conducted annually in the summer. The objectives of the review, as identified by the U.S. Department of Education, include determining the effectiveness of, and to, implementing any needed changes to alcohol and other drug programs; and ensuring that the disciplinary sanctions for violating standards of conduct are enforced consistently.

The overarching priority of the University with respect to alcohol and drugs is to help ensure the safety and well-being of Coker students while complying with all applicable federal, state, and local laws. As part of its educational mission, the University is committed to reducing substance abuse, enhancing the development of responsible behavior regarding the consumption of alcoholic beverages, and devising policies and educational information that will reduce dangerous drinking. The University aims to improve students' understanding of the risks associated with alcohol and drug abuse. University policies and procedures also reflect additional expectations for student conduct based on the University's concerns about high-risk drinking behaviors, such as binge drinking and the rapid or competitive consumption of alcohol, and their many adverse consequences for students' health and lives. Those students concerned about their own substance use or worried about a friend can seek assistance in several places on campus including Health Services, the Counseling Center, the Office of Student Affairs, and the Office of Residential Life.

Ultimately, the specific alcohol and drug policies established by Coker University are intended to honor both the rights of the individual and the standards of the community. The following informs students about relevant state and federal laws, Coker's policies associated with alcohol and drug use, and the physical and medical consequences of alcohol and drug use.

Coker's primary concern is the health and safety of its students. Students are urged not only to take care of their own well-being, but to behave in an equally responsible way with their peers. There may be times when health and safety concerns arise from a student's excessive drinking or drug use, and in these situations, students should not hesitate to seek help from Coker Campus Safety, Residential Life Student Staff, medical or counseling professionals, and/or local or state police out of fear of disciplinary action.

Health and Developmental Risks of Alcohol and Drug Abuse

Academic research and professional experience demonstrate that the decision to abuse alcohol or use drugs has significant negative effects on a college student's career. Harvard's School of Public Health found binge drinking of alcohol to negatively impact a student's academic performance, their social relationships, and their health. Numerous studies have associated drug use with lower grades, increased likelihood of withdrawing from college, missing classes, depression and anxiety, trouble finding a sense of purpose, and high-risk sexual activity.

Alcohol is a depressant that is absorbed into the bloodstream and transmitted to all systems in the body. Even light to moderate doses reduce physical coordination and mental alertness, making activities such as sports and driving dangerous. A moderate dose of alcohol causes staggering, slurred speech, double vision, mood swings and unconsciousness. Persistent impotence and loss of libido as well as hepatitis, esophagitis and pancreatitis may occur with heavy alcohol use. Long-term alcohol use increases the risk of liver disease, heart disease, peptic ulcers, certain types of cancer, complicated pregnancies, birth defects, and brain damage. Heavy or binge drinking may even result in respiratory depression and death. Alcohol use can also cause mood changes and loss of inhibitions as well as violent or self-destructive behavior. Alcohol may produce a strong psychological dependence and can create a physiological addiction that is dangerous. Alcohol is a contributing factor in many accidents and tragedies.

Marijuana can cause the user to have relaxed inhibitions, increased appetite, euphoria, and disoriented behavior. Overdose symptoms may include paranoia, fatigue, and possibly even psychosis. Withdrawal from marijuana can lead to decreased appetite, insomnia, or hyperactivity.

Narcotics (e.g. opium, morphine, heroin) can cause drowsiness, euphoria, respirator depression, constricted pupils, and nausea. Someone overdosing on narcotics may exhibit shallow breathing patterns, convulsions, clammy skin, coma, and possibly even death. An individual withdrawing from a narcotics addiction can experience watery eyes, loss of appetite, irritability, panic, nausea, and more.

Depressants (e.g. Quaaludes, barbiturates) can cause slurred speech, slowed reaction time, and drunken behavior. Overdosing on a depressant can lead to shallow breathing patterns, dilated pupils, a weak pulse, coma, and possibly even death. Withdrawal from a depressant can include symptoms like anxiety, insomnia, convulsions, or even death.

Stimulants (e.g. cocaine, crack) may lead to an increase in heart rate or blood pressure, heightened alertness, insomnia, or euphoria. An individual overdosing on a stimulant may result in agitation, heightened body

temperature, convulsions, hallucinations, or possibly even death. Withdrawal from a stimulant may lead to symptoms of depression, irritability, long periods of sleep, and disorientation.

Hallucinogens (e.g. LSD, amphetamines, DMT) can cause hallucinations, inaccurate perceptions of time and distance, delusions, and paranoia. A hallucinogen overdose can lead to psychosis and possible death.

Alcohol and Drug Policy

It is the desire of the University to develop educated students for leadership and service in society. All members of the University community share in the responsibility to maintain an environment that promotes a quality educational experience. The illegal use or abuse of alcohol or a controlled substance by members of the community adversely affects our educational environment, our energy, and our focus, and in doing so, deteriorates the learning environment that makes Coker University such a special community. Because we are a close community, the behavior of one student has an effect on all others.

This policy also recognizes that punishment without education is an approach that does not fit the mission or philosophy of Coker University. Thus, educational strategies are one of the major approaches to addressing violations. However, as a community, we will not permit one person's illegal or irresponsible use of alcohol or a controlled substance to diminish our community or threaten the educational environment of the University. We further recognize that some persons may need more assistance than the University can provide, and for this reason, suspension and expulsion are included as sanctions.

The purpose of the Coker University Alcohol and Drug Policy is to encourage responsible behavior; regulate the use of alcohol and controlled substances on Coker University property; support state and local laws; provide a program of intervention, education, and support; and establish appropriate judicial sanctions/employment decisions for those who violate the policy.

Coker University prohibits the manufacturing, distribution, dispensing, possession or use of controlled substances on the campus of the University or in any area under the temporary or permanent control of the University.

Violators of the Coker University Alcohol and Drug Policy will face sanctions ranging from a written warning to expulsion/termination from the University.

Coker University expects its students and employees to comply with all the requirements of federal, local, and South Carolina state law. As such, the unlawful possession, use, or distribution of illicit drugs and/or drug paraphernalia as defined in South Carolina and federal statutes are prohibited and subject the violator to disciplinary action by the University as well as possible prosecution by local, state, and/or federal authorities. Federal laws, including those governing marijuana, preempt state law and, therefore, apply on Coker's campus. Coker students or employees who disregard the various drug laws are responsible for their actions and are not immune from the legal process by virtue of their educational or employment status. They may also be separated from the institution.

Students who use or sell illegal or prescription drugs will be subjected to disciplinary action by the University. If the Office of Student Affairs receives reliable information or other evidence that a student has been or is currently involved in the trafficking of illegal or prescription drugs, or has been or is in possession of such amounts or associated

paraphernalia as to make this a reasonable presumption, criminal and civil authorities may be notified and the student will be asked to resign from Coker University. Should the student refuse to resign, then the Vice President of Student Affairs or his/her designee may temporarily suspend the student pending an investigation for permanent dismissal in accordance with the *Student Handbook*.

Students who are accused of placing illegal or prescription drugs in the beverages or food of others will be subject to the same disciplinary procedures as those accused of selling illegal drugs. Drug use will be considered an exacerbating, not a mitigating, condition in Student Conduct violations.

Disciplinary Procedures for Students

Coker University is neither a police agency enforcing the law nor a sanctuary protecting those who violate laws regarding alcohol or other drugs. The University is vitally invested in maintaining an environment conducive to physical and psychological safety, intellectual development, and personal maturation. In accordance with these goals, the University acknowledges its obligation to provide clear standards of behavior regarding the use of alcohol, to determine levels of disciplinary sanction appropriate to the nature of any given alcohol-related infraction, and to address consistently violations of alcohol regulations that come to its attention.

Although any alcohol-related violation is subject to disciplinary consequences, the University is most urgently concerned with those behaviors and accompanying attitudes that threaten the physical or psychological safety or well-being of self or others, infringe upon the rights of others, or are otherwise disruptive to the community. Following established guidelines, members of Residence Life staff will determine disciplinary action resulting from conduct violations in accordance with the *Code of Conduct*, with possible referral to criminal or civil authorities. Sanctions imposed by the University may range from a warning letter for a relatively minor first-time violation, to immediate suspension or expulsion for egregious violations or a pattern of multiple offenses. Students may also be expected to pay restitution for any and all damages occurring as a result of their behavior.

Coker University Security Officers will note and report all alcohol violations that come to their attention whether observed at parties or other social events, in campus public spaces, or during routine “walk-throughs” of residence halls. All other members of the community (proctors or other students, faculty, administrators, or support staff) may call attention to suspected violations of the Alcohol Policy, and are expected to play an appropriate role in enhancing the safety and well-being of members of the community. Reports of violations or suspected violations of the Alcohol Policy will be made to the Office of Residence Life.

Above all, it must be emphasized that Coker students are responsible for their personal behavior as well as the conduct of their guests. The ingestion of alcohol or other drugs in no way constitutes an excuse for behaviors that violate University policy, federal or South Carolina state laws, or otherwise infringe upon the rights of others.

Student Disciplinary Sanctions

Alcohol (Category A): Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University’s alcohol policy found in [General University Policies](#) section of this handbook. Category A violations include underage possession or consumption; intoxication; possessing /consuming alcohol in an unapproved area; open container in a public area; possession of funnel or other paraphernalia.

Alcohol Education Program Parental Notification Educational Assignment	On-campus Behavioral Alcohol Education Program Parental Notification Educational Assignment Disciplinary Probation	Payment for & Completion of an Off-campus Alcohol Education Program Parental Notification Suspension/Expulsion
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Alcohol (Category B): Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University’s alcohol policy found in [General University Policies](#) section of this handbook. Category B violations include providing alcohol to a minor; use of funnels or other paraphernalia; possession or use of a common source of alcohol (kegs, etc.); gross intoxication.

On-campus Behavioral Alcohol Education Program Parental Notification Educational Assignment Disciplinary Probation	Payment for & Completion of an Off-campus Alcohol Education Program Parental Notification Suspension/Expulsion
Drugs (Category A): Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University's drug policy found in the General University Policies section of this handbook. This policy includes abuse, misuse, sale, or distribution of prescription or over-the-counter medications. Category A violations include possession or consumption of illegal drugs or illegally obtained prescription drugs; possession of drug paraphernalia; failure to appear for a University mandated drug test.	
Completion of a Drug Education Program Educational Assignment Parental Notification Disciplinary Probation	Parental Notification Suspension/Expulsion
Drugs (Category B): Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University's drug policy found in the General University Policies section of this handbook. This policy includes abuse, misuse, sale, or distribution of prescription or over-the-counter medications. Category B violations include sale or distribution of controlled substances.	
Suspension/Expulsion	

Drug-Free Workplace Act

The Drug-Free Workplace Act of 1988 requires recipients of federal monies to provide and maintain a drug-free workplace. In compliance with this federal provision, students and employees should review the University's alcohol and illegal drug policies for a detailed description of standards of conduct, health risks, community resources for support and treatment, and institutional disciplinary and criminal sanctions.

Coker has no intention of intruding into the private lives of its employees; however, the University does retain the right and responsibility to expect both students and employees to conduct themselves in a manner that will not jeopardize the health and safety of others. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and/or stimulants when not prescribed for medical care.

Any student under the influence of illegal drugs or who possesses or consumes illegal drugs at Coker is subject to University disciplinary procedures and action, up to and including dismissal from the institution. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency.

As part of the drug-free awareness program, Coker will continue to advise and inform students and employees of the dangers of drug use and abuse in the workplace. Upon request, Coker will offer non-financial assistance to students and employees seeking treatment or rehabilitation services. Referrals for assistance are available from the University Counseling Service or Employee Assistance Program.

Employee Alcohol and Drug Policy

It is the policy of the College to provide a safe workplace free from the influence of drugs, alcohol or other controlled substances. Employees are required to report to work unencumbered by the effects of drugs, alcohol or other controlled substances.

The illegal use, distribution, sale or possession of narcotics, drugs, alcohol or controlled substances while on the job or on College property is prohibited and is a dischargeable offense. Any illegal substance will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. In all circumstances, the College will cooperate with law enforcement officials and agencies as may be required under current law.

As a condition of employment, employees are required to notify the College of any felony drug statute conviction no later than five (5) days after such conviction.

The legal use of over-the-counter or prescription drugs as prescribed by a licensed medical professional is permitted on the job only if it does not impair employees' abilities to perform the essential functions of their job effectively, with or without a reasonable accommodation, and in a safe manner that does not endanger other individuals in the workplace. Employees taking legally prescribed or nonprescription medications are responsible for being aware of any potential side effects such drugs may have on their reactions, judgment or ability to perform their duties and to report such use to their supervisor. If employees are deemed to be incapable of safely performing their duties while under the influence of such drugs, they will be sent home or other appropriate steps may be taken.

Off the job illegal drug use which adversely affects employees' job performance or which jeopardizes the safety and well-being of co-workers, students, the public or College property or the reputation of the College or the community is proper cause for disciplinary action, up to and including termination of employment.

The College may test employees for drug or alcohol use:

- 1) after any accident, or
- 2) for cause.

Violation of this policy may result in any and all of the following:

- 1) a request by the College for submission to a test for the purposes of determining the use of drugs or alcohol, the refusal of which will be deemed an admission of use;
- 2) disciplinary action up to and including immediate termination.

Employees who test positive may request a confirming test at his/her expense. Certain limited exceptions may be made by the College in extenuating circumstances. Employees are encouraged to seek counseling and treatment and can get assistance through the Office of Human Resources (843-383-8060) or the Employee Assistance Program (800-968-8143).

Laws Associated with Alcohol and Drug Use

In compliance with the Drug-Free Schools and Communities Act, the following laws and criminal sanctions are provided to help students understand the risks of alcohol/drug consumption, possession, and distribution. This list of regulations may not be exhaustive, and students are encouraged to conduct additional research on substance usage, both on their own and via the mandated AlcoholEDU program that all Coker students are required to participate in. Coker University is committed to creating an environment in compliance with local, state, and federal laws.

Federal, State, and Local Alcohol Law requires: (Local laws are consistent with state laws.)

- Anyone possessing or consuming an alcoholic beverage must be 21 years of age or older.
- No one under the age of 21 is allowed to purchase or attempt to purchase alcoholic beverages.
- No one over the lawful age is allowed to purchase for or serve an alcoholic beverage to a person under the age of 21.
- No one may use identification fraudulently or allow another person to use one's own identification fraudulently to obtain alcoholic beverages.

State and Local Drug Use Law requires: (Local laws are consistent with state laws.)

- Persons convicted of the unlawful possession, use or distribution of illicit drugs and alcohol can be fined and imprisoned for up to 15 years for the first offense, and as many as 30 years for subsequent offenses. Depending

upon the offense, the fines and imprisonment vary but are within the limits noted. Detailed descriptions of offenses and punishments are contained in South Carolina Code Annotated Sections 44-53-40, Sections 163 to 297.

Federal Drug Law prohibits the following drug trafficking acts and prescribes the following penalties:

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			

All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual

Guidelines for selling and/or providing alcoholic beverages on campus

- No alcoholic beverages may be sold on Coker University property, except at special events, approved in advance. Such events must be approved by the Vice President of Student Affairs.
- No student organization may sell or otherwise provide alcoholic beverages to individuals at any function, either on or off campus.

Guidelines for possession and consumption of alcoholic beverages by students

- Individuals must be in accordance with state and local laws and university policy to possess or consume alcoholic beverages on university property. Alcoholic beverages may be consumed only in the following locations, as approved by the Vice President of Student Affairs:
 - Designated residence hall rooms/apartments/suites where all of the assigned occupants are 21 years of age or older. In the event a student enters the room/apartment/suite that is under the age of 21, the room/apartment/suite automatically becomes a dry room/apartment/suite. Residents of the room/apartment/suite are required to put away any alcoholic beverages. If any underage student is discovered in a “wet” room/apartment/suite, the student, and the residents of the room/apartment/suite will be held responsible;
 - The Dining Hall, on the occasion of dances or other special events;
 - The Drengaelen House, on the occasion of special events;
 - Other locations, during special events, with prior written approval of the Vice President of Student Affairs.
- Public consumption of alcoholic beverages by students is prohibited. The following areas are considered public: any area of the residence halls outside one’s private room; outdoors, the Clubhouse/Boathouse area; and campus buildings (with the exception of the above).

Guidelines for Parties and Events

All University activities must be properly scheduled, whether or not alcohol is to be served. Sponsoring organizations, offices or individuals must submit a request and have it approved by the appropriate campus authority. For the use of all University owned facilities, a Scheduling Request Form must be submitted to the appropriate room scheduler and approval granted prior to the event.

Hosts of approved parties or events are responsible for the safety and well-being of their guests and will be held responsible for assuring those consuming alcohol are of the legal age. If alcohol is being consumed, the host(s) must take the following steps:

- Arrange an age-verification procedure to ensure all consumers are of legal age;
- Provide for the sale or distribution of non-salty foods and non-alcoholic beverages;
- Arrange for security personnel; and
- Clean the area within 24 hours or sooner if necessary and be responsible for any related damages if violator(s) cannot be identified. All empty containers must be placed in recycling bins, as appropriate.

Education, Treatment, & Assistance

Coker University incorporates information about alcohol and drug abuse in its formal educational curriculum and in its out-of-class activities. Certain courses in psychology, sociology, physical education, and Coker University 101 address these topics. In addition, such information is covered in orientation programs and in periodic workshops and seminars. The Health Services and Counseling Services Offices distributes brochures & pamphlets and maintains a library of such information.

Primary Prevention and Awareness Efforts for Drug and Alcohol Include:

1. Coker University has partnered with EVERFI, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and financial literacy in higher education institutions across the country. Each year over 5 million students and employees complete these courses. As part of our comprehensive prevention program for students, Coker expects new first-year student to complete AlcoholEdu & Sexual Assault Prevention for Undergraduates. This online education will empower students to make well-informed decisions about issues that affect a student's years at Coker College and beyond. The online course uses an engaging, thought approach to provide students with the tools needed to navigate the risks of life in college.
2. Integrated into the Cobra Quest new student orientation program, the Life at Coker skits are performed by the Coker University Commissioners (first-year mentors) and is a required session for all new incoming students. These skits cover various sensitive issues that students may encounter during their first-year of college (sexual assault, underage drinking, consent, and inclusion).

3. Campus Activities Board coordinates “Blame it on the Alcohol”, a fact or fiction scenario based training module that demonstrates how personal choices directly affect outcomes.

Ongoing Prevention and Awareness Efforts for Drug and Alcohol Abuse

Employees:

1. Annual notification of the employee drug and alcohol policy and available resources.
2. Annual training for Campus Safety, Student Affairs, Residential Staff and Athletic staff on prevention, awareness, and first response.
3. Annual training for key employees on identifying signs of drug and alcohol abuse.
4. Annual health and benefit fair where local treatment centers hand out brochures and answer questions.

Students:

1. Annual notification of the student drug and alcohol policy and available resources.
2. Annual orientation for all new and returning student-athletes prior to the start of each academic year on prevention, awareness, and treatment options.
3. Biannual residential hall programming educating students about informed alcohol choices and alcohol content via interactive activities.
4. Annual training for student leaders on identifying signs of drug and alcohol abuse.
5. Annual health and safety week where local treatment centers hand out brochures and answer questions.

When education fails to elicit appropriate behavior, the University attempts to appropriately combine judicial, legal sanctions, treatments and referral as a response to substance abuse. The policies concerning sanctions address treatment and referral in general terms.

Counseling is provided for students through a number of sources. Any student of the University is able to receive preliminary counseling free of charge, either on a voluntary or referral basis through the Coker University Counseling Center. The University Counselor may provide referrals to local psychologists or other health professionals for individuals who are in need of long-term or specialized assistance. Additional counseling is available through any member of the Student Success staff, certain faculty members, or Darlington County Mental Health Center (843-332-4141). University students who voluntarily avail themselves of services can be assured that all professional standards of confidentiality will be observed. The status of any student or University employee will not be jeopardized for seeking early assistance for a substance abuse program.

Alcohol and Drug Abuse Treatment Resources

Referrals and additional information can be obtained through the Office of Student Success, or from any of the following sources:

Coker University Counseling Center	(843) 383-8040
Coker University Health Services	(843) 383-8040
South Carolina Vocational Rehabilitation	1-800-832-7526
Federal Substance Abuse & Mental Health Services	1-800-729-6686
Alcoholics Anonymous	(843) 669-6345
Narcotics Anonymous	1-888-476-2482
American Council on Alcoholism Hotline	1-800-527-5344
Rubicon Addictions Services	(843) 332-4156
National Institute on Drug Abuse Hotline	1-800-662-HELP (4357)
S.C. Dept. of Alcohol & Other Drug Abuse Services	1-888-727-7383

FREEDOM FROM DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT AND GENDER BASED VIOLENCE

Coker University strives to provide a place of study and work that is free from unlawful harassment, discrimination, sexual misconduct and gender based violence of any kind. In compliance with the South Carolina Human Affairs Law, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964 and other federal and state laws, Coker University prohibits any member of the faculty, staff, administration, student body, or visitors, whether visiting campus, patrons, independent contractors, or vendors from harassing or discriminating against any other member of the Coker University community because of a person's race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, veteran status or against qualified individuals with disabilities on the basis of disability in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. Discrimination or harassment on the basis of any protected characteristic is illegal. All employees are expected to respect the rights of their coworkers and conduct themselves in a way that supports the inclusion of students and employees of all different backgrounds. Employees who engage in unlawful harassment, sexual misconduct or gender based violence or discrimination will be subject to disciplinary action, up to and including immediate termination of employment.

Ella Marshall, Director of Human Resources, is the individual designated by the University to coordinate its efforts to comply with the applicable anti-discrimination, equal opportunity and affirmative action regulations and laws and SC Human Affairs Law, Title IX, Title VII, Section 504. Questions about the University's policies on discrimination and harassment should be directed to: Ella Marshall, 300 East College Ave, Hartsville South Carolina, or emarshall@coker.edu.

Bias Incident Group

The University established the Center for Diversity, Interfaith, and Inclusion to assist students and employees in responding to acts of bias that violate the ideals of the University and stifle the freedom of expression.

Acts of bias should be reported to the Office of Campus Safety. For campus incidents, University administration or the designee will follow up with the complainants and the alleged perpetrators, if they are known, and may initiate the normal campus adjudicatory process, which can include a disciplinary meeting with administration or a student conduct officer. When an act of bias takes place off campus, the University will work in cooperation with local and state agencies to support members of the Coker community and to determine an appropriate response. If there is a bias incident and the perpetrator is not known, and thus no adjudicatory process is possible, the University administrators may meet to consider the appropriate community response.

The State of South Carolina Civil Rights Law includes a strong hate- crime section, which imposes sanctions in the event of intentional damage or destruction of property, the threat of violence, or actual violence against any person that is motivated by reason of race, color, religion, sex, sexual orientation, ancestry, national origin, or physical or mental disability.

While the University encourages free expression of opinion, we deplore acts that are vicious in nature and that are designed to silence others and breed fear in this academic community.

What can I do to help/prevent bias incidents from happening?

Acknowledge that acts of bias do occur on campus and in the broader community and work actively to combat bias. You can begin by reporting incidents to inform the greater community.

- Educate yourself to help dispel stereotypes.
- Hold people accountable for their language and actions.
- Plan and/or attend educational programs to raise awareness and combat bias.
- Engage one another in conversation about topics such as privilege, oppression and diversity.

Discrimination

Respect for the rights of all and for the differences among us is essential for the Coker community. Discrimination or harassment of others because of race, ethnicity, nation of origin, religious affiliation, gender, age, sexual orientation, gender identity and/or expression, physical disability, or other characteristics has no place in an intellectual community. If members of the Coker community experience or witness any apparent incident of harassment or discrimination by students, faculty, or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. Such incidents violate both the ideals of the University and its Social Code and may be subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of South Carolina, criminal prosecution may be pursued.

Hazing

Coker University is opposed to any and all forms of hazing under whatever name or form it may occur. Hazing is an act that endangers the mental or physical safety or health of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership into a group or organization. Participation or cooperation by the person's being hazed does not excuse the violation. Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy. It is a misdemeanor under South Carolina law to engage in hazing or to fail to report any incidents. Any person convicted of hazing will face severe Coker University judicial and legal actions. Decisive action will be taken if hazing is discovered in keeping with the following policy:

Any student group (including registered student organizations, athletics team, etc.) sanctioned by Coker University may have its right to represent Coker University revoked if hazing occurs. Similarly, an individual found responsible of hazing may be separated from the athletics department and/or university.

1. Definition - An act of hazing will include all conditions described by South Carolina statutes or any knowing, intentional or reckless act or behavior for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership to any athletic team, whether such behavior is on campus or off campus, or by one person or in concert with others, which, regardless of intent or consent of the participants:
 - produces or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, stress, humiliation, ridicule, fear of ostracism, or otherwise compromises the dignity of an individual;
 - compels an individual to participate in any activity which is unlawful and/or contrary to the rules, policies and regulations of the University; or
 - will, unreasonably or unusually, impair an individual's academic efforts.
2. Behavioral Concerns- The following illustrative, but not exhaustive, list of "traditional" pledging activities are deemed to be inappropriate by Coker University [and may well be illegal]. If you are uncertain, you should not engage in the activity without consulting in advance with your program advisor:
 - Paddling in any form, shoving or otherwise striking individuals, or corporal punishment of any kind, or creating a fear of similar behavior;
 - Compelling physically demanding activity of any kind including, but not limited to, calisthenics, running, or other types of required strenuous activity;
 - Compelling an individual to be shaved, branded, tattooed, pierced, etc.;
 - Compelling physical acts, such as walking backwards or confinement in a small space, which create the potential for physical or mental injury;
 - Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism;
 - "Line-ups" in which individuals are verbally harassed, intimidated, or abused;
 - Compelling an individual to forego opportunity for sufficient sleep, consumption of decent edible meals or access to or use of personal hygiene;
 - Excluding an individual from social contact for prolonged periods of time;
 - Compelling individuals to consume alcohol or drugs or any other substances (e.g. undue amounts or odd preparations of food or drink);
 - Having substances thrown at, poured on or otherwise applied to the bodies of individuals;

- Transporting individuals against their will, abandoning individuals at distant locations, or conducting any "kidnap," "ditch" or "road trip" that may in any way endanger or compromise the health, safety or comfort of any individual.

University Policy and South Carolina Law

Hazing is strictly prohibited at Coker by University policy and by South Carolina law. Violation of the hazing policy may subject an individual or recognized organization or team to disciplinary action, either administrative or via the Judicial Board, with penalties up to and including suspension or dismissal for individuals and suspension or termination in the case of a student organization or team. In addition to incurring serious University-imposed consequences for violations of Coker policy, students and organizations may be subject to criminal prosecution by legal authorities for violation of the South Carolina injurious hazing law, which defines "injurious hazing" as: "any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled at an institution in this State."

Coker defines hazing more broadly as: Any activity that is part of an initiation, participation, or affiliation in a group that:

- 1) physically or psychologically humiliates, degrades, abuses, or endangers--regardless of a person's willingness to participate;
- 2) results in the disruption of the educational process or the impairment of academic performance; or
- 3) violates University policy or state law.

This applies to behavior on or off campus. Note: Hazing does not include actions or situations that are subsidiary to officially sanctioned and supervised University activities such as athletic training and events, e.g. running extra laps at practice. Examples of hazing include but are not limited to the following: physical threats or abuse of any kind; encouraging or requiring a person to consume alcohol, drugs, or foreign or unusual substances; forcing a student into a violation of the law or University policy such as indecent exposure, theft, or trespassing; confining a person or taking a person to an outlying area and dropping him/her off; servitude such as encouraging or requiring a person to run personal errands; requiring a shaved head or the wearing of conspicuous apparel in public; and depriving a person of sleep.

Identifying Hazing

Hazing is a form of victimization. It is premeditated and not accidental. Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological discomfort or harm or of activities that demonstrate disregard for another person's dignity or well-being. A level of coercion is often involved, i.e. those being hazed either couldn't or didn't feel they could opt out because of the peer pressure involved and the desire to belong to the group.

The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring. Here are some key questions to consider:

- Is a person or group being singled out because of status?
- Are the activities being planned in advance?
- Is there a risk of real or even perceived physical or psychological discomfort or harm, i.e. was it demeaning, abusive or dangerous?
- Is there a concern about safety?
- Is there a level of coercion and peer pressure involved and how easily are people able to opt out?
- Will current members refuse to do exactly what the new members are being asked to do?
- Do the activities interfere with students' other activities or obligations (academic, extracurricular, family, religious, etc.)?
- Is alcohol involved?
- Is there a sexual element to the activity?
- Do any activities violate University policy or federal, state or local law?

Some incidents of hazing are more serious than others. Generally, the greater the actual or potential physical or psychological harm, the more severe the hazing. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims (those who were hazed). All involved are responsible for their behavior, but consequences will generally differ based on the seriousness of the incident and one's level of responsibility, planning, or participation.

There are new-member activities that are positive and/or educationally valid, e.g. community service projects, movie nights, ropes course training, tournaments around team history, etc. Ask if you would have any reservations describing the activity to parents, grandparents, a professor, dean, police officer or judge; or ask how you would feel if the activity was photographed and appeared in the Orient or on Facebook, YouTube, or local TV. If either or both would unsettle you, then the activity probably constitutes hazing.

Hazing has dangerous potential to harm individuals, to damage organizations and teams, and to undermine the educational mission of the University and the fundamental values of our learning community. As such, no student, University employee, University volunteer, student organization, athletic team, or other University-recognized group or association shall conduct or condone hazing activities, consensual or not.

Taking Action

When in doubt about an activity, ask a dean or a coach or other University employee who works with student organizations or teams. They can provide additional examples of behaviors that might constitute hazing, examples of positive group bonding activities and rites of passage for new members, assistance with organizing legitimate events to foster teamwork and cohesiveness, and other relevant information and support.

At Coker, where community members look out and care for one another, students and employees are expected to intervene personally or by calling Campus Safety if they encounter activities that put others in physical or psychological harm or discomfort as long as they can do so without jeopardizing their own safety or the safety of others. By stepping up and taking action, bystanders are frequently able to put an end to inappropriate behavior before things get out of hand. Coker students and employees should notify appropriate University officials (Security, Student Affairs, coaches or other University officials who have responsibilities for student organizations) of any perceived instance of hazing as defined by University policy and/or law and do so as soon as possible so the activity can be stopped or the allegations can be investigated.

Reports may be made directly or anonymously by submitting an anonymous letter to an appropriate University official or asking a University official that the report remain anonymous.

Student Sexual Misconduct and Gender Based Violence

This Policy covers reports of alleged Sexual Misconduct and Gender Based Violence involving Coker University students. The health, safety and well-being of students is the University's primary concern. If you or someone you know may be the victim of any form of Sexual Misconduct or Gender Based Violence, as defined below, you are strongly urged to seek immediate assistance from the appropriate community resource.

Assistance can be obtained 24 hours a day, seven days a week from the Office of Campus Safety by calling 843-383-8140. During business hours (8:30 a.m. - 5:00 p.m., Monday through Friday), you are also strongly encouraged to contact Sean Kenyon, Coker University Title IX Coordinator (843) 383-8007 or skenyon@coker.edu.

Seeking assistance immediately is important to protect yourself and the members of the University community and to preserve physical and other evidence. You are also strongly urged to contact the Title IX Coordinator, as soon as reasonably possible to report any Sexual Misconduct or Gender Based Violence you believe may have occurred. The Coordinator is available to help connect students to the resources available on campus and in the community, including making reports to law enforcement, as well as to explain the processes available through this Policy.

If you or someone you know may be the victim of Sexual Misconduct or Gender Based Violence by a member of the University's faculty or staff, you may report such misconduct or file a complaint with the Director of Human Resources, Ella Marshall, emarshall@coker.edu or 843-383-8060.

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: 800-421-3481; fax: 202-453-6012; TDD: 877-521-2171; email: OCR@ed.gov; or on the web at <http://www.ed.gov/ocr>).

Community Education

The Office of Student Affairs will undertake educational efforts to make all students aware of the policies and procedures contained in this document. Such efforts will include:

- Notifying students of the conduct that is proscribed by the Sexual Assault and Misconduct Policy.
- Informing students of the options and procedures for addressing possible violations of the policy.
- Providing special training for professional staff who give advice and administer campus procedures under the policy.
- Sponsoring programs that further awareness of the issues of sexual harassment, sexual assault and sexual misconduct and lead to their prevention.
- Reporting periodically to the community on the number of incidents that have been brought formally or informally to the attention of the Title IX Office.

Primary Prevention and Education Programs

As defined by federal regulation, primary prevention programs are programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Ongoing prevention and awareness campaigns are programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

The University's primary prevention programs and ongoing prevention and awareness campaigns cover the following:

- The definitions of dating violence, sexual assault, harassment, dating violence, domestic violence, stalking, and other terms related to Title IX.
- The University's prohibition of all forms of discrimination, harassment, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and stalking.
- The University's Anti-Harassment and Non-Discrimination Policy, including a discussion on what it covers, how it works, the definitions of consent and policy violations, and the University's obligation to promptly report, and fairly and impartially investigate and resolve all reports of that policy.
- Bystander intervention strategies which are safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.
- Risk reduction information, which includes options designed to decrease perpetration and bystander inaction and to increase empowerment for victims/survivors in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Provision of the University's primary and ongoing prevention and awareness programs for students and employees is the responsibility of the Title IX Coordinator and Office of Student Affairs.

Primary Prevention Programs

Coker University conducts annual primary prevention programs regarding sexual assault, domestic violence, dating violence and stalking for all new students, faculty, and staff. These programs introduce Clery definitions of the related terms and occur as follows:

1. Coker University has partnered with EVERFI, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and financial literacy in higher education

institutions across the country. Each year over 5 million students and employees complete these courses. As part of our comprehensive prevention program for students, Coker expects new first-year student to complete AlcoholEdu & Sexual Assault Prevention for Undergraduates. This online education will empower students to make well-informed decisions about issues that affect a student's years at Coker College and beyond. The online course uses an engaging, thought approach to provide students with the tools needed to navigate the risks of life in college.

2. Integrated into the Cobra Quest new student orientation program, the Life at Coker skits are performed by the Coker University Commissioners (first-year mentors) and is a required session for all new incoming students. These skits cover various sensitive issues that students may come in contact with during their first-year of college (sexual assault, underage drinking, consent, and inclusion).
3. All new employees are expected to complete an online training program within the first two weeks of work. At the end of the course, employees are more familiar with Coker University policies and procedures, are able to identify Title IX violations, explain why it is important to understand these policies and procedures, and formulate an informed response when approached with a Title IX violation.

Ongoing Prevention and Awareness Campaigns

The University also conducts ongoing prevention and awareness campaigns for all students, faculty, and staff as follows:

Employees:

1. Annual notification of the Policy and available resources.
2. Annual training for Campus Safety, Student Affairs, Residential Programs and Athletic staff.
3. Annual training for University faculty and staff who serve as investigators, advisors and hearing panel members for addressing allegations of violations of the University's Anti-Harassment and Non-Discrimination Policy. This training includes, but is not limited to, dating violence, domestic violence, sexual assault and stalking; how to conduct investigations and hearings; protecting individual safety and promoting accountability.
4. Annual training for freshman seminar coordinators.
5. Annual training for all other faculty and staff via regularly scheduled or special department and divisional meetings.

Students:

1. Annual notification of the Policy and available resources.
2. Annual orientation for all new and returning student-athletes prior to the start of each academic year.
3. Annual training provided to resident students prior to the start of each semester.
4. Campus-wide events such as It's On Us Campaign, Stalking Awareness, The Clothesline Project, Sexual Assault Awareness Month (April), Domestic Violence Awareness Month (October) and Safer Spring Break Awareness Week.

Resources for Victims

Below is a list of on and off-campus resources for reporting and seeking help for victims of sexual assault / misconduct. An asterisk denotes an office where a victim can talk confidentially about their experience.

- Campus Title IX Coordinator – Sean Kenyon, 843-383-3007
- Office of Residence Life – 843-383-8630
- College Nurse – 843-383-8140*
- College Counselor(s) – 843-383-8040*
- Campus Safety – 843-383-8140
- Hartsville Police Department – 843-383-3014

- PeeDee Coalition Against Sexual Assault – 24 Hour Crisis Line – 1-800-273-1820
- Hartsville Extension of Pee Dee Coalition – 843-383-0240
- South Carolina Coalition Against Domestic Violence & Sexual Assault – 803-256-2900
- Carolina Pines Regional Medical Center – 843-339-2100
- National Domestic Violence Hotline – 1-800-799-SAFE (7233)
- National Sexual Assault Hotline – 1-800-656-HOPE (4673)

Sexual Assault Bystander Intervention

While there is an ongoing need on University campuses for response to survivors of sexual assault and relationship abuse, there is a growing effort to prevent these types of violence before they occur. It is important to recognize that sexual assault and relationship abuse are not just women’s issues. Violence affects the entire community and all members have a responsibility to take action against sexual assault and relationship abuse.

One major way that you can take action is by being an active bystander. Bystanders are individuals that witness either an act of violence or the actions that lead up to violence. Bystander intervention is a simple concept: We are all obligated to act when we witness an act of violence or something that contributes to a culture that supports violence.

While you may easily recognize violence if you witness it first-hand, you may not recognize warning signs as easily. So the first step is to learn to recognize those things that contribute to violence.

We know that this type of violence is systemic and deeply rooted in our culture. While this makes eradicating it difficult, this knowledge also gives us hope that sexual assault and relationship abuse are preventable if we all actively work to change the culture that promotes this violence.

Examples of warning signs that we may observe that give cause for us to speak up and intervene are:

- A friend telling a sexist joke or saying something degrading or violent toward women.
- A person or institution blaming survivors of sexual assault and relationship abuse for their own victimization.
- A person or group encouraging the excessive use of alcohol or other substances as a means to facilitate sex.
- A friend reporting being the initiator or recipient of controlling behavior in a relationship.
- A person who is sexually harassing someone and making them feel uncomfortable.

While these individual acts may not directly cause an act of violence, it is important to consider that these acts cumulatively create a culture in which violence against others is tolerated and even encouraged. Intervening in these situations may prevent actions and behaviors that lead up to a violent incident and keep you from having to intervene in a more dangerous situation. So not only do you have an opportunity to prevent violence immediately before it happens or during a violent act, you also have hundreds of opportunities to intervene on an everyday basis.

Other more obvious warning signs are:

- Someone leading someone else to a private location when you know that they are too intoxicated to consent.
- A heated argument between two partners that seems to be escalating or includes examples of other types of abuse such as psychological or financial abuse or sexual harassment.
- A friend being followed or stalked in person, on the phone, or by use of technology.

Most people might witness these events and think, “Someone else will do something about it.” But if everyone assumes that others will exercise the responsibility to act, then it is likely that the opportunity to prevent a violent act will be missed and the situation may become more dangerous and detrimental. Thus, it is important to act early and hold ourselves and each other accountable.

While we are asking you to do *something*, we do not encourage you to put yourself or others at risk. Maintain safety at all times and keep in mind that you should proceed with caution to avoid harm to yourself or further exacerbating the situation for the victim. There are several creative and conventional ways that you can intervene, either directly or indirectly, to prevent someone from being hurt. Depending on your personality and the situation, any one of these might be appropriate, and it is up to you to determine how to handle it in the safest way possible.

Here are some ideas for ways to intervene:

- Address the potential perpetrator directly - Ask them to stop what they are doing and tell them that it is not acceptable or condoned by you, your peers, your group/organization, or the University.
- Create a distraction to divert the attention of the potential perpetrator (for example: start a conversation about something else, tell them they are needed to assist with something, ask the potential survivor to accompany you away from the setting, etc. Say almost anything (use discretion) to allow the potential survivor to escape the situation.
- Enlist the help of a friend or other bystander. Draw their attention to the situation and quickly strategize with them to step in. Ask them to join you in approaching the potential victim or perpetrator or by calling Security while you address the parties involved.

Above all else, remember that you have the power to **DO SOMETHING** to prevent sexual assault or relationship abuse from occurring. We ask and trust that you will exercise this power and contribute to the safety and wellness of our campus community.

Workplace Sexual Misconduct Prevention

Coker University will not tolerate any form of violence in the workplace. Workplace violence may be defined as either physical or verbal aggression and may occur in various forms, including verbal threats and assaults. It is very important that all employees and supervisors are aware of this policy and report directly to the Office of Campus Safety any or all incidents that they perceive as potentially violent. The appropriate supervisor or department head should also be notified. In an effort to prevent workplace violence at Coker University, all reported threats will be thoroughly investigated through a cooperative effort by the appropriate supervisors, department heads, Human Resources and the Office of Campus Safety.

Caution and common sense can minimize the risk of workplace violence. All employees should keep in mind the following **Personal Safety Tips**:

- Never open the door of your office to a stranger before or after regular business hours.
- Notify Safety and Security if working exceptionally early or late hours alone.
- When alone, do not mention this fact to telephone callers.
- Build a rapport with other employees to facilitate distinguishing strangers from co-workers.
- Report any strange or threatening looking individuals to the Office of Campus Safety.
- Make a mental note of suspicious strangers in case a later crisis does occur.
 - Any employee who engages in any form of workplace violence will be subject to disciplinary action up to and including immediate termination of employment. Supervisors must document any event or report of workplace violence in their areas and advise Security of the same, even if the threat or situation does not at first seem serious. The report should be thorough and contain as many detailed facts as possible including:
 - Name of person reporting the incident
 - Name of the employee alleged to have been violent or threatening
 - Date of the report and incident
 - Location where the incident occurred
 - Name(s) of the potential victims
 - Name(s) of witnesses
 - Description of details of the incident.
 - Specific description of verbal or physical violence that occurred
 - Details that might assist in identification (e.g., license plate number, etc.)

TITLE IX (OF THE EDUCATION AMENDMENTS OF 1972)

As a recipient of Federal Funds, Coker University is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. §1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct (as defined below) constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to Coker University's Title IX Coordinator or to the U.S. Department of Education's Office for

Civil Rights. Coker University's Title IX Coordinator is Sean Kenyon. The following is Sean Kenyon's contact information:

Sean Kenyon, Title IX Coordinator
2nd Floor Administration Building
300 East College Ave.
Hartsville, South Carolina 29550
843-383-8007
skenyon@coker.edu

Mutual Aid Agreements

The Coker University Office of Campus Safety has entered a Mutual Aid Agreement with the Hartsville Police Department to memorialize the collaboration between the University and local law enforcement related to the response to, and investigation of, incidents of sexual violence involving students of Coker University. The responsibilities and obligations of the University are governed by federal law, including but not limited to the Clery Act and Title IX; regulations promulgated under federal law and guidance to institutions of higher education provided by the Office of Civil Rights of the United States Department of Education. The goal of the Agreement is to improve the coordination of efforts in order to provide timely response and investigation for students who are victims of sexual violence, including the crime of sexual assault, and the facilitation of criminal prosecution and/or University disciplinary proceedings.

Coker College's Title IX Policy and Procedures

Coker University (the "University") is committed to maintaining and strengthening an environment founded on civility and respect. Sexual Misconduct, as defined by this Student Sexual Misconduct Policy and Procedures (this "Policy"), is antithetical to the values and standards of the University community, is incompatible with the safe, healthy environment that the University community expects and deserves, and will not be tolerated. The University is committed to providing programs, activities and an educational environment free from sex discrimination. The University is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints, and in furtherance of that commitment, this Policy sets forth available resources (Exhibit A), describes prohibited conduct, and establishes procedures for responding to complaints of sexual misconduct.

The University will make this Policy and information about recognizing and preventing Sexual Misconduct readily available to all students and other members of the University community.

(c) Applicability of this Policy.

This Policy applies to any allegation of sexual misconduct made by or against a student of the University, regardless of where the alleged sexual misconduct occurred.

Although there is no geographical limitation to invoking this Policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the University and/or outside of university property may be more difficult for the University to investigate.

Furthermore, students may file complaints under this Policy against individuals who are neither students nor employees of the University if the conduct giving rise to the complaint is related to the University's academic, educational, athletic or extracurricular programs or activities. The University's disciplinary authority, however, may not extend to such third parties.

(d) Period of Limitations.

A complaint of sexual misconduct may be filed at any time that the Complainant or the Respondent is enrolled as a student, or current employee of the University, regardless of the length of time between the alleged sexual misconduct and the decision to file the Complaint. However, the University strongly encourages individuals to file Complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a Complaint may compromise the subsequent investigation, and evidence may be diminished.

Statements of Policy

(a) Prohibition on Sexual Misconduct.

Any act of sexual misconduct constitutes a violation of University policy and is prohibited. The University is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct cases. Creating a safe environment is the responsibility of all members of the University community. This policy is designed to protect the rights, needs, and privacy of alleged victims, Complainants (if not the alleged victim), and Respondents. In addition to violating University policy, sexual misconduct might also constitute criminal activity. Individuals are strongly encouraged to inform law enforcement authorities about instances of sexual misconduct.

Information on filing a complaint with local law enforcement authorities or the University is set forth in Article III, below.

(b) Prohibition on Retaliation.

Retaliation against any person for filing, supporting or providing information in connection with a Complaint of sexual misconduct is strictly prohibited. Violations of this prohibition will be addressed through this Policy and/or other University disciplinary procedures, as deemed appropriate in the University's discretion. Any person who feels that he or she has been subjected to retaliation should make a report to the Title IX Coordinator assigned to his or her case.

(c) Confidentiality.

The University will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal privacy laws, and individuals should understand that under conditions of imminent harm to the community, the University may be required by federal law to inform the community of the occurrence of the incident(s) of sexual misconduct for the protection of all members of the community. In addition, information regarding alleged sexual misconduct will be shared among University administrators as appropriate and necessary. The University cannot control confidentiality violations by third parties.

Complainants, alleged victims (if not the Complainant) and Respondents may request that the University treat information regarding alleged Sexual Misconduct as confidential. The University takes such requests seriously; however, such requests may limit the University's ability to investigate and take reasonable action in response to a Complaint. In such cases, the University will evaluate the request(s) that a complaint remain confidential in the context of the University's commitment to provide a reasonable safe and non-discriminatory environment.

In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the request(s) against the following factors:

- I. the seriousness of the alleged sexual misconduct;
- II. whether there have been other complaints of sexual misconduct against the Respondent;
- III. the Respondent's right to receive information about the allegations if the information is maintained by the University as an "education record" under FERPA; and
- IV. the applicability of any laws mandating disclosure.

The Title IX Coordinator will inform the person requesting confidentiality if the University cannot ensure confidentiality.

Even if the University cannot take disciplinary action against the Respondent because of the Complainant's and/or, if applicable, the alleged victim's request for confidentiality, to the extent possible and necessary, the University will nevertheless take prompt and effective action to limit the effects of the alleged sexual misconduct and to prevent its

recurrence. For instance, the University may issue a “no-contact” order or take other appropriate interim measures to ensure an individual’s safety even in the absence of a formal proceeding.

(d) Related Misconduct and Limited Immunity.

The Disciplinary Board is empowered to hear allegations of, and to impose sanctions for, sexual misconduct and any other violations of the rules and regulations found in this Policy.

The University considers the reporting and adjudication of sexual misconduct cases on campus to be of paramount importance. The University does not condone underage drinking; however, the University may extend limited immunity from punitive sanctioning in the case of illegal alcohol use to victims, witnesses and those reporting incidents and/or assisting the victims of sexual misconduct, provided that they are acting in good faith in such capacity.

Filing a Complaint

Because sexual misconduct may constitute both a violation of University policy and criminal activity, and because the University grievance process is not a substitute for instituting legal actions, **the University encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities.** Individuals may, however, choose to decline to report alleged sexual misconduct to such campus officials and/or law enforcement authorities. The University respects and supports the individual’s decision with respect to reporting; nevertheless, the University may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations at issue.

(a) Filing a Complaint with Local Law Enforcement.

Individuals are strongly encouraged to inform law enforcement authorities about instances of sexual misconduct. Individuals may, however, choose to decline to report alleged sexual misconduct to law enforcement authorities. The University respects and supports the individual’s decision with respect to reporting; however, the University may nonetheless notify appropriate law enforcement authorities if required or warranted by the nature of the allegations at issue.

Individuals may file a complaint directly with local law enforcement agencies by dialing 911. Individuals may contact the Office of Campus Safety, 24 hours a day, seven days a week (available by phone at 843-383-8140) and located at 311 East. Carolina Ave.

Individuals may inform law enforcement authorities about sexual misconduct and discuss the matter with a law enforcement officer without making a formal criminal complaint (or a University Complaint). Individuals who make a formal criminal complaint may also choose to pursue a University complaint simultaneously. A criminal investigation into the matter does not preclude the University from conducting its own investigation (nor is a criminal investigation determinative of whether sexual misconduct, for purposes of this Policy, has occurred). However, the University’s investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the University may take interim measures when necessary to protect the alleged victim and the University community.

(b) Filing a Complaint with University Administration.

Any Student or employee of the University may file a Complaint against other students, staff, or faculty. Students may also file complaints against third parties who are not enrolled at or employed by the University if the conduct giving rise to the Complaint is related to the University’s academic, educational, or extracurricular programs or activities. The University may not have jurisdiction to discipline third parties, but it can provide a complainant with support services and, if appropriate, it will conduct an investigation of the incident to ensure that it does not represent a pattern of Sexual Misconduct occurring at the University or involving its students or employees.

Individuals may choose to decline to report alleged sexual misconduct to campus officials. The University respects and supports the individual’s decision with respect to reporting; however, if information about sexual misconduct comes to the attention of the University, the University may (1) start an investigation even in the absence of a filed

Complaint and/or (2) notify appropriate law enforcement authorities if required or warranted by the nature of the information of which it becomes aware.

Anyone wishing to make a Complaint under this Policy should contact one of the following individuals or offices.

1. the University's Office of Campus Safety, 24 hours a day, seven days a week (available by phone at 843-383-8140) and located at 311 East. Carolina Ave.
2. the University's Title IX Coordinator, Sean Kenyon, from 8:30 a.m. to 5:00 p.m., Monday through Friday (available by at skenyon@coker.edu) and located on the 2nd Floor Administration Building located at 300 East College Ave. Hartsville, South Carolina 29550.

If any employee of the University, receives a report of alleged sexual misconduct, that employee must notify the University Title IX Coordinator.

An individual may report alleged sexual misconduct to a university employee other than those referenced above. No member of the University community may discourage an individual from reporting alleged incidents of sexual misconduct. An employee with knowledge about a known or suspected incident of sexual misconduct (other than health-care professionals and other individuals who are statutorily barred from reporting) must report the incident to the University's Title IX Coordinator. No employee is authorized to investigate or resolve complaints without the involvement of the University's Title IX Coordinator.

Procedure Applicable to All Complaints

The Title IX Coordinator will be responsible for overseeing the prompt, fair and impartial investigation and resolution of complaints filed with the University. The University will proceed with an investigation and resolution of a complaint even if a complaint has been filed with law enforcement as well. If the University's investigation is delayed temporarily while law enforcement is conducting its own investigation and gathering evidence, the University may take interim measures, up to and including discipline, when necessary to protect the alleged victim and the University community. The University may also start an investigation even in the absence of a filed complaint if information about sexual misconduct comes to the attention of the university. In addition, the University may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations in the complaint.

The University will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible. The University's investigation and resolution of a complaint (not including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the complaint, absent extenuating circumstances. If a university judicial hearing is necessary, the hearing will take place at the conclusion of the investigation within a reasonable timeframe. If a university judicial hearing has taken place, both the Complainant and the Respondent will simultaneously receive a Final Outcome Letter within ten calendar days of the conclusion of the hearing. The Title IX Coordinator may modify any deadlines contained in this Policy as necessary and for good cause.

A Complainant may determine after filing a complaint that he or she does not wish to pursue resolution of the complaint through the University. The University takes such requests seriously. However, Complainants are advised that such requests may limit the University's ability to take action in response to a Complaint. Title IX requires the University to evaluate the request(s) that a Complaint not be adjudicated in the context of the University's commitment to provide a reasonably safe and non-discriminatory environment. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the Complainant's request(s) against the following factors:

1. the seriousness of the alleged Sexual Misconduct;
2. whether there have been other Complaints of sexual misconduct against the Respondent;
3. the Respondent's right to receive information about the allegations if the information is
4. maintained by the University as an "education record" under FERPA, and the applicability of any laws mandating disclosure.

Even if the University cannot take disciplinary action against the Respondent because of the request to not pursue an investigation, Title IX requires the University to investigate and take reasonable action in response to the information known to it; thus, the University may take such measures and impose such discipline as are deemed necessary by the Vice President of Student Affairs following an investigation. The Complainant's complaint may also be used as an anonymous report for data collection purposes under the Clery Act.

If at any point during the complaint, investigative or disciplinary processes, the Title IX Coordinator reasonably believes that a Respondent who is a member of the University community poses a substantial threat of harm to other members of the campus community; threatens or endangers University property; or disrupts the stability and continuance of normal University operations and functions, such person may be subject to disciplinary actions that could include summary suspension or administrative withdrawal for students or an employment leave of absence for an employee.

Title IX Process Outlined

1. Complaint is received by the Title IX Coordinator.
2. All parties meet with the Title IX Coordinator separately to review the Title IX policy, available resources offered on and off campus to victims and non-victims (including, but not limited to existing counseling, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, or other available services at Coker and in the community), an explanation of the student's or employee's rights and options regardless of the where the violation occurred, and possible interim accommodations (See Interim Actions and Protective Measures) that can be provided until a resolution is made. This information is also provided in writing.
3. The Title IX Coordinator arranges for an investigation to take place unless it is clear on its face that no reasonable grounds exist for believing that the conduct at issue (1) constitutes sexual misconduct or (2) denies or limits the Complainant's (or the victim's, if he or she is not the Complainant) ability to participate in or receive the benefits of the University's programs or activities based on sex.
4. Upon the conclusion of an investigation, an investigative report that includes, among other things, summaries of all interviews conducted, photographs and descriptions of relevant evidence, summaries of relevant electronic records, and a detailed written analysis of the events in question (the "Investigative Report") will be sent to the Title IX Coordinator who will distribute it, concurrently, to the Complainant, the alleged victim (if not the Complainant) and the Respondent. All parties to whom the Investigative Report is distributed pursuant to this Policy must maintain it in confidence; the Investigative Report may only be disclosed as is contemplated by this Policy.
5. The Title IX Coordinator determines whether reasonable grounds exist to believe that the conduct at issue (1) constitutes sexual misconduct and (2) denies or limits the Complainant's (or the victim's, if he or she is not the Complainant) ability to participate in or receive the benefits of the University's programs or activities based on sex. The standard of evidence that will be used arising from allegation of dating violence, domestic violence, sexual assault, or stalking is Preponderance of the Evidence.
6. If the Title IX Coordinator finds no reasonable grounds to believe that no Title IX violation has occurred, the Title IX Coordinator will promptly notify both parties of such a determination simultaneously.

If the Title IX Coordinator finds reasonable grounds to believe that a violation has occurred, the Title IX Coordinator will specify which allegations and, if applicable, which other, related alleged misconduct, will go forward for resolution under this Policy and notify both parties in writing simultaneously. The matter will be moved through the university judicial process as outlined in the Student Handbook. The standard of evidence that will be used during disciplinary hearings arising from allegation of dating violence, domestic violence, sexual assault, or stalking is Preponderance of the Evidence. Possible sanctions for violations include, but not limited to, suspension or expulsion from the university.

7. The Complainant, the alleged victim (if not the Complainant), and/or the Respondent may appeal the Title IX Coordinator's decision in writing to the Vice President of Student Affairs (providing a copy of the appeal to the Title IX Coordinator) within ten days of receipt of the determination. The Title IX Coordinator will promptly and simultaneously inform the other parties of the appeal. Within ten days of the receipt of the Complainant's appeal, the Vice President of Student Affairs or designee will make a determination as to whether the Complaint should proceed to hearing or the case should be closed and whether any additional or different remedial action is necessary. The Vice President of Student Affairs will notify the Complainant, the alleged victim (if not the Complainant), and the Respondent concurrently of his or her decision.

Violation of this policy may result in disciplinary action up to and including dismissal from Coker University as a student and/or employee.

Interim Actions and Protective Measures

At any time after a report of a potential violation of this policy has been received by the University, the Title IX Coordinator or designee(s) will consider whether interim actions or protective measures are reasonably necessary or appropriate to protect the parties and the broader Coker community. Interim actions and protective measures may be provided regardless of whether or not there is a complaint or resolution process commenced.

The University will **make accommodations and provide protective measures for an individual who believes they have experienced sexual misconduct**, if requested and reasonably available. The College may take such steps even when an individual asks that the University to keep a reported violation of this policy confidential and that it not investigate the matter and regardless of whether an individual chooses to report to law enforcement. The University will also provide **accommodations and resources to others involved in the process, including those adversely affected by allegations of sexual misconduct**, if requested and reasonably available. The University determines which measures are appropriate for a particular individual on a case-by-case basis. In implementing interim actions or protective measures, the Title IX Coordinator or designee(s) will communicate privately on a need to know basis about the interim action(s) or protective measure(s).

Examples of interim actions include, but are not limited to:

- Establishing a “**no contact**” directive prohibiting the parties involved from communicating with each other during the response and resolution process.
- Changing an individual's on-campus residency, dining, or transportation arrangements.
- Assistance in finding alternative **housing**.
- Moving **office** locations.
- Changing an individual's student or employee status or job responsibilities.
- Changing an individual's work or **class schedule**.
- Providing **academic accommodations** or providing assistance with academic issues.
- Providing security **escorts**.
- Help accessing **counseling** and medical services (all CSS campuses).
- Assisting to **preserve evidence**.
- Making available to complainant information about orders for protection and harassment restraining orders and providing assistance with respect to obtaining and enforcing such orders.
- Assistance in identifying **support person** to help secure additional resources or assistance, including off-campus and community advocacy, support, and services.
- For students who choose to transfer to another institution, at the student's request, providing information about resources for victims of sexual assault at the institution to which the student is transferring. Other protective measures that may be available, if safety concerns or other overriding circumstances warrant them, including:
 - Prohibiting an individual involved from being on Coker University property.
 - Prohibiting an individual involved from participating in Coker University sponsored events.
 - Prohibiting an individual from residing in a Coker University residence.

To request an interim action or protective measure, individuals who believe they have experienced sexual misconduct should contact the Title IX Coordinator. If a respondent, witness or person accused of misconduct feels that they need interim measures, please contact the Title IX Coordinator.

The University will maintain as confidential any interim actions or protective measures provided to an individual, to the extent possible (e.g. to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures.) Additional services are available on campus and/or in the community, as described in the Resources section of the University's policy and on the University's webpages.

Any concern about a violation of an interim action and/or protective measure or need to change the level of protection should be reported to Sean Kenyon, Title IX Coordinator, skenyon@coker.edu, 843-383-8007.

Resolution Process for Title IX Student Complaints

Notification: Once it is determined that a violation of the *Student Code of Conduct* has likely occurred, a Notice of Charge letter will be sent to a student's Coker email. Charge letters will include the following:

- The Hearing Officer assigned to the hearing
- A description of the charges
- A hearing time, date, and location or deadline by which a hearing must be scheduled

Witnesses: The Hearing Officer may request that any witnesses provide testimony during a conduct hearing. A witness is any individual who has personal knowledge of the case being resolved (i.e. student, roommate, teammate, Resident Assistant, police officer, etc.). **Character witnesses are not permitted.** A support person may not serve as a witness.

Both complainants and respondents have the right to provide the Administrative Hearing Officer with a list of witnesses that they propose appear during the hearing and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute no later than 24 hours prior to the hearing. During the hearing, the Hearing Officer will have the opportunity to question all witnesses who appear. A complainant may also assume the role of witness during a hearing.

Support Person: Students have the right to have a support person from within Coker's faculty/staff/student community be present during the hearing process and any related meetings. Parents/guardians and attorneys are excluded. The support role is intended to comfort the complainant or respondent throughout the conduct hearing. A support person may communicate with the respondent privately, but he or she may not address the Hearing Officer, question witnesses, or have any other speaking role. It is not assumed that the support person either believes or disbelieves the respondent's perspective on the incident. A support person may contact the Vice President of Student Affairs or his/her designee prior to the hearing to discuss the resolution process. A support person must maintain confidentiality regarding any and all communications related to the case. Both the accused and the accuser have the right to have support persons present during the hearing process and restrictions of the support person apply equally to the accused and the accuser.

Presentation of Testimony and Evidence: During a hearing, the student may present any evidence or review any evidence against him/her. All evidence must be submitted to the Hearing Officer at least 24 hours prior to the scheduled hearing. Students may not have an attorney or persons who are not faculty, students, or staff members at the University present.

Determination of Responsibility: After all testimony and evidence has been presented, the Hearing Officer will determine responsibility for each charge. At Coker University, the standard used to determine whether or not a student is responsible for a policy violation is "preponderance of evidence." This means that according to the hearing officer, the alleged actions more likely occurred than not. This is different than the criminal justice system where the standard of proof is "beyond a reasonable doubt".

Sanctioning: If a student is found responsible for one or more violations, the Hearing Officer will assign sanctions accordingly. Sanctions range from a written warning to expulsion.

Notification of Outcome: The respondent will receive a Notice of Hearing Outcome letter at their Coker email address generally within 48 hours of the completion of the hearing. The outcome letter will include the finding, any subsequent sanctions and instructions on the appeal process. When Title IX violations have occurred, the both parties are promptly notified simultaneously.

Access to Hearing Proceedings: All hearings are normally closed to persons other than those specified as follows: Hearing Officer(s), the respondent, and one support person invited by the respondent. The Hearing Officer shall decide whether witnesses or others may be present at times other than when testifying. Under extenuating circumstances, the Hearing Officer may choose to allow other persons to be present for the evidentiary portions of the hearing (i.e. translators, grief counselors, law enforcement, etc.).

Abbreviated Procedures: The provisions described above are available under most circumstances. However, the Chief Academic Officer and Dean of the Faculty, or the Vice President of Student Affairs may authorize variances if normal procedures present a threat to the University environment. Abbreviated procedures may be used during the first and last weeks of the semester and during summer terms, or during any time when time limitations or other constraints present an obstacle to completing the proceedings.

Failure to Appear for Hearing: Any accused student who fails to appear for his/her conduct hearing will forfeit his/her right to dispute the charges, and a hearing will be conducted in his/her absence. Responsibility will be decided based on the information available to the Hearing Officer.

Withdrawal Prior to Hearing: Any accused student who withdraws from the University after the time of the alleged violation and before the time of the hearing must appear for a hearing prior to being re-admitted to the University.

Sanctions

Any student found responsible for a violation of the *Code of Student Conduct* will receive no less than a written warning. In this case, a written record of the hearing results will be placed in the student's disciplinary file. Under egregious circumstances, a student may be expelled from the institution.

All sanctions shall be completed by their respective due dates. Students who fail to complete sanctions by their due dates will have a hold placed on their account and may be placed on disciplinary probation and will receive new due dates. Students who fail to complete sanctions while on disciplinary probation will be suspended from the University.

The outcome of a student conduct hearing typically encompasses sanctioning that is:

1. Educational

- *Content knowledge* - the sanction is designed to help the student to increase knowledge of content regarding a specific topic or special issue.
- *Self-reflective* - the sanction is designed to help the student to increase self-awareness of their behavior, meaning the appropriateness or inappropriateness.
- *Impact on personal well-being* - the sanction is designed to help the student to increase their self-awareness of the potential physical or psychological impact of their behavior.
- *Impact on personal future* - the sanction is designed to help the student to increase their self-awareness of the potential impact their behavior may have on relationships with others, academic major or course of study, or future career.

2. Restorative - the sanction is designed to help the student to increase their understanding of how their behavior impacted or potentially could have impacted others. In addition, the sanction may be designed to help the student to increase understanding of community and/or societal standards, the reasons for them, and how their actions may adversely affect their successful interaction within the community and/or society. The sanction is also intended to reestablish balance and order to the affected community.

3. **Consequential** - the sanction is designed as a strong deterrent to prevent subsequent violations of the *Code of Student Conduct* or other University standards. In some cases, the sanction may be designed to separate a student from the institution.

Consideration will be given to the following when determining the appropriate sanction(s):

- The seriousness of the violation;
- Precedence from the past and/or similar cases;
- Whether or not the respondent was cooperative and honest;
- The specific circumstances surrounding the violation; and
- Whether or not the student has a prior conduct record(s), especially for similar offenses or for a pattern of behaviors inconsistent with the *Code of Student Conduct*.

The possible sanctions listed below will be used by a hearing officer as a guideline for determining the consequences for an offense and will vary according to the severity of the behavior/action. **This list should not be considered inclusive of all possible sanctions, but is simply a sample of sanctions that may apply in a given case.**

Academic Sanction: The assignment of a grade on a test, assignment, or course as a result of academic misconduct.

Administrative Withdrawal: Occasionally a student is disruptive to the community or educational process of the University. This may occur if the student is deemed to be a danger to himself/herself, other University community members, University property, and/or there is a reasonable doubt whether or not the student can benefit from the educational programs at the University. In such cases, the Vice President of Student Affairs, or his/her designee, may impose an administrative withdrawal from the University. A student withdrawn under this procedure may not be re-enrolled in the University without approval of the Vice President of Student Affairs, or his/her designee. Prior to approval for re-admittance, the Vice President of Student Affairs, or designee, may outline certain requirements to be completed by the student.

Administrative withdrawal will become effective immediately and without prior notice when University officials or the Administrative Response Team feel that the continued presence of the student on campus will pose a threat to himself/herself, to others, or to the stability or continuance of normal University functions. Specific behaviors which may constitute grounds for administrative withdrawal may include, but are not limited to, suicide gestures or attempts; infliction of bodily harm; alcohol poisoning; drug overdose/abuse; refusal of medical transport; criminal charges; and concerns expressed by community members regarding extreme behavior.

If a currently enrolled student is charged with a crime that would also be a violation of University regulations, the student may be administratively withdrawn until the case has been resolved by the court system. Upon final resolution of the charges, the submission of an application for readmission, and presentation of final evidence of the court's ruling, the Academic Standards Committee will review all information. The Academic Standards Committee reserves the right to accept or deny the application for readmission.

Community Service: An assignment that provides unpaid service to a group or organization either on or off campus.

Confiscation: Prohibited items removed from one's possession by University personnel or law enforcement agencies. May or may not include disposal.

Educational Assignment: A writing and/or research assignment which discusses fact and theory about a topic related to the violation committed.

Expulsion: Permanent removal from the University. This sanction is designed for serious violations or repeat offenses which jeopardize the University community to the degree that a student's permanent separation from the University is necessary. This sanction includes a ban from all residence halls, all buildings and property of the University including the Boathouse, athletic fields, Kalmia Gardens, Library, Student Center, and any event sponsored by the University.

Involuntary Relocation: A required move from one's current residence hall room to a new location.

Monetary Fine: A financial sanction.

Disciplinary Probation: Designed for serious or repeat violations. The next violation, regardless of the type of offense, may result in residential suspension, suspension from the University, or expulsion. The duration of probation is determined by the party issuing the sanctions.

Removal/Suspension from Campus Housing: Designed for serious violations or repeat offenses. It is the loss of residential status and the privileges that accompany living in the residence halls, including a ban from the residence halls. The duration of the removal from the residence halls is determined by the party issuing the sanction.

Removal of Privileges: Students may be restricted from representing the University or attending campus events. The duration of the removal of privileges is determined by the party issuing the sanction.

Restitution: Payment for damages, cleanup, or replacement necessary as a result of the violation.

Suspension: Temporary removal from the University. This sanction is designed for serious violations or repeat offenses. This includes a ban from all residence halls, all buildings and property of the University including the Boathouse, athletic fields, Kalmia Gardens, Library, Student Center, and any event sponsored by the University. The duration of the suspension is determined by the party issuing the sanction.

Interim Suspension: In cases where a student is believed to pose an immediate threat to him / herself, to others, or to property on the campus, the President of the University, the Chief Academic Officer and Dean of the Faculty, the Executive Vice President, the Vice President of Student Affairs or his/her designee may issue an interim suspension to that student. If a student is issued an interim suspension, he/she will be granted a hearing in accordance with the Code of Student Conduct as soon as such a hearing can be reasonably and safely completed. Students who are placed on interim suspension must leave the campus immediately following that order, and are not allowed to return without the written permission of the President of the University, the Chief Academic Officer and Dean of the Faculty, the Executive Vice President, or the Vice President of Student Affairs.

Written Warning: A formal reprimand that one's behavior is in violation of University standards.

Appeals of Disciplinary Findings and Sanctions

A student who is found responsible for a violation of University policy may appeal the decision in writing within 48 hours of being notified of the written hearing results. All appeals should be sent to the Vice President of Student Affairs and will only be accepted if based on one or more of the following:

New Evidence: The student may claim that new evidence is available. The party or parties hearing the appeal must determine whether the new evidence is pertinent to the outcome of the case, whether it was reasonably available to the student at the time of the initial hearing, and whether the evidence might have led to a different outcome in the hearing.

Improper Procedures: The student may claim that improper procedures were used in the hearing, that such improprieties were not approved beforehand by the student, and that they affected the fundamental fairness of the hearing.

Bias: The student may claim that the hearing officer or panel was biased, showed malice toward the student, or displayed conflicts of interests.

Arbitrary Sanction: The student may claim that the sanction imposed was too severe to fit the circumstances for the case.

Final appeal decisions will be communicated promptly and simultaneously to the accuser and accused should a previous decision be overturned or when such decision becomes final.

Suggested Actions for Victims

If you are the victim of a Sexual Assault, the University's first priority is to help you take steps to address your safety; medical needs and emotional well-being. You are encouraged to take the following actions regardless of whether you have made a decision about whether to pursue criminal or University disciplinary charges.

(1) Ensure Your Physical Safety.

You may seek help from **local law enforcement agencies**, or by contacting the **Coker University's Office of Campus Safety**. The Coker University Office of Campus Safety can assist you with contacting local law enforcement and can help you obtain transportation to the local law enforcement office. Security personnel are on duty 24 hours a day, seven days a week.

You may also apply at the Darlington County Courthouse (1 Public Square, Darlington, S.C. 29540) for an **Injunction for Protection** (a protective order), Monday through Friday, 8:30 a.m. until 5:00 p.m. You may apply for emergency protection after hours with the Darlington County Sheriff's Department. Information on obtaining an Injunction for Protection is available at <http://www.darcosc.com>. Injunctions for Protection are enforced by the court system.

(2) Seek Medical Assistance and Treatment.

Local options for medical care include **Coker University Health Services and Carolina Pines Regional Medical Center**. It is crucial that you obtain medical attention as soon as possible after a sexual assault to determine the possibilities of physical injury, to prevent or treat sexually transmitted diseases (such as HIV), and to prevent pregnancy. Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs).

If you choose to have an evidence collection kit (or "rape kit") completed, it is important to do so within 72 hours. Even if you have not decided to file charges, it is advisable to have the evidence collection kit completed so that you can preserve the options of obtaining an Injunction for Protection and filing charges at a later date. Carolina Pines Regional Hospital administers evidence collection kits. Individuals may go directly to Carolina Pines Hospital or may be referred to the hospital by Coker University Health Services.

In order to best preserve evidence for an evidence collection kit, you should avoid showering, bathing, going to the bathroom or brushing your teeth before the kit is completed. You should also wear (or take with you in a paper-not plastic-bag) to the hospital the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.

You may be accompanied to the hospital by a friend or other support person. At the hospital, a physician will briefly screen you, and a forensic nurse trained in evidence collection procedures will conduct the examination, collecting hair, fluid and tissue samples. When obtaining an evidence collection kit, you have the option of filing an official police report immediately or have a "Jane Doe kit" collected, which allows the evidence to remain anonymous until you choose to make an official police report.

(3) Obtain Emotional Support

The Coker University Counseling Center can help victims sort through their feelings and begin the recovery process. The professionals at the Counseling Center are trained to provide crisis intervention on short-term and emergency issues. The Counseling Center can also provide referral services for outside providers and law enforcement. Counseling is free of charge to all Students of the University. In some instances, the law may require the disclosure of information shared by the students with counselors. However, absent a legal mandate to the contrary, counseling services are strictly confidential, are not part of students' University records, and will not be reported to other University personnel. The Counseling Center can also put victims in touch with a Victim Advocate. In addition to providing support to victims, Victim Advocates can also accompany victims to their initial meetings with the Case Manager and can be present during the investigation process.

(4) Obtain Information

You are encouraged to report incidents of Sexual Misconduct to the University's Title IX Coordinator (even if you have filed a report directly with law enforcement). Further information about how to report Sexual Misconduct is provided in the body of the Policy. University personnel can help you access resources and can provide you with support and information, including information on the University's procedures for investigating and addressing instances of Sexual Misconduct.

Definitions

(iv) Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

(v) Complainant. A "Complainant" is an individual who reports or files a Complaint. A Complainant may be someone other than the person who may have been subjected to the Sexual Misconduct.

(vi) Complaint. A "Complaint" is an allegation of Sexual Misconduct asserted against another party and reported to or filed with the University.

(vii) Consent. "Consent" is informed, freely and actively given and mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another.

Consent cannot be inferred from:

1. Silence, passivity, acceptance, or lack of resistance alone;
2. A current or previous dating or sexual relationship (or the existence of such a relationship with anyone else);
3. Attire;
4. The buying of dinner or the spending of money on a date; or
5. Consent previously given (i.e., consenting to one sexual act does not imply consent to another sexual act).

Consent is not effective if it is obtained through the use of physical force, violence, duress, intimidation, coercion or the threat, expressed or implied, of bodily injury. Whether a party used intimidation or coercion to obtain consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.

Consent may never be given by:

- A. Minors, even if the other participant did not know the minor's age.
- B. Mentally disabled persons, if their disability was reasonably knowable to a sexual partner who is not mentally disabled.
- C. Persons who are incapacitated (whether as a result of drugs, alcohol or otherwise), unconscious, asleep or otherwise physically helpless or mentally or physically unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Misconduct under this Policy.

If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness to continue and capacity to consent. Neither party should make assumptions about the other's willingness to continue.

(viii) Dating Violence. "Dating Violence" means violence committed by a person

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a) the length of the relationship,
- b) the type of relationship, and
- c) the frequency of interaction between the persons involved in the relationship.

(ix) Day. A “day” is a business day, unless otherwise specified.

(x) Domestic Violence. “Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the **[domestic or family violence laws of the State of SC]**, or by any other person against an adult or youth victim who is protected from that person’s acts under the **[domestic or family violence laws of the State of SC]**.

(xi) FERPA. The Family Educational Rights and Privacy Act (“FERPA”) is a federal statute codified at 20 U.S.C. § 1232g, with implementing regulations at 34 CFR Part 99. FERPA protects the privacy of student education records. FERPA grants to parents or eligible students the right to access, inspect, and review education records, the right to challenge the content of education records, and the right to consent to the disclosure of education records.

(xv) Investigator. The “Investigator” is a neutral fact-finder who is designated by the Title IX Coordinator to investigate a Complaint. Typically, the Investigator will be a University security officer or a member of University administration, in either case trained annually on (1) reasonable and appropriate investigative techniques, (2) issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking, and (3) how to conduct an investigation that protects the safety of victims and promotes accountability.

(xvi) Respondent. A “Respondent” is an individual who has been accused of committing Sexual Misconduct by the report or filing of a formal or informal Complaint.

(xvii) Retaliation. “Retaliation” means any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to intimidation, threats, and harassment.

(xviii) Sexual Assault. “Sexual Assault” means any actual, attempted or threatened sexual act with another person without that person’s Consent. Sexual Assault includes but is not limited to:

1. Sexual Battery and attempted Sexual Battery;
2. Intentional and unwelcome sexual touching (including disrobing or exposure), however slight, with any body part or any object, by man or a woman upon a man or a woman, without effective Consent, of a person’s breasts, buttocks, groin, or genitals (or clothing covering such areas), or coercing, forcing, or attempting to coerce or force another to touch you, themselves, or a third party with any of these body parts or areas when such touching would be reasonably and objectively offensive;
3. Any sexual act in which there is force, violence, or use of duress or deception upon the victim;
4. Any sexual act perpetrated when the victim is unable to give Consent; and
5. Sexual intimidation, which includes but is not limited to:
 - A. Threatening, expressly or implied, to commit a sexual act upon another person without his or her Consent;
 - B. Stalking or cyberstalking, and
 - C. Engaging in indecent exposure.

(xix) Sexual Battery. “Sexual Battery” means oral, anal, or vaginal penetration by or union with, the sexual organ of another by the anal or vaginal penetration of another by any other object.

(xx) Sexual Exploitation. “Sexual Exploitation” means any act of taking non-Consensual, unjust or abusive sexual advantage of another person for one’s own advantage or benefit or to benefit or advantage anyone other than the person being exploited. Sexual Exploitation includes, but is not limited to:

1. Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such person;
2. Prostituting another person (i.e. personally gaining money, privilege or power from the sexual activities of another);
3. Non-Consensual videotaping, photographing, or audiotaping of sexual activity and/or distribution of these materials via media such as, but not limited to, the Internet;
4. Exceeding the boundaries of Consent (e.g., allowing another person to observe Consensual sex without the knowledge of or Consent from all participants);
5. Voyeurism; and
6. Knowingly or recklessly transmitting a sexually transmitted disease (including HIV) to another individual.

(xxi) Sexual Harassment. “Sexual Harassment” is any unwelcome verbal, non verbal, written, electronic or physical conduct of a sexual nature. Examples of Sexual Harassment include instances in which:

- 1) Submission or consent to the behavior is reasonably believed to carry consequences for the individual’s education, employment, on-campus living environment, or participation in a University activity. Examples of this type of sexual harassment include:
 - a) pressuring an individual to engage in sexual behavior for some educational or employment benefit, or
 - b) making a real or perceived threat that rejecting sexual behavior will carry a negative educational or employment consequence for the individual.
- 2) The behavior is so severe or pervasive that it has the effect of substantially interfering with the individual’s work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a University activity. Examples of this type of sexual harassment include:
 - a) one or more instances of Sexual Assault;
 - b) persistent unwelcome efforts to develop a romantic or sexual relationship;
 - c) unwelcome sexual advances or requests for sexual favors;
 - d) unwelcome commentary about an individual’s body or sexual activities;
 - e) repeated and unwelcome sexually-oriented teasing, joking, or flirting; and
 - f) verbal abuse of a sexual nature.

Sexual harassment also includes acts of intimidation, bullying, aggression or hostility based on gender or gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

(xxii) Sexual Misconduct. “Sexual Misconduct” means any conduct or act of a sexual nature perpetrated against an individual without Consent. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. The University encourages reporting of all Sexual Misconduct. Sexual Misconduct includes but is not limited to:

- 1) Dating Violence;
- 2) Domestic Violence;

3) Non-forcible sex acts, which are unlawful sexual acts where Consent is not relevant, such as sexual contact with an individual under the statutory age of Consent, as defined by State law, or between persons who are related to each other within degrees wherein marriage is prohibited by law;

- 4) Sexual Assault;
- 5) Sexual Exploitation;
- 6) Sexual Harassment; and
- 7) Stalking.

(xxiv) Stalking. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) fear for his or her safety or the safety of others; or
- 2) suffer substantial emotional distress.

(xxv) Student of the University. A “Student of the University” is any student who:

- 1. is registered at the University or enrolled at the University (a) at the time of the alleged Sexual Misconduct and (b) at the time a Complaint is filed; and
- 2. is either:
 - a) registered to be enrolled or is currently enrolled at the University on a full-time basis, or
 - b) registered to be enrolled or is currently enrolled at the University on less than a full-time basis and is not an employee of the University. Solely for purposes of this definition, the term “employee of the University” does not include those individuals who are employed by the University through a work-study or similar program.

(xxvi) Title IX Coordinator. The University’s “Title IX Coordinator” is Sean Kenyon. The Title IX Coordinator has ultimate oversight responsibility for handling Title IX-related complaints and for identifying and addressing any patterns or systemic problems involving Sexual Misconduct. The Title IX Coordinator is available to meet with individuals who are involved with or concerned about issues or University processes, incidents, patterns or problems related to Sexual Misconduct on campus or in University programs. All allegations involving Sexual Misconduct should be directed to the Title IX Coordinator.

Additional Title IX Information for Employees

For alleged sex discrimination, sexual misconduct, or gender based violence complaints against or involving employees and/or student employees, as well as other aspects of the University’s equal opportunity or affirmative action or harassment policy inquiries or complaints may be made to:

Ella Marshall, Director of Human Resources, emarshall@coker.edu, 843-383-8060

Sean Kenyon, Title IX Coordinator, skenyon@coker.edu, 843-383-3007

Working in a harassment-free environment is the right of every Coker University employee. If an employee or student experiences any unlawful harassment, violence or discrimination, (s)he should promptly report it to a supervisor or department head, or to the individuals listed above. An investigation of the matter will be initiated and appropriate action taken. No employee may retaliate against someone who files a complaint of unlawful harassment; such retaliation will subject the offender to additional charges and sanctions under the policy. However, if the University determines that an intentionally false or malicious complaint has been made under this, disciplinary action will be taken against the individuals filing the complaint or providing false information regarding the complaint.

NON-RETALIATION

Under law, you may not be punished or penalized in any way for reporting, complaining about, participating in an investigation of or filing a claim concerning discrimination or harassment, or for testifying in any proceeding brought by anyone else.

LEGAL RECOURSE THROUGH THE SOUTH CAROLINA HUMAN AFFAIRS COMMISSION

Any employee who believes he or she has been subjected to discrimination or harassment may call or write the South Carolina Human Affairs Commission to register a complaint. The Commission may be contacted as follows:

South Carolina Human Affairs
1026 Sumter St #101
Columbia, SC 29201
(800) 521-0725

Any complaint must be filed with the Commission within 300 days of the act of discrimination or harassment. Once the Commission has received a signed charge form, an investigation will be conducted and a determination will be made by the Commission of whether or not there are reasonable grounds to believe discrimination or harassment occurred.

If the Commission determines that discrimination or harassment did occur, it will attempt to resolve the situation between you and your employer through informal means. If informal means of resolution are unsuccessful, the Commission counsel may file a civil action on your behalf in the Superior Court, seeking appropriate relief.

SEX OFFENDER REGISTRY INFORMATION

The Campus Sex Crimes Prevention Act of 2000 (section 1601 of Public Law 106-386), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

The Sex Offender Registration and Notification Act (SORNA) Title 1 of the Adam Walsh Child Protection and Safety Act of 2006 (AWCPSA) established a comprehensive, national sex offender registration system called the Sex Offender Registration and Notification Act (SORNA). SORNA aims to close the potential gaps and loopholes that existed under prior laws, and to strengthen the nationwide network of sex offender registration. All persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State police Registry within ten days of establishing residence within a state. Any persons required to register shall also be required to reregister within ten days following any change of residence, whether within or outside of the state.

Non-resident offenders entering the state of South Carolina for employment, to carry on a vocation, or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of the state shall, within ten days of accepting employment or enrolling in school in South Carolina, be required to register and reregister pursuant to this section.

For purposes of this section “student” means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

The information in the South Carolina Registry is based upon conviction data and is, therefore considered a public record. Information concerning offenders registered with the South Carolina registry may be disclosed to any person requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request from that may be submitted directly to the South Carolina State Police or the State Police through a local law-enforcement agency.

Direct access to the SC Sex Offender Registry can be found here:
<http://scor.sled.sc.gov/ConditionsOfUse.aspx>