



**PAUL QUINN**  
C O L L E G E

**Campus Security  
Policies and Procedures  
Handbook**

## Table of Contents

Emergency Number Quick Reference.....	7
Emergency - Call 911 .....	7
Non-Emergency.....	7
GENERAL INFORMATION & EMERGENCY PREPAREDNESS SOURCES.....	7
<b>Daily Crime Log and Daily Fire Log</b> .....	7
<b>Emergency Phone Numbers</b> .....	7
<b>Paul Quinn College Student Handbook</b> .....	7
<b>Campus Safety Plans</b> .....	7
Crime Reporting Policies and Procedures .....	8
Confidential Crime Reporting Policies and Procedures .....	8
<b>Counselors and Confidential Reporting</b> .....	8
Pastoral Counselor.....	8
Professional Counselor .....	9
<b>Accident and Illness Emergencies</b> .....	9
<b>Relationships with State and Local Law Enforcement</b> .....	9
<b>The Adam Walsh Child Protection and Safety Act</b> .....	9
<b>Texas Department of Public Safety TxDPS Sex Offender Registry</b> .....	9
<b>Monitoring of Off-Campus Locations and Activity</b> .....	10
Offense and Penalties for False Alarm or Report.....	11
Timely Warning Policies and Notification Procedures .....	11
Emergency Preparedness, Response, Notification and Evacuation Procedures .....	11
<b>Evacuation</b> .....	13
<b>Testing and Evaluation of Emergency Response and Evacuation Procedures</b> .....	13
<b>Crime Prevention Activities</b> .....	14
<b>Maintenance of Campus Facilities</b> .....	14
Alcohol and Drug Policy.....	14
<b>Employee Alcohol and Drug Policy</b> .....	15
Alcohol and Substance Abuse Prevention Programs and Education.....	16
<b>Professional Counseling</b> .....	17
<b>Biennial Review</b> .....	17
Disciplinary Complaints for Sexual Discrimination, Harassment and Misconduct .....	17
Filing Report with Local Law Enforcement .....	18
<b>Preserving Evidence</b> .....	18
Student and Visitor Responsibility to Report.....	18
Mandatory Employee Reporting.....	18

---

Paul Quinn College Campus Security Policies and Procedures Page 2

<b>Off-Campus Conduct</b> .....	19
<b>Confidentiality</b> .....	19
<b>Availability of Counseling and Advocacy</b> .....	19
<b>Education and Awareness Programs</b> .....	19
<b>Policy Expectations with Respect to Consensual Relationships</b> .....	20
<b>Disciplinary Complaint Proceedings</b> .....	20
Investigation .....	21
<b>Interim Protective Measures</b> .....	23
<b>Initial Meeting with Respondent</b> .....	23
<b>Investigative Report</b> .....	24
<b>Appeal involving Faculty/Staff</b> .....	25
<b>Appeal Involving a Student</b> .....	25
<b>Notice of the Hearings</b> .....	26
<b>Failure to Appear</b> .....	26
<b>Support Persons</b> .....	27
<b>Evidentiary Matters</b> .....	27
<b>Prior Sexual Conduct</b> .....	27
<b>Hearing Proceedings Procedure</b> .....	27
<b>Decision of the Hearing Panel</b> .....	28
<b>Final Outcome Letter</b> .....	29
<b>Confidentiality and Disclosure</b> .....	29
<b>Time Periods</b> .....	29
<b>Acknowledgement of Responsibility</b> .....	30
<b>Appeals</b> .....	30
<b>No Retaliation</b> .....	30
<b>Offense and Penalties for False Alarm or Report</b> .....	30
<b>Office of Civil Rights Complaint</b> .....	31
<b>Effective Date</b> .....	31
<b>Documentation</b> .....	31
<b>Reporting Requirement</b> .....	31
COMPLAINT WITH THE TEXAS HIGHER EDUCATION COORDINATING BOARD .....	31
Statement of Accreditation.....	33
Paul Quinn College Sexual Harassment Policy .....	33
<b>Sexual Harassment Definition</b> .....	33
<b>Cyberstalking</b> .....	34
<b>Domestic/Dating Violence</b> .....	34
<b>Stalking</b> .....	34

<b>Sex Offender Registration .....</b>	<b>34</b>
<b>Paul Quinn College Policy and Programs to Promote Awareness and Prevention of Dating Violence, Domestic Violence, Sexual Assault, and Stalking.....</b>	<b>34</b>
<b>Awareness and Prevention Programs and Campaigns.....</b>	<b>35</b>
<b>How to be an Active Bystander .....</b>	<b>36</b>
Paul Quinn College Campus Security .....	37
<b>Crime Prevention and Awareness Programs .....</b>	<b>37</b>
<b>Security Awareness Programs.....</b>	<b>37</b>
<b>Security Awareness Meetings .....</b>	<b>38</b>
CAMPUS SAFETY PLAN.....	38
<b>Safety Tips on Campus .....</b>	<b>38</b>
<b>Identification Cards .....</b>	<b>38</b>
<b>Access to Administration Building, Library, Student Union Building.....</b>	<b>39</b>
<b>Residence Hall Security .....</b>	<b>39</b>
<b>Room Keys.....</b>	<b>39</b>
<b>Curfews.....</b>	<b>39</b>
<b>Guest Visitation Policy .....</b>	<b>39</b>
<b>Missing Student Policy.....</b>	<b>40</b>
<b>Active Shooter Procedures .....</b>	<b>41</b>
<b>Fire/Alarm Procedures.....</b>	<b>41</b>
<b>Annual Fire Safety .....</b>	<b>41</b>
<b>Fire Safety System.....</b>	<b>41</b>
<b>On-Campus Housing.....</b>	<b>41</b>
<b>Fire Safety Awareness and Training.....</b>	<b>42</b>
<b>Plans for future improvements in fire safety .....</b>	<b>43</b>
<b>Bomb Threats/Explosions .....</b>	<b>43</b>
<b>Tornado/Severe Weather Warnings .....</b>	<b>44</b>
Tornado WATCH:.....	44
Tornado WARNING: .....	44
<b>Hazardous Material Policy .....</b>	<b>44</b>
<b>Vaccination Policy and Illness Prevention.....</b>	<b>44</b>
Meningitis Vaccination Policy .....	44
Recommendations for the Flu Season.....	45
CODE OF CONDUCT AND DISCIPLINARY PROCEDURES.....	45
<b>STUDENT’S CODE, RIGHTS, RESPONSIBILITIES AND CONDUCT .....</b>	<b>45</b>
<b>Rules and Regulations.....</b>	<b>46</b>
<b>Prohibited Conduct.....</b>	<b>46</b>

<b>Gang Free Zones</b> .....	47
<b>Dress Code</b> .....	47
<b>Disruption</b> .....	47
<b>Unauthorized Entry</b> .....	47
<b>Damage/Vandalism to Property</b> .....	47
<b>Theft and Unauthorized Possession of Another Person’s Property</b> .....	47
<b>Harassment</b> .....	47
<b>Physical Abuse/Fighting of another Person</b> .....	48
<b>Sexual Misconduct/Abuse/Assault of another Person</b> .....	48
<b>Dangerous Weapons and Explosives</b> .....	48
<b>Drugs</b> .....	48
<b>Gambling</b> .....	48
<b>Failure to meet financial obligations to the College</b> .....	48
<b>Aiding and Abetting</b> .....	49
<b>Use of Alcoholic Beverages</b> .....	49
<b>Misuse of College Supplies, Documents, or Services</b> .....	49
<b>Reasonable Request of a College Official</b> .....	49
<b>Students Arrested in the City of Dallas or Dallas County, Texas</b> .....	49
<b>Hazing</b> .....	49
Paul Quinn College Classroom Etiquette .....	50
Social Media Policy.....	51
Discrimination Policy Statement on the basis of Sex, Handicap, Race, Color or National Origin .....	51
<b>Student Disability Discrimination</b> .....	51
<b>Age Discrimination</b> .....	51
<b>Race/Color Discrimination</b> .....	51
<b>Handicap/Disability Discrimination</b> .....	52
<b>Sex Discrimination</b> .....	52
<b>Gender Identification Discrimination</b> .....	52
<b>National Origin Discrimination</b> .....	52
Paul Quinn College Disciplinary Measures.....	52
<b>Immediate Expulsion</b> .....	52
<b>Warning/Reprimand</b> .....	52
<b>Suspension</b> .....	52
<b>Expulsion</b> .....	53
<b>Social/Disciplinary Probation</b> .....	53
<b>Termination of an Approved Student Organization</b> .....	53
<b>Restitution</b> .....	53

<b>Fines</b> .....	54
<b>Condition of Suspension and Reinstatement</b> .....	54
<b>Failure to Observe Terms and Conditions</b> .....	54
<b>Violation of Civil Law</b> .....	54
<b>Offense and Penalties for False Alarm or Report</b> .....	54
2015 ANNUAL SECURITY REPORT .....	55
<b>Crime Reports for Years 2012 – 2014</b> .....	55
<b>Clery Security Report Geographic Location Legend</b> .....	56
<b>Report Preparation and Notification</b> .....	56
<b>Geographical Location Definitions</b> .....	57
<b>Crime Definitions from the Uniform Crime Reporting Handbook</b> .....	57
<b>Sex Offenses Definitions</b> .....	57
<b>Hate Crimes Definitions</b> .....	58
<b>Definition of Proceeding</b> .....	59
<b>Definition of Result</b> .....	59
<b>“Unfounded” Crime Reporting</b> .....	59
Paul Quinn College Campus Directions .....	60
Paul Quinn College Campus Map .....	61

**Paul Quinn College  
Emergency Number Quick Reference**

**Emergency - Call 911**

*For Ambulance, Fire, or Crime in Progress*

**Non-Emergency**

Dallas Police Department	(214) 744-4444
Dallas County Sheriff	(214) 653-3450
Dallas Fire-Rescue	(214) 670-5466
Paul Quinn College Security	(214) 379-5599
Dallas Animal Control	(214) 670-8246

**Campus contact numbers**

NAME	TITLE	PHONE #	MOBILE #	LOCATION
Security	Security	(214) 379-5599	(469) 404-4832	Main Gate
Darel Cantrell	Manager Facilities/Security	(214) 379-5403	(469) 230-4357	Adams 108
Kelsel Thompson	Dean of Student Talent	(214) 379-5551	(903) 821-0318	Adams 301
Bruce Brinson	Chief Financial Officer	(214) 379-5573	(313) 590-7714	Adams 300
Sh'Nita Mitchell	Director of Campus Life	(214) 379-5455	(414) 507-5804	Lucy Hughes 201
Glenda Davis, LVN	Campus Nurse	(214) 379-5526		SUB 105
Maurice West	External Affairs	(214) 379-5575	(214) 534-9142	Adams 301
Cecilyn Bryan	Special Assistant	(214) 379-5577	(214) 287-8245	President's Office

**GENERAL INFORMATION & EMERGENCY PREPAREDNESS SOURCES**

**Daily Crime Log and Daily Fire Log**

Available in the office of the Manager of Facilities & Security – Room 108 of the Adams Building

**Emergency Phone Numbers**

Published and can be seen online under [www.pqc.edu/Consumer-Information](http://www.pqc.edu/Consumer-Information) - Campus Security / Emergency Procedures

**Paul Quinn College Campus Security Policies and Procedures Handbook**

Published and can be seen online under [www.pqc.edu/Consumer-Information](http://www.pqc.edu/Consumer-Information) - Campus Security / Emergency Procedures

**Paul Quinn College Student Handbook**

Published and can be seen online under <http://www.pqc.edu/student-handbook/>

**Campus Safety Plans**

Posted in each building through the campus:

Active Shooter	Bomb Threats/Explosions	Tornado/Severe Weather
Fire/Alarm Procedures	Hazardous Material Policy	

## **Crime Reporting Policies and Procedures**

Community members, students, faculty, staff, and guests are encouraged to report all crimes accurately and promptly, by victims and witnesses to the appropriate Campus Security authorities, and the appropriate police and law enforcement agencies as soon as possible. If this is not possible for some reason, the crime should be reported to the Chief Financial Officer, the Dean of Student Talent, Manager of Facilities and Security and/or the Campus Security Office immediately. These individuals will notify the President of the College as well as the appropriate law enforcement officials. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to Campus Security or these individuals as well. Contact information for these individuals can be located on the preceding page as well as at the bottom of page 10.

## **Confidential Crime Reporting Policies and Procedures**

Confidential crime reporting is an essential method of reporting. While the reporting of all crimes is encouraged, it is voluntary for victims and witnesses to do so. For that reason we also have a policy for confidential crime reporting. If you are the victim of a crime and do not want to pursue action within the college procedures or the criminal justice system, you may still want to consider making a confidential report. The details of your incident can be reported without revealing your identity to the Chief Financial Officer, the Dean of Student Talent, the Director of Campus Life and/or the Manager of Facilities and Security. Reports filed in this matter are counted and disclosed in the annual crimes statistics for the college. The preferred and primary points of crime reporting should be the local police department and the office of the Chief Financial Officer and/or the Office of the Dean of Student Talent. If you choose to file a confidential report through the office of the Dean of Student Talent (CEEL) and/or the office of the Chief Financial Officer, with your permission, they can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, College personnel can keep an accurate record of the number of incidents involving students, employees, and visitors; 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 the institution. It is the policy of the College to encourage reporting of crimes even if the victim does not wish to file a complaint. The Chief Financial Officer is ultimately responsible for collecting, reporting, and disseminating the annual crime statistics from the local law enforcement agencies and Campus Security authorities for inclusion in the Annual Crime Report.

### **Counselors and Confidential Reporting**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be Campus Security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be a Campus Security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for investigation and inclusion into the annual crime statistics.

#### **Counselors are defined as:**

##### **Pastoral Counselor**

An employee of an institution who is associated with a religious order or denomination recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.



## **Professional Counselor**

A professional counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

## **Accident and Illness Emergencies**

Any accident, illness or emergency should be reported to the Residence Life Coordinator, Resident Assistant, Nurse, or Dean of Student Talent immediately. Campus Security should be notified immediately. Campus Security will notify the Manager of Facilities and Security. Students are also encouraged to report crimes or suspicious activity to the Manager of Facilities and Security, Vice President of Academic Affairs, Dean of Student Talent, and/or the Campus Security Office.

## **Relationships with State and Local Law Enforcement**

In addition to the Campus Security force that provides armed and unarmed security services 7 days per week, 24 hours per day, the local law enforcement agencies, Dallas Police Department (DPD) and Dallas County Sheriff's Department (DCSD) regularly patrol the Paul Quinn campus and provide security services for campus events on a regular basis. The officers of DPD and DCSD communicate regularly on the scene of incidents that occur in and around the campus area. The DPD Police Investigators work closely with the staff at Paul Quinn College when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between DPD, DCSD and Paul Quinn College. State and local law enforcement personnel have arrest authority on the Paul Quinn College campus.

Campus Security Officers are licensed and bonded employees of a contracted security service and are not sworn or commissioned law enforcement personnel, nor are they authorized to arrest any individual. Campus Security Officers investigate, prepare, and submit incident reports to the Campus Facilities and Security Manager, who will coordinate with CEEL and the CEEL professional staff for further investigation and charges.

## **The Adam Walsh Child Protection and Safety Act**

The **Adam Walsh Child Protection and Safety Act** is a federal statute that was signed into law by U.S. President George W. Bush on July 27, 2006. The Walsh Act organizes sex offenders into three tiers according to the crime committed, and mandates that Tier 3 offenders (the most serious tier) update their whereabouts every three months with lifetime registration requirements. Tier 2 offenders must update their whereabouts every six months with 25 years of registration, and Tier 1 offenders must update their whereabouts every year with 15 years of registration. Failure to register and update information is a felony under the law. States are required to publicly disclose information of Tier 2 and Tier 3 offenders, at minimum. It also contains civil commitment provisions for sexually dangerous people.

The Act also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.). The Act was named after Adam Walsh, an American boy who was abducted from a Florida shopping mall and later found murdered.

As of April 2014, the Justice Department reports that 17 states, three territories and 63 tribes had substantially implemented requirements of the Adam Walsh Act.

## **Texas Department of Public Safety TxDPS Sex Offender Registry**

The Department of Public Safety has created searches for Texas Public Sex Offender Registry. These searches

allow the public to search the registry for sex offenders registered in Texas. The Public Sex Offender Registry is available as a download for users wishing to do comparisons against their own systems, combine with other data, run statistics or otherwise perform operations not available through the TxDPS Crime Records Service Public website.

Pursuant to Texas Code of Criminal Procedure Art. 62.005, the Texas Department of Public Safety (DPS) establishes this website as the official Internet public access to the DPS sex offender registration computerized central database.

All information on individual registrants is based on registration information submitted by Texas Department of Criminal Justice, Texas Youth Commission, or various local criminal justice agencies. DPS Cannot guarantee the records obtained through this site relate to the person about whom information is sought. Searches based on names, dates of birth, or other alphanumeric identifiers are not always accurate. The only way to positively link an individual to a specific sex offender record is through fingerprint verification. However, if you feel there is an error on a sex offender registration record, please report this to the local law enforcement agency the sex offender has verified their information with. The verification agency is listed in the sex offender registration information.

All information provided through this website is open record. It may be used by anyone for any purpose. However, it is your responsibility to make sure the records you access through this site pertain to the person about whom you are seeking information. Extreme care should be exercised in using any information obtained from this website. Neither DPS nor the State of Texas shall be responsible for any errors or omission produced by secondary dissemination of this information. The Texas Legislature mandates the following information not be public record: a sex offender's home telephone number, social security number, driver license number, and any information required by DPS for law enforcement purposes.

Pursuant to Texas Code of Criminal Procedure Art. 62.301 and judicial orders, not all offenders are available on the public access sex offender database.

Anyone who uses any information on this website to injure, harass, or for any other unlawful purpose may be subject to criminal prosecution or civil liability.

<https://records.txdps.state.tx.us/sexoffender/>

### **Monitoring of Off-Campus Locations and Activity**

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the Dean of Student Talent for any action or follow-up that may be required. There is currently one (1) off-campus housing location in Dallas, TX.

All crimes and suspicious behavior should be reported to the following immediately as well as local law enforcement:

<b>NAME</b>	<b>TITLE</b>	<b>PHONE #</b>	<b>MOBILE #</b>	<b>LOCATION</b>
Security	Security	(214) 379-5599	(469) 404-4832	Main Gate
Darel Cantrell	Manager Facilities/Security	(214) 379-5403	(469) 230-4357	Adams 108
Kessel Thompson	Dean of Student Talent	(214) 379-5551	(903) 821-0318	Adams 301
Bruce Brinson	Chief Financial Officer	(214) 379-5573	(313) 590-7714	Adams 300
Sh'Nita Mitchell	Director of Campus Life	(214) 379-5455	(414) 507-5804	Lucy Hughes 201
Glenda Davis, LVN	Campus Nurse	(214) 379-5526		SUB 105

Maurice West	External Affairs	(214) 379-5575	(214) 534-9142	Adams 301
Cecilyn Bryan	Special Assistant	(214) 379-5577	(214) 287-8245	President's Office

### **Offense and Penalties for False Alarm or Report**

Section 42.06 of the Texas Penal Code, False Alarm or Report:

- (a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:
- i. cause action by an official or volunteer agency organized to deal with emergencies;
  - ii. place a person in fear of imminent serious bodily injury; or
  - iii. prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
- (b) An offense under this section is a Class A misdemeanor unless the false report is an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

### **Timely Warning Policies and Notification Procedures**

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, timely warnings are made to the campus community about any occurrences that would pose a threat to the College community. Timely warnings are issued through the Campus Security Office, Office of the Chief Financial Officer or the Office of the President. These reports are distributed in various ways depending on the nature of the threat.

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Security Office the Chief Financial Officer, or the Office of the President, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college emergency notification system, Phonetree, via text message, phone message, and e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Chief Financial Officer may also post a notice on the campus website and other social media venues, providing the university community with more immediate and wide spread notification. In such instances, a copy of the notice will also be posted in the residence hall, the student union building, the library, the chapel annex, the gymnasium and the Adams building.

Anyone with information warranting a timely warning should report the circumstances to the Chief Financial Officer, Campus Security Office or the Manager of Facilities and Security:

- Chief Financial Officer                      Office (214) 379-5573 or Mobile (313) 590-7714 Adams 300
- Manager of Facilities and Security      Office (214) 379-5403 or Mobile (469) 230-4357 Adams 108
- Campus Security Office                      Office (214) 379-5599 or Mobile (469) 404-4832 Security Booth

### **Emergency Preparedness, Response, Notification and Evacuation Procedures**

The authority to declare a campus state of emergency rests with the President or his designee(s). Paul Quinn College security personnel and administrators have received training in responding to critical incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Security personnel, and school administrators such as the Manager of Facilities and Security, the Chief Financial Officer, the Dean of Student Talent or the College President. These individuals typically

respond and work together to confirm if a legitimate emergency or dangerous situation exists, and manage the incident to resolution. Depending on the nature of the incident, other Paul Quinn College departments and other local or federal agencies could also be involved in responding to the incident.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, and to the extent the situation affects part or all of the campus, the campus community will be immediately notified via our Phonetree system, or in the event the emergency is isolated, that portion of the campus community would be notified directly. The situation would be assessed on a continuous basis, and the campus community updated, until the emergency situation has been completely resolved or the threat no longer exists.

If Paul Quinn College confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Paul Quinn College campus community, the Manager of Facilities and Security, the Chief Financial Officer, the Dean of Student Talent and the College President will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Paul Quinn College campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. Paul Quinn College administration will, without delay and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

During a time of campus emergency, the employee discovering the emergency shall immediately notify the Manager of Facilities and Security, the Chief Financial Officer and/or the Office of the President. If not available, contact Security or any other senior college administrator. During evening classes, said employee shall contact the Campus Security Office immediately. The contacted Security Officer or Administrator shall determine whether to declare a state of emergency and if necessary, place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities.

In the event of a serious incident that poses an immediate threat to members of the Paul Quinn College campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a mobile phone, tablet or computer, and emergency messages that scroll across the Paul Quinn College website. The University will post updates during a critical incident on the web site at <http://www.pqc.edu>.

Communication is a high priority in an emergency situation and Paul Quinn College has multiple layers of communications to notify the campus community of emergency situations.

- Phonetree - A phone, text message and email alert system that will alert students, faculty, and staff via Paul Quinn College issued email and registered mobile phone numbers.
- Paul Quinn College Email – Emergency notifications are sent to Paul Quinn College email addresses and mobile phone numbers. All students, faculty and staff are issued a Paul Quinn College email address.
- Paul Quinn College Web Site – All emergency notifications are posted and updated on the Paul Quinn College web site home page, <http://www.pqc.edu>.

If the situation warrants it, the Office of the President will communicate emergency information to individuals and/or organizations outside of the campus community, other than emergency responders. This may include any or all of the following: local news media, radio, television and print; City Government; parents, guardians, alumni, and churches and schools in the neighboring community. The method of communicating with each of these external constituents would be dictated by the severity and urgency of the emergency and may include telephone, email, flyers, press release, etc.

General information about the emergency response and evacuation procedures for Paul Quinn College are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the Paul Quinn College web site. Detailed information about and updates to the Paul Quinn College emergency response procedures are available on its web site at <http://www.pqc.edu/consumer-information/>.

The College's emergency response procedures include information about College operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. College Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts numerous emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

All members of the Paul Quinn College campus community are notified on an annual basis that they are required to notify the Paul Quinn College security department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Paul Quinn College has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Paul Quinn College security department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

## **Evacuation**

Buildings on campus have an emergency notification system in place. The fire alarm system serves as the evacuation signal. Whenever the alarm system sounds, everyone must leave the building and move to a safe location. Building maps showing exits and where to assemble are posted throughout each facility on campus. Additionally, Phonetree, is the official emergency notification system for Paul Quinn College, providing critical information via text message, phone message, and email. Phonetree may be triggered for evacuation, inclement weather, power outages, or unscheduled closures. During emergencies, check your PQC email for details. If a closure notice has not been sent, assume the college is open. College-issued email and registered mobile phone numbers are automatically loaded into Phonetree, but students can and should update their contact information in CAMS when information changes. Standard text messaging fees from service providers may apply.

## **Testing and Evaluation of Emergency Response and Evacuation Procedures**

Paul Quinn College will inspect the fire alarm systems on a monthly basis using a licensed, fire and security company. The fire system and campus notification systems will be tested campus-wide at least once per calendar year. Testing Emergency Response and Evacuation Procedures will also be tested campus-wide at least once

per calendar year. These events will be publicized and the time and date will be documented.

These tests will address emergency response and evacuation on a campuswide scale. Students, faculty and staff will learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a building evacuation. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Paul Quinn College, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, PQC ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

Evacuation plans for each building, campuswide will be reviewed, tested and publicized annually. Notice of the test will be publicized via the Phonetree system by which a phone, text message and email alert system that will alert students, faculty, and staff via Paul Quinn College issued email and registered mobile phone numbers. The results of the test will be documented and maintained in the office of facilities management and security.

### **Crime Prevention Activities**

Students and employees are encouraged to report all crimes and suspicious activities immediately to:

- Chief Financial Officer Office (214) 379-5573 or Mobile (313) 590-7714 Adams 300
- Manager of Facilities and Security Office (214) 379-5403 or Mobile (469) 230-4357 Adams 108
- Campus Security Office Office (214) 379-5599 or Mobile (469) 404-4832 Security Booth

### **Maintenance of Campus Facilities**

Paul Quinn College's Facilities organization maintains the College buildings with a concern for safety and security. In order to provide a safe environment, please report broken or flickering lights, dimly lit corridors, doors and windows that are broken or do not close or lock properly. Inspections of campus facilities are conducted regularly and repairs are made in a timely manner. All members of the campus community are encouraged to report any safety and security hazards to the Facilities Operations Manager or the office of the Chief Financial Officer immediately via the Paul Quinn College online trouble ticket system or via a telephone call.

### **Alcohol and Drug Policy**

Paul Quinn College is committed to maintaining a drug and alcohol free campus for employees and students. This is an essential part of ensuring the safety of employees and students while at work and school, and eliminating poor job performance, inefficient operations, College rule violations, and unethical behavior. The users of drugs may impair the well-being of all employees and the public at large, as well as result in damage to College property. Therefore, it is the policy of Paul Quinn College, the City of Dallas and the State of Texas that it is unlawful to manufacture, distribute, dispense, possess or use a controlled substance on the Paul Quinn College Campus.

The College does not condone violations of federal, state, or local laws regarding any illegal drugs, narcotics, or dangerous substances. Paul Quinn College campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any

controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by College Security. Violators are subject to disciplinary action under the College's Student Code of Conduct, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21 in the State of Texas. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Paul Quinn College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval by the College. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College. The College does not permit the use or possession of illegal drugs, or firearms of any kind on the campus, at any College sponsored activity, or when representing the College.

A violation of any local, state or federal law regarding alcohol is also a violation of Paul Quinn College's *Student Code of Conduct*, and will be treated as a separate disciplinary matter by the college. Any student found using, under the influence of, in possession of, or found distributing illegal drugs and/or alcohol is subject to disciplinary action or sanctions by the college, (consistent with local, State, and Federal law), up to and including expulsion and referral for prosecution and possible punishment under the law accordingly.

### **Employee Alcohol and Drug Policy**

In compliance with federal law, Paul Quinn College maintains a drug-free workplace policy. The term "drug" as used in this policy includes alcoholic beverages, prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a satisfactory and safe manner that does not endanger other individuals in the workplace. Employees, as well as those who perform work for the College but are not employees (e.g., independent contractors, temporary agency personnel, authorized volunteers) are prohibited from unlawfully manufacturing, distributing, selling, offering to sell, dispensing, possessing, purchasing or using alcohol, illegal or controlled substances, or other intoxicants on the premises of the College, at any time either during work hours or non-work hours, including meal and break periods. The entire College campus is considered the workplace. Any individual who conducts business for Paul Quinn College, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for Paul Quinn College. Therefore, this policy applies during all working hours, whenever conducting business or representing Paul Quinn College and at company-sponsored events, on campus, or off campus.

An employee's use of a legal drug can also pose a significant risk to the safety of the employee and the College community. The use or being under the influence of any legally obtained drug by any employee performing Paul Quinn College's business or in an Paul Quinn College facility is prohibited to the extent such use or influence may affect the safety of co-workers or members of the public, the employee's job performance or the safe or efficient operation of the Paul Quinn College's facility.

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program all employees will receive a written copy of the policy. It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.

Entering Paul Quinn College's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection

at any time. Searches can be conducted of pockets and clothing, wallets, purses, briefcases and lunchboxes, desks and work stations and vehicles and equipment.

All drug-testing information will be maintained in separate confidential records. Any employee who tests positive will be immediately removed from duty, referred to a substance abuse professional for assessment and recommendations and required to pass a Return-to-Duty test and sign a Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Paul Quinn College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

The College retains the right to require any employee to undergo drug and/or alcohol testing as part of a routinely scheduled fitness-for-duty medical exam to the extent such an exam is regularly conducted on the employee. Also, any employee may be required to undergo drug and/or alcohol testing which is routinely scheduled for all members of the employee's classification or group.

An employee who refuses to consent to a drug and/or alcohol test when a reasonable suspicion of drug or alcohol use has been identified, a post-accident/incident has occurred or the employee occupies a safety and security sensitive position, is subject to disciplinary action up to and including termination of employment. The reason(s) for refusal shall be considered in determining the appropriate disciplinary action. Reasons for refusal shall be documented in writing by the Chief Financial Officer.

All information from an employee's drug and alcohol test is confidential and only Paul Quinn College, tested employee, or authorized agents of Paul Quinn College or employee are to be informed of test results. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee. The results of a positive drug test shall not be released until the results are confirmed. The records of unconfirmed positive test results and negative test results shall be destroyed by the testing laboratory.

Any employee found using, under the influence of, in possession of, or found distributing illegal drugs and/or alcohol is subject to disciplinary action or sanctions by the college, (consistent with local, State, and Federal law), up to and including termination of employment and referral for prosecution, and possible punishment under the law accordingly.

### **Alcohol and Substance Abuse Prevention Programs and Education**

Paul Quinn College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions.



Paul Quinn College's CEEL Office, in conjunction with the Campus Health Services Center, provides an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These services and responsible areas include:

1. Alcohol and Drug Education: Counseling Services, Employee Assistance Program, and Paul Quinn College Health Classes.
2. Counseling Services: CEEL Office representatives and the Employee Assistance Program.
  - i. UT Southwestern/Metrocare
  - ii. Zoea Life, Inc.
  - iii. MyStudent Body
3. Referral Services: CEEL Office representatives and the Employee Assistance Program.
4. College Disciplinary Action: Dean of Student Talent, Vice President of Academic Affairs, Chief Financial Officer and the President of the College.

A violation of any local, state or federal law regarding alcohol is also a violation of Paul Quinn College's *Student Code of Conduct*, and will be treated as a separate disciplinary matter by the college.

Referrals to drug and alcohol abuse education providers are available from the office of the Chief Financial Officer, the Office of the Vice President of Academic Affairs, the Dean of Student Talent, or the Paul Quinn College's Healthcare/Nurse's office .

### **Professional Counseling**

The College provides access to counseling services primarily through a partnership with MetroCare Services, which holds weekly office hours on-campus. Their services are provided at no cost to students who claim residency in Dallas county (this is possible if a student lives in the dorm), or low cost to students residing locally. To schedule a confidential appointment, please contact the MetroCare Coordinator at (214) 743-1261.

First-time student appointments will include an intake process. This includes completing the initial paperwork with the Coordinator and talking with a psychiatrist who will determine the best strategy to support each individual student. If a student misses an appointment, or is over 15 minutes late, they will be charged \$100.

Students may receive counseling sessions that relate to depression, anxiety, anger management, time management, grief, substance abuse, interpersonal conflict, and other major mental and behavioral health issues. All records and documents will be filed confidentially and maintained in accordance with HIPPA policies and guidelines.

### **Biennial Review**

Paul Quinn College conducts a biennial review of our Drug Awareness and Prevention Program to determine its effectiveness and implement changes to the program if they are needed; and to ensure that the disciplinary sanctions are consistently enforced. The last Biennial Review was for 2014, published in April 2015.

### **Disciplinary Complaints for Sexual Discrimination, Harassment and Misconduct**

Title IX protects the Paul Quinn College community from sexual discrimination, harassment and misconduct in a school's educational programs and activities. Title IX protects the Paul Quinn College community in connection with all academic, educational, extracurricular, athletic, and other programs, whether those programs take place on Paul Quinn College property, in Paul Quinn College transportation, at a class or training program sponsored by Paul Quinn College at another location or elsewhere.

All complaints or any concerns about conduct that may violate this Policy should be submitted to the Chief Financial Officer and/or the Dean of Student Talent or other senior College Administrators as soon as possible.

### **Filing Report with Local Law Enforcement**

In some instances, sexual misconduct may constitute both a violation of Paul Quinn College policy and criminal activity. The Paul Quinn College disciplinary complaint process is not a substitute for instituting legal action. Paul Quinn College encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities, where appropriate. Individuals may file a report directly with local law enforcement agencies by dialing 911 or directly to the Dallas Police Department at (214) 744-4444.

Students and staff are also encouraged to report crimes or suspicious activity to the following Campus authorities:

<b>NAME</b>	<b>TITLE</b>	<b>PHONE #</b>	<b>MOBILE #</b>	<b>LOCATION</b>
Security	Security	(214) 379-5599	(469) 404-4832	Main Gate
Darel Cantrell	Manager Facilities/Security	(214) 379-5403	(469) 230-4357	Adams 108
Kelsel Thompson	Dean of Student Talent	(214) 379-5551	(903) 821-0318	Adams 301
Bruce Brinson	Chief Financial Officer	(214) 379-5573	(313) 590-7714	Adams 300
Sh'Nita Mitchell	Director of Campus Life	(214) 379-5455	(414) 507-5804	Lucy Hughes 201
Glenda Davis, LVN	Campus Nurse	(214) 379-5526		SUB 105
Maurice West	External Affairs	(214) 379-5575	(214) 534-9142	Adams 301
Cecilyn Bryan	Special Assistant	(214) 379-5577	(214) 287-8245	President's Office

### **Preserving Evidence**

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting the criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush her/his teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault should be placed in a plastic bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of rape and sexual assault.

### **Student and Visitor Responsibility to Report**

Students and visitors to Paul Quinn College are strongly encouraged to report allegations of discrimination, harassment, retaliation and sexual misconduct to the Chief Financial Officer and/or the Dean of Student Talent, and/or their appointed deputies. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for Paul Quinn College to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

### **Mandatory Employee Reporting**

In order to enable Paul Quinn College to respond effectively and to proactively stop instances of discrimination, harassment, retaliation and sexual misconduct at Paul Quinn College, all employees must, within 24 hours of receiving information regarding a potential violation of this Policy, report information to the Chief Financial Officer, Dean of Student Talent, and/or the President or assigned deputy. Only employees who are statutorily prohibited

from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements. This Policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.

### **Off-Campus Conduct**

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the attention of the Dean of Student Talent and/or the Chief Financial Officer or other Paul Quinn College Administrator's attention immediately

### **Confidentiality**

Subject to the other provisions of this procedure and the requirements of law, every possible effort will be made to ensure that all information received as part of Paul Quinn College's Disciplinary Complaint Procedure is treated discreetly. All parties to the complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all complaints will remain confidential because of Paul Quinn College's obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to Chief Financial Officer and/or the Dean of Student Talent who has the authority to make such determinations. Except as compelled by law or in the interest of fairness, just resolution or health and safety considerations, disclosure of information contained in complaints, their substance, procedures and the results of investigations will be limited to the immediate parties, witnesses and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

### **Availability of Counseling and Advocacy**

Counseling and other mental health services for victims of sexual assault are available in the community. A current list of these services is available on the Paul Quinn College website or from the Paul Quinn College Healthcare/Nurses Office. Family Violence Prevention, Inc. may assist with making referrals for individual counseling and support groups and in identifying community resources that may be of additional help and serve as a victim advocate upon request.

### **Education and Awareness Programs**

Paul Quinn College's Dean of Student Talent, in conjunction with other campus offices, is responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape, domestic violence, dating violence, and other sex offenses. Programs are presented regularly throughout the academic year in student orientation at the beginning of each semester, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Month. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

At least once per semester, officers from the Dallas Police Department, in cooperation with other university organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in university and student newspapers. When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent over the university's electronic mail system and a voice mail broadcasting system.

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. CEEL Police personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, community organizations, in addition to quarterly programs for Housing Services Resident Advisers and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

During our Drug and Alcohol prevention awareness programs students are also reminded that when under the influence it may be difficult, if not impossible to say no, or fend off an assault from another person or persons.

**Tip:** To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the Campus Security for an escort.

### **Policy Expectations with Respect to Consensual Relationships**

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of Policy. Paul Quinn College does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of Paul Quinn College. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

### **Disciplinary Complaint Proceedings**

Upon receiving a report of alleged dating violence, domestic violence, sexual assault or stalking incident, the Dean of Student Talent and/or the Chief Financial Officer and/or deputy will evaluate the information received and determine what further actions should be taken. The Dean of Student Talent and/or the Chief Financial Officer will follow the procedures described in this Policy. The Dean of Student Talent and/or the Chief Financial Officer and/or deputy will take steps, either directly with the complainant or through a reporting employee, to gather information about the alleged incident, as well as providing the alleged victim with a written explanation of their rights and options, regardless of whether the offense occurred on campus, including written notification of counseling, health, mental health, available victim advocacy resources, legal assistance, visa and immigration assistance, student financial aid, options for criminal reporting, and the availability of changes to academic, living, transportation, and

working situations, or protective measures regardless of whether the victim reports to law enforcement.

This complaint procedure deals with sexual misconduct including but not limited to dating violence, domestic violence, sexual assault or stalking, all other complaints or grievances will be handled in accordance with procedures set out in the Paul Quinn College Student Handbook or Employee Handbook.

### **Investigation**

The Dean of Student Talent and/or the Chief Financial Officer will be responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with Paul Quinn College. The Dean of Student Talent and/or the Chief Financial Officer or his/her designee will investigate all complaints of sexual misconduct and determine any accommodations or other remedial short-term actions necessary in light of the individual circumstances presented. The Dean of Student Talent and/or the Chief Financial Officer or his/her designee will apprise the President of the complaint. The Dean of Student Talent and/or Chief Financial Officer or his/her designee, who will have been properly trained, will:

- identify the correct policies allegedly violated;
- conduct an immediate initial investigation to determine if there is reasonable cause to charge the Respondent(s);
- meet with the Complainant to finalize the complaint;
- prepare the notice of charges on the basis of initial investigation;
- develop a strategic investigation plan which may include a witness list, an evidence list, an intended timeframe, and an order of interviews for all witnesses, including the Respondent;
- conduct a thorough, reliable and impartial investigation during which witnesses may or may not be given notice prior to the interview;
- complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- make a written finding on the case, based on a preponderance of the evidence, which indicates that it is more likely than not that a Policy violation has or has not occurred, and identifies appropriate remedies and/or sanctions, if any;
- prepare a complete report on the investigation and findings; and
- at any point during the investigation it is implied that a crime may have been committed, the proper, local, State or Federal authorities will be contacted to assist with or conduct the investigation.

As noted above, an investigation of the complaint will be conducted by the Dean of Student Talent and/or the Chief Financial Officer or his/her designee unless it is clear from the face of the complaint or the Dean of Student Talent and/or the Chief Financial Officer's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue violates this Policy.

In the event that the complaint was made by someone other than the alleged victim, the Dean of Student Talent and/or the Chief Financial Officer will consider the following factors in determining whether it is reasonable to investigate the complaint:

- the source and nature of the information,
- the seriousness of the alleged incident,
- the specificity of the information,
- the objectivity and credibility of the source of the information,
- whether the alleged victims can be identified, and
- whether those individuals wish to pursue the matter.

In the event that the Dean of Student Talent and/or the Chief Financial Officer determines that an investigation of the complaint should not be conducted, he/she will determine and document (in consultation, as necessary, with

the alleged victim, the Respondent and any other Paul Quinn College administrators) the appropriate resolution of the complaint and inform the parties of the same.

With all complaints, if the Dean of Student Talent and/or the Chief Financial Officer determine that an investigation should be conducted, the Dean of Student Talent and/or the Chief Financial Officer will promptly investigate the matter. The existence of concurrent criminal investigations or proceedings shall not delay the investigation of any complaint filed under this Policy.

If another individual is designated to investigate the matter, the Dean of Student Talent and/or the Chief Financial Officer will share the investigator's name and contact information with the alleged victim and the Respondent and will forward the complaint to the investigator. Within three (3) days of such appointment, the investigator, the alleged victim or the Respondent may identify to the Dean of Student Talent and/or the Chief Financial Officer in writing any real or perceived conflicts of interest posed by assigning such investigator to the matter. The Dean of Student Talent and/or the Chief Financial Officer will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

Upon receipt of the complaint, the Dean of Student Talent and/or the Chief Financial Officer will promptly begin the investigation, which shall include but is not limited to the following:

- conducting interviews with the Complainant, the alleged victim (if not the Complainant), the Respondent, and third-party witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form;
- visiting, inspecting, and taking photographs at relevant sites; and
- where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies).

Throughout the investigation, the Dean of Student Talent and/or the Chief Financial Officer will remain neutral. The Dean of Student Talent and/or the Chief Financial Officer should obtain, where applicable and where possible, the written consent of any third-party witnesses to the disclosure, as contemplated by this Policy, of any personally identifiable information contained in the Complaint, the Investigative Report, and for any other documents the disclosure of which is contemplated by this Policy in order to further the resolution of the complaints.

#### **Initial Meeting with Complainant and/or Alleged Victim**

As soon as is practicable, the Dean of Student Talent and/or the Chief Financial Officer will contact the Complainant and the alleged victim (if not the Complainant) to schedule an initial meeting to, as applicable:

- provide a copy of this Policy;
- provide a document which the Complainant will, if he or she agrees to disclose the information, provide details regarding the allegation, includes the name of the accused individual and the date, location and general nature of the alleged violation of Policy (the document may be completed by Complainant or dictated to the Dean of Student Talent and/or the Chief Financial Officer, who will confirm the accuracy of his or her documentation with the Complainant);
- explain avenues for resolution;
- explain the steps involved in an investigation under this Policy;
- discuss confidentiality standards and concerns;
- determine whether the Complainant or the alleged victim (if not the Complainant) wish to pursue a resolution through Paul Quinn College, law enforcement, or no resolution of any kind;
- refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and

- discuss, as appropriate, possible interim measures that can be provided during the pendency of the investigative and resolution processes.

### **Interim Protective Measures**

Unless circumstances dictate otherwise, the Dean of Student Talent and/or the Chief Financial Officer will promptly issue a “No Contact” order to all parties upon notice of any sexual assault complaint. In all cases, Paul Quinn College may implement any necessary interim measures, deemed appropriate and reasonably available, regardless of whether a complaint has been filed (with either campus administrators or law enforcement agencies) or whether an investigation has commenced (by either campus administrators or law enforcement agencies). Interim measures may include, but are not limited to:

- issuing no-contact orders;
- providing an escort to ensure that an individual can move safely between classes, work, and/or activities;
- changing work arrangements or location;
- changing dorm room assignments;
- rescheduling class work, assignments, and examinations;
- arranging for the Complainant to take an incomplete in a class;
- reassigning class section;
- permitting a temporary withdrawal from Paul Quinn College;
- providing alternative course completion options;
- providing counseling services; and
- providing academic support services.

Following the initial meeting with the Complainant and the alleged victim (if not the Complainant), the Dean of Student Talent and/or the Chief Financial Officer will, if applicable, promptly determine the interim measures to be provided to the alleged victim. Such determination will be promptly communicated to the alleged victim, and no later than the point at which it is communicated to the Respondent.

### **Initial Meeting with Respondent**

If the Complainant or alleged victim (if not the Complainant) wishes to pursue resolution through Paul Quinn College or if Paul Quinn College otherwise deems that a further investigation is warranted, as soon as is reasonably practicable after the Dean of Student Talent and/or the Chief Financial Officer’s initial meeting with the Complainant (and, if applicable, the alleged victim), the Dean of Student Talent and/or the Chief Financial Officer will schedule an initial meeting with the Respondent. During the initial meeting with the Respondent, the Investigator will, as applicable:

- provide sufficient written information, consistent with privacy laws and any request for confidentiality, to allow Respondent to address the allegation (e.g., the name of the Complainant/alleged victim, the date, location, nature of the alleged violation of Policy, etc.);
- provide a copy of this Policy;
- explain Paul Quinn College’s procedures for resolution of the complaint;
- explain the steps involved in an investigation under this Policy;
- discuss confidentiality standards and concerns;
- discuss non-retaliation requirements;
- inform of any interim measures already determined and being provided to the Complainant and/or the alleged victim that would directly affect the Respondent (e.g., changing his or her class schedule, etc.);

- refer to law enforcement, counseling, medical, academic or other resources, as appropriate; and
- discuss, as appropriate, possible interim measures that can be provided to the Respondent during the pendency of the investigative and resolution processes.

### **Investigative Report**

The Dean of Student Talent and/or the Chief Financial Officer shall complete a written investigative report (“Investigative Report”) that shall include the following items:

- the name and sex of the alleged victim and, if different, the name and sex of the person reporting the allegation (It should also include any other relevant protected class characteristics if the complaint involves a violation of this Policy based on a protected status other than gender);
- a statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- the date that the complaint or other report was made;
- the date the Complainant and alleged victim (if not the Complainant) were interviewed;
- the date the Respondent was interviewed;
- the names and sex of all persons alleged to have committed the alleged violation of this Policy (It should also include any other relevant protected status characteristics if the complaint involves a violation of this Policy based on a protected status other than gender);
- the names and sex of all known witnesses to the alleged incident(s);
- the dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- any written statements of the Complainant (or victim, if different from the Complainant), the Respondent and any witnesses;
- summaries of all interviews conducted, photographs, and descriptions of relevant evidence, summaries of relevant electronic records, and a detailed report of the events in question;
- a written finding on the case, based on a preponderance of the evidence which indicates whether or not it is more likely than not that a Policy violation has occurred;
- the policy or policies violated and, in consultation, as necessary, with the Complainant, alleged victim (if different than the Complainant), Respondent, and other Paul Quinn College officials, any remedial and/or disciplinary action deemed appropriate under the circumstances;
- the response of Paul Quinn College personnel including any interim measures and permanent steps taken with respect to the Complainant, alleged victim (if different than the Complainant) and the Respondent; and
- a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

If the Dean of Student Talent and/or the Chief Financial Officer is unable to obtain the consent of third-party witnesses, he or she will redact the Investigative Report to the extent necessary to avoid inappropriate disclosure of such witness’s personally identifiable information, while ensuring that such redaction does not prevent resolution of the complaint.

If the Dean of Student Talent and/or the Chief Financial Officer determines and documents, based on the investigation, that reasonable grounds exist to believe that the conduct at issue constitutes a violation of this Policy, the Dean of Student Talent and/or the Chief Financial Officer will determine the appropriate remedy and/or sanction



to be imposed and will include the appropriate remedy and/or sanction in the Investigative Report. Imposition of the appropriate remedy and/or sanction will be imposed only after all appeals have been exhausted.

In determining the appropriate remedy and/or sanction, Paul Quinn College will act to end the discrimination, harassment, retaliation or sexual misconduct, prevent its recurrence and remedy its effects on the victim and/or Paul Quinn College community. Sanctions will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions may include, without limitation, for employees: withholding a promotion or pay increase; reassigning employment; terminating employment; temporary suspension without pay; compensation adjustments; and for students: expulsion or suspension from Paul Quinn College; disciplinary probation; mandated counseling; educational sanctions as deemed appropriate (consistent with local, State, and Federal law); and, in either case, referral for prosecution and possible punishment under the law accordingly.

The Dean of Student Talent and/or the Chief Financial Officer shall complete and distribute the Investigative Report, concurrently, to the alleged victim and Respondent within thirty (30) calendar days following receipt of a complaint. All parties to whom the Investigative Report is distributed pursuant to this Policy should maintain it in confidence. The Investigative Report may only be disclosed as contemplated by this Policy.

If the Dean of Student Talent and/or the Chief Financial Officer finds no reasonable grounds to believe that the conduct at issue constitutes a violation of this Policy, then the Dean of Student Talent and/or the Chief Financial Officer will determine and document the appropriate resolution of the complaint in the Investigative Report and will promptly notify the parties of that determination.

### **Appeal Involving Faculty/Staff**

All appeals where the Respondent is a Paul Quinn College faculty or staff member shall be made to the President or his/her designee. Both the alleged victim and the Respondent may appeal any or all of the Dean of Student Talent and/or the Chief Financial Officer's decision in writing to the President or his/her designee within ten (10) days of receipt of the Investigative Report. The appealing party must also provide a copy of the appeal to the Dean of Student Talent and/or the Chief Financial Officer within the same time period. The appeal should include a brief statement describing any or all parts of the Investigative Report that is being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery. The Dean of Student Talent and/or the Chief Financial Officer will promptly inform the other party of the appeal.

Within thirty (30) days of receipt of the appeal, the President or his/her designee will make a final determination as to whether the complaint should be closed, whether a violation of Policy has occurred, and/or whether any additional or different remedial action or sanctions are warranted. The President or his/her designee will concurrently notify the alleged victim and the Respondent of his/her decision.

All faculty and staff members of Paul Quinn College are at-will employees who may be terminated at any time, with or without cause. With regard to such faculty and staff, nothing in this Policy shall create an expectation of continued employment with Paul Quinn College or be construed to prevent or delay Paul Quinn College from taking any disciplinary action deemed appropriate (including suspension and immediate termination of employment) for any violation of local, State, or Federal law or Paul Quinn College policy.

### **Appeal Involving a Student**

In those instances where the Respondent is a Paul Quinn College student, the alleged victim and/or the Respondent may appeal any or all of the Dean of Student Talent and/or the Chief Financial Officer's decision to a Hearing Panel by providing a written appeal to the President or his/her designee with a copy also being provided to

the Dean of Student Talent and/or the Chief Financial Officer. The appeal must be submitted within ten (10) days of receipt of the Investigative Report and must include a brief statement describing any or all parts of the Investigative Report being appealed and the reason for appeal. Acceptable means of notification include email, facsimile, hand delivered notification or postal delivery.

Within three (3) days of receiving the appeal, the President or his/her designee will appoint the members of the Hearing Panel, to include at least three faculty and/or staff members. The President or his/her designee will select one member of the Hearing Panel to act as the Chair. The Dean of Student Talent and/or the Chief Financial Officer will provide a copy of the complaint and the Investigative Report to each member of the Hearing Panel and, if only a portion of the Dean of Student Talent and/or the Chief Financial Officer's findings and determinations are appealed, the Dean of Student Talent and/or the Chief Financial Officer will specify which part(s) of the alleged misconduct will be the subject of the hearing.

Promptly after the appointment of the members of the Hearing Panel, the Dean of Student Talent and/or the Chief Financial Officer will provide concurrent written notice to the alleged victim and the Respondent, setting forth the names of the individuals selected to serve on and chair the Hearing Panel. If only a portion of the findings and determination are appealed, the Dean of Student Talent and/or the Chief Financial Officer will also specify in the notice which part(s) of the alleged misconduct will be the subject of the hearing.

The parties may challenge the participation of any member of the Hearing Panel by submitting a written objection to the President or his/her designee within three (3) days of receipt of the notice of the composition of the Hearing Panel. Any objection must state the specific reason(s) for the objection. The President or his/her designee will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the composition of the Hearing Panel. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

### **Submission of Written Materials**

Within five (5) days of receipt of the notice of the initial composition of the Hearing Panel, the alleged victim and the Respondent may provide the Chair of the Hearing Panel with a list of witnesses, if any, that they propose that the Hearing Panel call and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute, any supporting documents or other evidence, and a written statement of position.

### **Notice of the Hearings**

Not less than five (5) days but not more than ten (10) days after delivery of notice of the initial composition of the Hearing Panel to the parties, the Hearing Panel will provide a separate notice to the alleged victim, Respondent and any witnesses or other third parties whose testimony the Hearing Panel deems relevant, requesting such individuals to appear before the Hearing Panel. The notice should set forth the date, time, and location for the individual's requested presence. The Hearing Panel shall provide the names of the witnesses or other third parties that the Hearing Panel plans to call in its notices to the alleged victim and the Respondent. The hearing shall be conducted within twenty (20) days but no sooner than ten (10) days of the receipt of the appeal.

### **Failure to Appear**

If any party fails to appear before the Hearing Panel if requested to do so, and such party was provided proper notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the complaint.

## **Support Persons**

Both the alleged victim and the Respondent may be accompanied by one support person to assist them during the hearing process. This support person can be anyone, including an attorney, but the support person may not take part in the hearing. The support person may not address the Hearing Panel, present evidence, make objections or statements, ask questions of any party or witness or otherwise participate in the hearing, beyond privately communicating with the party that he/she is supporting. The Chair must be notified five (5) business days in advance of the hearing if a party will be accompanied by a support person. The Chair may disallow the attendance of any support person if he/she is also a witness or if, in the discretion of the Chair, such person's presence would be disruptive or obstructive to the hearing or otherwise warrant removal. All support persons must agree to keep any and all information presented in the hearing confidential in order to attend. Absent accommodation for disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this Policy. Paul Quinn College officials may seek advice from the College's external Attorneys and legal advisors on questions of law and procedure at any time during the process.

## **Evidentiary Matters**

The alleged victim and the Respondent will have an equal opportunity to present evidence during their hearing. Formal rules of evidence will not be observed during the hearings.

## **Prior Sexual Conduct**

Evidence of the prior sexual conduct of the alleged victim and the Respondent with others will not be permitted at the hearings, with the following exceptions:

- evidence is permitted to show that the alleged victim has in the past been formally disciplined by Paul Quinn College for falsely filing complaints alleging a violation of this Policy;
- evidence is permitted to show that the Respondent has in the past been either convicted in a criminal proceeding or formally disciplined by Paul Quinn College for conduct which would violate this Policy, if deemed relevant; and
- evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally charged with a violation of the Policy with respect to such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged violations of policy at issue before the Hearing Panel, provided that (1) the Respondent has not been found "not responsible" by Paul Quinn College in a proceeding related to such conduct and (2) the Chair has made written findings both that the evidence is reliable and trustworthy and that the conduct is sufficiently and substantially similar to the conduct at issue before the Hearing Panel to suggest a pattern of behavior.

## **Hearing Proceedings Procedure**

In the interest of maintaining order on the campus and guaranteeing the broadest range of freedom to each member of the community, the students and other members of the college community acting in concert have established rules to maintain order. These rules reasonably limit some activities and prescribe certain behavior, which is harmful to the orderly operation of the institution and the pursuit of its legitimate goals. All enrolled students are held accountable to these rules, which are printed in this Student Handbook.

The Hearing Panel will conduct a hearing during which it will interview and question the Complainant, the alleged victim, the Respondent, and any witnesses or other third parties whose testimony the Hearing Panel deems relevant. The parties will not be allowed to personally question or cross-examine each other during the hearing, but will be allowed to question witnesses. The Chair will resolve all questions concerning procedure or the admission of evidence or testimony, including the relevancy and reliability of the evidence and testimony. All participants at the hearing are expected to provide truthful testimony. The Complainant and/or alleged victim have the option not to be

in the same room with the alleged Respondent during the hearing. Any party may choose not to testify or appear before the Hearing Panel; however, his/her exercise of that option will not preclude the Hearing Panel from making a determination regarding the complaint filed against the Respondent.

If any student is accused of a violation of any of these rules or is subject to a written charge, he or she is guaranteed a speedy and fair hearing. When a student is accused of violating a section of the Student Code of Conduct, a complaint is issued against the student through CEEL. CEEL will determine if the complaint(s) has merit and conduct any necessary preliminary investigation. CEEL will then conduct a formal proceeding (a series of activities involving a formal or set procedure for the review of the case) and adjudicate the case. When the preliminary investigation is not conclusive, CEEL will dismiss the case or schedule the adjudication. The student has a right to appeal any decision of the CEEL proceedings to the President of the College.

### **Decision of the Hearing Panel**

Following the conclusion of the hearing, the Hearing Panel will confer and by majority vote determine whether the evidence (including the information provided in and by the Investigative Report, the parties' written statements, if any, the evidence presented at the hearings, and the testimony of the parties and witnesses) establishes that it is more likely than not that the Respondent committed a violation of this Policy. In other words, the standard of proof will be the preponderance of the evidence. If the Hearing Panel determines that more likely than not the Respondent committed a violation of this Policy, the Hearing Panel will recommend sanctions and give consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. The Hearing Panel will forward its recommendations regarding sanctions to the President or his designee, who will make the final determination regarding all sanctions. Sanctions for a finding of responsibility will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both.

Sanctions may include, without limitation, expulsion or suspension from Paul Quinn College, disciplinary probation, expulsion from campus housing, mandated counseling, and/or educational sanctions deemed appropriate by the Hearing Panel.

Ordinarily, sanctions will not be imposed until the resolution of any timely appeal under this Policy. However, if it is deemed necessary to protect the welfare of the victim or the Paul Quinn College community, the Hearing Panel may recommend and the President or his/her designee may determine that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

At such time that the appeal process is exhausted, the Dean of Student Talent and/or the Chief Financial Officer will determine the final accommodations to be provided to the victim, if any, and the Dean of Student Talent and/or the Chief Financial Officer will communicate such decision to the victim and the Respondent to the extent that it affects him/her.

The Dean of Student Talent and/or the Chief Financial Officer will also take steps to prevent any harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing training for the campus community, and providing counseling for the Respondent. The Dean of Student Talent and/or the Chief Financial Officer will also take steps to prevent the harassment of or retaliation against the Respondent.

Furthermore, the Dean of Student Talent and/or the Chief Financial Officer will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further violation of this Policy or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of

the Complainant, the victim (if not the Complainant), or other members of the Paul Quinn College community. The Dean of Student Talent and/or the Chief Financial Officer will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Dean of Student Talent and/or the Chief Financial Officer will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

### **Final Outcome Letter**

Within ten (10) calendar days following the conclusion of the hearings, the Hearing Panel will issue a written decision letter (the "Final Outcome Letter") concurrently to the Respondent and the alleged victim. The Final Outcome Letter will set forth (1) the name of the Respondent, (2) the violation(s) of this Policy for which the Respondent was found responsible, if any, (3) the recommended sanctions imposed on the Respondent, if any, and it may set forth names of other individuals, such as a victim or witness, provided that such other individuals provide their written consent to such inclusion.

In order to comply with FERPA, the letter will not include information considered part of a party's "education record" (as that term is defined by FERPA) that is not otherwise exempt from disclosure under the Act, or other information about sanctions that do not relate to the victim.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S. C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Confidentiality and Disclosure**

In order to comply with the Family Educational Rights and Privacy Act (FERPA) and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearings (including the complaint, the Investigative Report, the notices of hearing, and the pre-hearing submissions referenced above) and documents, testimony, or other information introduced at the hearings may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

Paul Quinn College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Time Periods**

Paul Quinn College 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. Paul Quinn College's investigation and resolution of a complaint (including an appeal, if applicable) will generally be completed within 60 calendar days of the receipt of the complaint, absent extenuating circumstances. Hearings, if at all, will take place after the conclusion of the investigation. If hearings have taken place, both the Complainant and the Respondent generally will receive a Final Outcome Letter within ten (10) calendar days of the conclusion of the hearing.

Any party may request an extension of any deadline by providing the Dean of Student Talent and/or the Chief Financial Officer or his or her respective deputies with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request.

For purposes of calculating all time periods set forth in this complaint and Grievance Policy, a business day is defined to mean normal operating hours, Monday through Friday, excluding recognized national and state holidays and Paul Quinn College closings.

Timelines may be modified in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, and/or other related circumstances as may arise.

The Dean of Student Talent and/or the Chief Financial Officer may also modify any deadlines contained in this Policy as necessary and for good cause.

### **Acknowledgement of Responsibility**

At any time prior to the issuance of the Investigative Report or the date of his/her designated hearing, the Respondent may elect to acknowledge his/her actions and take responsibility for the alleged policy violation. In such situation, the Dean of Student Talent and/or the Chief Financial Officer will propose sanction(s). If either party objects to the proposed sanction(s), they may appeal the sanction pursuant to this Policy.

### **Appeals**

When a student is dissatisfied with a decision of the Dean of Student Talent, a request for an appeal should be made in writing to CEEL within forty-eight (48) hours (or longer if there are reasonable grounds for the delay) after the date of notification of the penalty.

CEEL will then direct the appeal to the President of the College. The President may grant the appeal if one or more of the following reasons are justified in the written request:

- a. New evidence or witnesses;
- b. Improper investigation and/or adjudication procedures;
- c. Sanctions too punitive for offense; and
- d. Bias.

The President may:

- a. Sustain the action of the Dean of Student Talent;
- b. Add to the action of the Dean of Student Talent;
- c. Return the case to the Dean of Student Talent for further deliberation on new evidence not available to her/him at the time of its actions;
- d. Recommend a reduction of the penalty based on too punitive for offense;
- e. Exonerate student from charges and penalties.

Students requesting an appeal may continue to attend class and other activities until notified in writing by the President or CEEL. Neither the student nor the college may have legal counsel present at the hearing.

The "final results" of any proceeding are defined as: the name of the student, the findings of the proceeding board/official, any sanctions imposed by the institution, and the rationale for the findings and sanctions (if any). The presence of names of any other student, such as a victim or witnesses, may be included only with the consent of that student

### **No Retaliation**

Retaliation against any person who files a complaint, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited. A person who believes retaliation has occurred should notify the Dean of Student Talent and/or the Chief Financial Officer as soon as possible.

### **Offense and Penalties for False Alarm or Report**

Willfully making a false report of sexual harassment is a violation of Paul Quinn College policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action.

Section 42.06 of the Texas Penal Code, False Alarm or Report:

- (c) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:
- i. cause action by an official or volunteer agency organized to deal with emergencies;
  - ii. place a person in fear of imminent serious bodily injury; or
  - iii. prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
- (d) An offense under this section is a Class A misdemeanor unless the false report is an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

### **Office of Civil Rights Complaint**

Although Complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR). Information regarding applicable timelines and procedures is available from OCR. You may call 1-800-421-3481 to obtain further information about filing a complaint with OCR.

### **Effective Date**

Paul Quinn College reserves the right to make changes and amendments to this Policy as needed, with appropriate notice to the community. However, the Policy in force at the time that a complaint is filed will be the Policy used throughout the investigation, hearing and any appeals that are heard.

### **Documentation**

Paul Quinn College will retain documentation (including but not limited to the written complaint, notifications, the Investigative Report, any written findings of fact, petitions for appeal, hearing transcripts or recordings (if any), and any written communication between the parties), for at least three (3) years. Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

### **Reporting Requirement**

In all cases when a complaint is made, both formal and informal, the incident must be reported to the President of Paul Quinn College.

## **COMPLAINT WITH THE TEXAS HIGHER EDUCATION COORDINATING BOARD**

After exhausting the institution's internal grievance/complaint process without satisfactory resolution, current, former, and prospective students may initiate a complaint with The Texas Higher Education Coordinating Board (THECB). That process is described below.

The Texas Higher Education Coordinating Board Student Complaints Overview:

The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections 1.1101.120, on October 25, 2012. The rules create a student complaint procedure to comply with the U.S. Department of Education's "Program Integrity" regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. In December 2011, the Office of Attorney General of Texas issued an opinion stating that THECB has authority under Texas Education Code Section 61.031 to promulgate procedures for handling student complaints concerning higher education institutions.

How to submit a student complaint: After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to [StudentComplaints@theccb.state.tx.us](mailto:StudentComplaints@theccb.state.tx.us) or by mail to:

**Texas Higher Education Coordinating Board  
College Readiness and Success Division  
P.O. Box 12788  
Austin, Texas 78711-2788**

Facsimile transmissions of the forms are not accepted. All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Links to the forms are available on the Paul Quinn College website under "Complaint Procedures":

The following forms are required to start the complaint process:

- Student Complaint and Release Forms
- Authorization to Disclose Medical Record Information (Required if a disability is alleged)

The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures. Former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Process: The first step in addressing a complaint is to follow your institution's complaint procedures. If your institution is unable to resolve the matter after you have exhausted their complaint and appeal processes, you may file a complaint with this Agency. Once the Agency receives a student complaint form, the Agency may refer the complaint to other agencies or entities as follows: THECB will refer complaints alleging that an institution has violated state consumer protection laws to the Consumer Protection Division of the Office of the Attorney General of Texas for investigation and resolution, and will refer complaints pertaining to a component institution in a university system to the appropriate university system for investigation and resolution. E.g., complaints pertaining to an institution in the University of Texas System, Texas A&M University System, University of Houston System, University of North Texas System, Texas Tech University System, or Texas State University System shall be referred to the appropriate university system for investigation and resolution. Further, if THECB determines that a complaint is appropriate for investigation and resolution, by the institution's accrediting agency or an educational association such as ICUT (Independent Colleges & Universities of Texas, Inc.), the Agency may refer the complaint to the accrediting agency or educational association. THECB has the right to adopt any decision made by the accrediting agency or educational association, and may terminate the referral of the complaint to those entities at any time and proceed to investigate and adjudicate the complaint.

If a student complaint concerns compliance with the statutes and regulations that THECB administers and the complaint has not been referred to another entity, THECB will initiate an investigation. Prior to initiating an investigation, however, the student must exhaust all grievance/complaint and appeal procedures that the institution



has established to address student complaints and provide documentation to THECB of such exhaustion. As part of its investigation, THECB will request a response from the institution, and may also contact other persons or entities named in the student's complaint or in the institution's response, in order to ascertain all relevant facts. During its investigation, THECB will, in appropriate cases, attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and institution. In cases in which an informal resolution between the student and the institution is not feasible, THECB will evaluate the results of the investigation of the student complaint and recommend a course of action to the Commissioner. After receiving staff's recommendation, the Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requiring the institution to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.

### **Statement of Accreditation**

Paul Quinn College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS) [P.O. Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: [info@tracs.org](mailto:info@tracs.org)].

For information on filing a complaint against Paul Quinn College, visit the following website:  
<http://tracs.org/documents/1.ComplaintInformationSheet-AgainstInstitution.pdf>

### **Paul Quinn College Sexual Harassment Policy**

It is the policy of Paul Quinn College that sexual harassment (as defined under 29 CFR Ch. XIV, subsection 1504.11, Section 703 of Title VII of the Civil Rights Act of 1964), is unconscionable and will not be tolerated. Persons who commit or knowingly permit acts of sexual harassment will be subject to disciplinary action up to and including immediate dismissal. No employee or student at the College may attempt in any way to retaliate against a person who makes a claim of sexual harassment.

### **Sexual Harassment Definition**

Paul Quinn College defines sexual harassment as an action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Sexual harassment is also defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to or toleration of such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities.
- Submission or rejection of such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.
- Stalking and Domestic/Dating Violence
- Stalking is a criminal act in which one person purposely and knowingly causes another person substantial emotional distress or reasonable fear of bodily injury or death by repeatedly harassing, threatening, or intimidating the victim. Stalking includes, but is not limited to the following behaviors:
  - Repeated following or pursuing;
  - Threatening or obscene gestures;
  - Non-consensual communication;
  - Trespassing;
  - Vandalism; and/or
- Non-consensual touching.
- Unwelcome sexual advances;

- Unwelcome requests for sexual favors;
- Conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, or offensive;
- Unwelcome and inappropriate touching, patting, or pinching and obscene gestures;
- Threats or insinuations that a person's employment, graduation or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.

### **Cyberstalking**

Cyberstalking (also known as online harassment or electronic stalking) is offensive, threatening communication through the internet, via e-mail, chat rooms, instant messaging, etc. For the legal description, see State of Texas Penal Code § [33.07](#).

### **Domestic/Dating Violence**

Domestic/Dating Violence is a pattern of behavior in which one partner uses fear and intimidation to establish power and control over a family/household member or intimate partner, often including the threat or use of violence. This form of violence may include, but is not limited to, actions that cause bodily injury through physical, emotional, psychological, economic, or sexual means; and may cause reasonable fear of harm on the part of the victim/survivor, or threaten children or pets. Such violence may be done knowingly or negligently on the part of the perpetrator. Violence in domestic and dating relationships tends to escalate in frequency and intensity over time. The longer it continues, the greater the risk of the victim being seriously injured or killed. Domestic/dating violence and abuse occur among all races, ages, classes, and religious groups. For legal descriptions, see the State of Texas Penal Code § [33.07](#).

### **Stalking**

Stalking is a criminal act in which one person purposely and knowingly causes another person substantial emotional distress or reasonable fear of bodily injury or death by repeatedly harassing, threatening, or intimidating the victim. Stalking includes, but is not limited to the following behaviors:

- Repeated following or pursuing;
- Threatening or obscene gestures;
- Non-consensual communication;
- Trespassing;
- Vandalism; and/or
- Non-consensual touching.

### **Sex Offender Registration**

The State of Texas Code, Chapter 62 of the state's Code of Criminal Procedure, and the federal Campus Sex Crimes Prevention Act requires sex offenders who plan to enroll in college to register with the law enforcement agency having jurisdiction over the campus. The statute states that "All registered sex offenders who either work at or enroll in a public or private institution of higher education must provide notice to two different entities — Campus Security and the primary registration authority. The offender must notify those same entities when he or she terminates such work or enrollment." Local law enforcement will maintain the registration locally, provide notification to schools, if required, and submit all sex offender registration information to the Texas Department of Public Safety for inclusion in the DPS' Sex Offender Database. The State of Texas Public Sex Offender Registry is available online at <https://records.txdps.state.tx.us/sexoffender>.

## **Paul Quinn College Policy and Programs to Promote Awareness and Prevention of Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

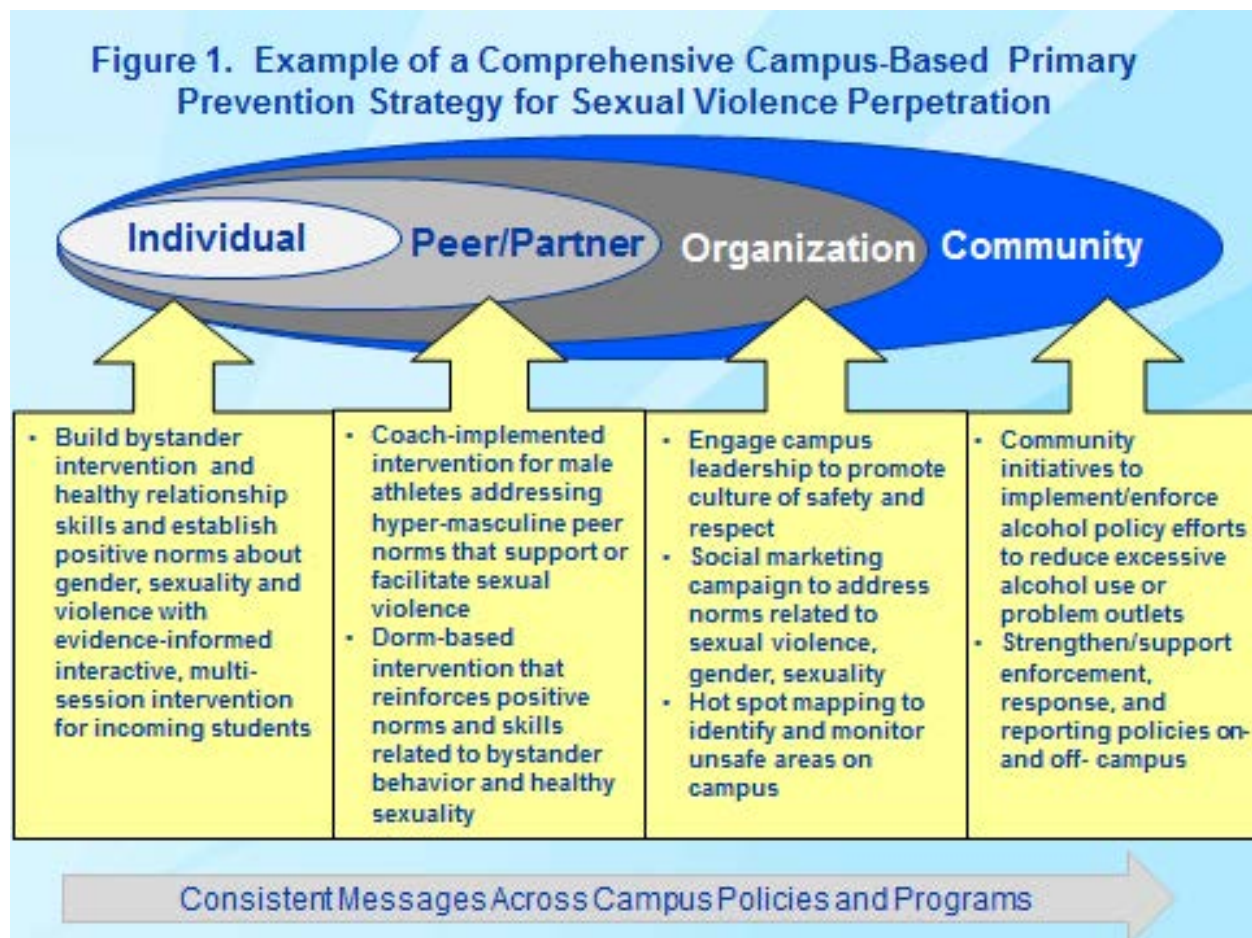
Dating violence, domestic violence, sexual assault and stalking are unconscionable and will not be tolerated at Paul Quinn College. Crimes committed as defined by the Violence Against Women Act (VAWA), will be prosecuted to the fullest extent of the law. Prevention of these crimes is a priority for the College. Periodically during the academic year, Paul Quinn College, in cooperation with other departments presents programs and training sessions to promote awareness of dating violence, domestic violence, sexual violence, and stalking. Information on prevention, personal safety, bystander intervention, the importance of preserving evidence, and reporting options are also presented during these programs and training sessions.

During all new student orientation sessions Paul Quinn College presents information on these issues as well as personal safety and bystander intervention to incoming students and their parents. Paul Quinn College also supports the effort to educate the campus community about violence against women, empower the campus community to end the oppression of women, and promote one vision of dignity which affirms that women are treated with respect and honored as valuable members of all cultures around the world.

## **Awareness and Prevention Programs and Campaigns**

### **Foundations for Success**

- ❖ Awareness Programs - Awareness increases understanding of what sexual violence is and its prevalence. Topics include the definition of dating violence, domestic violence, sexual assault, and stalking. Awareness activities also can inform students and staff on which resources are available for support.
- ❖ Bystander Intervention - Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. They are someone who is present and thus potentially in position to discourage, prevent, or interrupt an incident.
- ❖ Primary Prevention Programs – The next step beyond raising awareness and reducing risk by engaging the campus, the campus communities, and targeted programs in creating long-term solutions and prevention strategies. These include orientation meetings with new students and staff, ongoing, regularly scheduled campus meetings with law enforcement professionals, peer to peer reinforcement education, campus, building, and environmental reviews and inspections, situational and intervention training,
- ❖ Ongoing Prevention and Awareness Campaigns – Strategies that encompass the communication and continuing education regarding sexual violence and sexual violence avoidance using campus and community meetings and sessions, one-to-one counseling, electronic media, print media, social media, web content, email.
- ❖ Risk Reduction – Use of data, methods and approaches that will assist individuals identify warning signs, educate individuals on safety tips and ways to identify and avoid potentially unsafe situations.



### How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees.
- If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

**Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.**

## **Paul Quinn College Campus Security**

The purpose of the security team is to provide 24-hour security to protect the physical properties of the campus, students and employees. The security's authority encompasses all properties owned and operated by the College.

The Security Station is located at the front entrance of the campus. It is open 24 hours a day. All reports or requests for security services should be directed to (214) 379-5599. It is security's function to patrol the campus to ensure the safety of the students and the college's property and facilities. Security has the authority to issue fines for violations and is authorized to notify the Dallas Police and/or Fire Department during emergencies. Security officers have the authority to remove a student and his/her personal belongings from campus when directed to do so by the Administrative Officers of Paul Quinn College. Security has the authority to have unauthorized and illegally parked vehicles towed without notice, and the authority with the approval of the President, CEEL, or the Office of the Dean of Student Talent and/or the Chief Financial Officer to conduct searches of residence hall rooms when there is the suspicion of drugs, weapons, stolen items, any other legal activity or potentially threatening behavior.

The security team is a part of the Office of the President and is supervised by the Campus Facilities and Security Manager. Campus Security Officers are bonded employees of a contracted security service and are not sworn or commissioned law enforcement personnel, nor are they authorized to arrest any individual. Campus Security Officers investigate, prepare, and submit incident reports to the Campus Facilities and Security Manager, who will coordinate with CEEL and the CEEL professional staff for further investigation and charges. Serial numbers of stolen items from the campus are reported to the local authorities.

Criminal actions or concerns of emergency can and should be reported by any student. The Office of Campus Facilities and Security maintains the college buildings and grounds with a concern for the safety of all. Campus facilities are regularly checked and repaired for safety and security purposes; i.e., broken windows, locks, and doors. College officials along with Security will observe the campus to maintain proper lighting and other items of concern for the well-being of our campus community. Any deficiencies observed are reported to the proper individuals for repairs.

During the time the College is officially closed, buildings are locked and cleaned and only dormitory personnel, physical plant, student workers, and other major officers have access to the facilities.

### **Crime Prevention and Awareness Programs**

Periodically during the academic year, the Paul Quinn College will present crime prevention and awareness sessions on topics such as sexual assault; alcohol and drug abuse; theft, vandalism, and personal safety. Note: this information can also be found in the Paul Quinn College Student Handbook.

### **Security Awareness Programs**

During new student orientation sessions in July, August, September, December, and January, students are informed of services offered by Paul Quinn College and Campus Security. Slide presentations outline ways to maintain personal safety. Students are told about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees.

Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, articles and advertisements in college newspapers, and on the Paul Quinn College website <http://www.pqc.edu>.

When time is of the essence, information is released to the Paul Quinn College community through alerts posted prominently throughout campus, computer memos sent over Paul Quinn College's email system, and on the Paul Quinn College alert system.

### **Security Awareness Meetings**

Crime prevention meetings are held on campus including our Security Officers and the Dallas Police Department. Attendance to these meetings is voluntary. Prior notice will be provided through the residence hall, student union building, administration, and the dining hall.

## **CAMPUS SAFETY PLAN**

### **Safety Tips on Campus**

Paul Quinn College makes every effort to provide a safe campus for students, employees, and their property. However, students and employees are responsible for all personal items brought on the campus. The College does not provide insurance coverage.

- Be careful when crossing streets, Use pedestrian crosswalks.
- If driving on campus, yield to pedestrians in the crosswalk.
- Always lock and secure your vehicle when you park.
- Do not leave valuables unattended.
- Lock and secure your desk and office when away, even if it is for a short period of time.
- Keep small valuables (e.g. wallets and purses) out of sight in a closed and locked desk or file cabinet.
- When away from your work area, let a coworker or close neighbor know about your departure and expected time of return.
- Lock your computer when away from your office.
- Pay attention to people who do not belong in the areas where you work.
- Engage such people by saying "Excuse me? You appear to be lost. May I help you?"
- Pay attention to what they are wearing and other personal characteristics in case a description needs to be relayed to security.
- Report suspicious people or activity to security immediately. Give your name, department, phone extension, the location of the suspicious person and a description.
- Be discreet. Never advertise plans for being away to visitors you don't know or people calling your place of work.
- Report broken or flickering lights, dimly lit corridors, doors and windows that are broken or do not close or lock properly. Do not assume someone else will do it.

### **Identification Cards**

All registered students must have a Paul Quinn College identification card (ID card). The identification card is issued by The Office of Technology upon completion of the registration process and must be validated for the year. The identification card is used for identification, admission to college sponsored events, entrance to and use of college facilities (dining hall, library, fitness room, residence hall, etc.), and entrance to the campus. The identification card is non-transferable and must be surrendered upon withdrawal from the college. Students will be charged the appropriate fee to cover the cost of replacing a lost or damaged student I.D. card. Misuse of the Identification Card or failure to present it upon request may result in disciplinary action.

## **Access to Administration Building, Library, Student Union Building**

Access to the Administration Building, Library and the Student Union Building have limited access through a main entrance during normal business hours, Monday through Friday, 8:30AM to 5:00PM. Visitors with confirmed appointments, and prospective students are escorted by security to their destination. All other entrances to these facilities are access controlled via the S2 Access Control System and require an authorized ID Card to access.

## **Residence Hall Security**

Everyone shares a responsibility for the security of the residence hall. Outside doors are locked 24 hours a day, seven days a week, 365 days a year for the safety of the residents and are only accessible via an ID Card with appropriate access to the S2 Security System. ID Cards of non-resident students do not have access to the residence hall. Propping outside doors open is prohibited, and fines and/or disciplinary action will be assessed to any persons found guilty of violating this policy. Entering or exiting through windows is not permitted and may result in appropriate disciplinary action.

During between semester breaks, all student ID Cards are deactivated until the student is registered and the date to report back to campus has arrived.

The facilities staff has access to the residence hall at all times, but will not enter the room of a student without the permission of the student, or escorted by the residence hall manager unless there is an extreme emergency, such as water flooding or smoke protruding from underneath a door. Similarly, Campus Security will not enter a student room without begin escorted by the residence hall manager or an authorized resident assistant.

## **Room Keys**

Room Keys: Lost room keys may be replaced for a fee of \$50. Locks in all residence halls will be re-keyed whenever a key is lost. As a result of this charge and work order, refunds are not available. All keys are considered Paul Quinn College property and must always be returned to the residential life professional staff. Under no circumstances should a resident loan his/her key(s).

Students will be charged \$5 each time they require entrance to their rooms, including use of a loaner key. Loaner keys are intended for temporary use and must be promptly returned; failure to do so will result in a \$50 charge for a re-keying of the door and \$25 charge for the loss of the loaner key. Lost keys must be reported to the hall staff as they may compromise security to the building and other residents. Broken keys, due to negligence of the student, will be charged \$25 for replacement.

## **Curfews**

The Paul Quinn College curfew is designed to assist in the overall security of the campus. All resident students are required to be in the residence halls by MIDNIGHT on Sunday through Thursday, and by 3 a.m. on Friday and Saturday nights. Non-resident student vehicles are not permitted to enter the campus after curfew. No vehicles will be allowed on campus during curfew hours. Visitors will not be allowed to enter the campus after closing. PQC on-campus students will not be permitted to loiter outside campus buildings after the campus is closed.

## **Guest Visitation Policy**

Each resident is responsible for the conduct of his/her guest(s). Visiting hours are 10 a.m.-12 a.m. Sunday through Thursday and 10 a.m.-2:30 a.m. Friday and Saturday. The residence life staff may grant extension of visiting hours for reasons of study, etc. Because of security considerations, all visitors to the residence halls are required to register at the security booth at the main gate and leave identification until the visit is concluded and they have departed the residence hall. Only authorized residents are allowed to live in the residence halls. Students are expected to sleep in their assigned rooms.

\*Hosts will be fined \$100 for any unauthorized guests, and may be subject to disciplinary action, which may result

in dismissal from the Residence Hall or their guest privileges being suspended.\*

Students desiring family or friend overnight accommodations must be authorized to do so by the Dean of Student Talent or his/her designated person, one week prior to the visit. Cohabitation is not permitted and may result in disciplinary action for the student or students involved.

### **Missing Student Policy**

Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to students to establish both a Missing Student Notification Policy and Official Notification procedure for handling missing persons that apply to missing student's reports of students who reside on campus. Any missing student report must be referred immediately to the Campus Security department.

Missing student policy is defined as any currently registered student of Paul Quinn College who has not been seen by friends, family members or associates for 24 hours, and whose whereabouts have been questioned and brought to the attention of one of the following staff members of the College community.

<b>NAME</b>	<b>TITLE</b>	<b>PHONE #</b>	<b>MOBILE #</b>	<b>LOCATION</b>
Campus Security	Campus Security	(214) 379-5599	(469) 404-4832	Main Gate
Darel Cantrell	Manager Facilities/Security	(214) 379-5403	(469) 230-4357	Adams 108
Kelsel Thompson	Dean of Student Talent	(214) 379-5551	(903) 821-0318	Adams 301
Bruce Brinson	Chief Financial Officer	(214) 379-5573	(313) 590-7714	Adams 300
Sh'Nita Mitchell	Director of Campus Life	(214) 379-5455	(414) 507-5804	Lucy Hughes 201
Glenda Davis, LVN	Campus Nurse	(214) 379-5526		SUB 105
Maurice West	External Affairs	(214) 379-5575	(214) 534-9142	Adams 301
Cecilyn Bryan	Special Assistant	(214) 379-5577	(214) 287-8245	President's Office

The College will initiate an investigation when notified that a student; who resides in a campus residence hall, is missing, with no reasonable explanation for his/her absence. The investigation will include gathering of all information including: discussions with friends and roommate, meal and card access use around campus, social networking sites if possible, contacting them by phone or text. In the event of a missing student residing on campus, the President, Vice President for Academic Affairs, Dean of Student Talent, Director of Campus Life, Manager of Facilities and Security, or designee will notify the parents/family members regarding the situation, and regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, will also inform the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing.

In the event the student does not reside in a College residence hall, the appropriate local police authorities will be notified by the college and an investigation will be initiated.

If the students are under 18 years of age and not emancipated, the institution will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, if the student has been determined missing by the institutional police or Campus Security department, or the local law enforcement agency in



addition to notifying any additional contact person designated by the student.

Each fall, summer, and spring, new and continuing students will be provided with an opportunity to denote a confidential contact person to notify in the event they become missing. All students will be advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. All students will be advised, if under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student; and the college will advise all students that, the institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

### **Active Shooter Procedures**

If you witness the incident or suspect an active shooter incident, immediately Call 911 + Security, 214-379-5599.

- Be prepared to give details: location, suspect description, how many people are involved, type of weapon (handgun, etc.)
- If possible, safely exit the building, or seek immediate shelter behind a locked door/barricade and warn others.
- Stay away from windows.
- Turn cell phones to silence and turn computers off.
- Direct students to remain in locked classrooms or offices. Remain in locked classroom or office until “all clear” is given by college officials or emergency personnel.
- Only as a last resort, if the suspect enters your room, talk to the attacker. Talk about the good part of your life, i.e. your family, your dog, etc.
- Remain calm at all times.

### **Fire/Alarm Procedures**

To report an emergency: Call (911) + Security 214-379-5599.

### **Annual Fire Safety**

Beginning by October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report.

### **Fire Safety System**

A description of each on-campus student housing facility fire safety system must be contained in this report. Definition of a 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 systems, 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.

### **On-Campus Housing**

Paul Quinn College currently has one (1), on-campus housing facility, the Lucy Hughes Dormitory. The Fire safety system in the facility includes the following devices: Honeywell control panel and wired fire/smoke detection sensor in each resident's room, common areas, laundry room, hallway and stairwell; audible sirens and

visual strobes indicating an alarm condition; pull stations located at required intervals on each floor of the facility; and fire extinguishers located at required intervals on each floor of the dormitory. All stairwells have fire doors which are always in the normally closed position. The S2 access control system automatically releases the doors when an alarm event occurs to ensure residents are able to easily open the doors of their escape route. The fire safety system is monitored 24/7 by Stanley Convergent Security Solutions, Inc. via two AT&T analog telephone lines. Similar systems are installed and monitored in every facility on campus.

### **Fire Safety Awareness and Training**

It is the responsibility of all members of the College community to be familiar with safety policies and procedures. Exit routes for existing buildings are posted in the halls; fire safety is discussed during residence hall meetings and at the beginning of each semester during new student orientation and in general town hall meetings. The following items are prohibited from Paul Quinn College buildings: open flames such as candles, incense, appliances with exposed heating elements, appliances that overload the electrical system, and fireworks. This is a tobacco-free campus. Tobacco, lit or unlit, is not allowed on campus.

Tampering with fire control equipment or alarm systems is strictly prohibited. Any person who disregards the right and property of others by tampering with fire control equipment or alarm systems (including causing a “false alarm”) is not only in violation of College policy but is also subject to both civil charges and fines. Tampering with systems includes any vandalism or removal of batteries from smoke alarm systems or misuse of fire extinguisher. In the event of a malfunction of the system, maintenance should be notified immediately.

Smoke detectors activate an alarm system automatically in case of a fire in a building. Manually operated alarms (pull stations) are also located in all residence halls. The residence life staff is responsible for scheduling regular fire drills throughout the year. Each time the fire alarm sounds, students should exit the building quietly in line and in an orderly fashion, to the nearest exit. Failure to exit the building in an orderly fashion may result in a turnaround fire drill. Tampering with fire safety equipment is an illegal offense and will subject the individual to prosecution under the law. Failure to evacuate a facility during an alarm will subject the student to disciplinary action.

#### **If you hear a fire alarm:**

- Turn off electrical equipment.
- Close doors to prevent spreading fire.
- Do NOT use elevators.
- Evacuate to an open area at least 100 yards upwind away from the affected building.

#### **If you discover a fire:**

- Activate the nearest fire alarm Call 911+ Security (214) 379-5599.
- Notify others in the area Evacuate to an open area at least 100 yards away upwind from the affected building. Evacuation is the priority. If you have time, execute the following:
- Close all windows and doors, open drapery, and turn off all electrical equipment.
- Put on light coat or raincoat and walking shoes.
- Grab a towel - use wet towel over nose and mouth in case of smoke.
- Proceed single file and remain at least 100 feet from burning buildings.
- Do not run or return to building unless the “All Clear” signal is given by a staff member, Resident Assistant, or Fire Officials.

Prolonged ringing of the fire alarm will indicate a fire or a fire drill. The most probable danger comes from fires in the waste basket or from a curtain, for which the fire extinguisher should be used. Always locate the nearest fire extinguisher and know how to use it. (All Paul Quinn College Buildings Are Smoke-free and Tobacco-free). *Remain in a safe location until "all clear" is given by college officials or emergency personnel.*

If you become aware that a fire took place, even if it was contained without emergency fire and rescue being called to the scene, report it to one of the following college staff members:

NAME	TITLE	PHONE #	MOBILE #	LOCATION
Security	Security	(214) 379-5599	(469) 404-4832	Main Gate
Darel Cantrell	Manager Facilities/Security	(214) 379-5403	(469) 230-4357	Adams 108
Kessel Thompson	Dean of Student Talent	(214) 379-5551	(903) 821-0318	Adams 301
Bruce Brinson	Chief Financial Officer	(214) 379-5573	(313) 590-7714	Adams 300
Sh'Nita Mitchell	Director of Campus Life	(214) 379-5455	(414) 507-5804	Lucy Hughes 201
Maurice West	External Affairs	(214) 379-5575	(214) 534-9142	Adams 301

### Plans for future improvements in fire safety

Currently, the college conducts one annual fire/emergency evacuation drill annually, during the fall semester. Similar exercises are conducted periodically for other facilities on a campus-wide basis that include evacuation plans for all buildings on campus. The plans include determining the type of emergency, initiating the notification system, communication and coordination of first responders and reviewing the results of the exercises to see how we performed. In the future we intend to perform one emergency evacuation drill per semester to include a live drill for the dormitory as well as the main education/administration building.

### Bomb Threats/Explosions

If you receive a bomb threat:

- Collect as much information as possible from caller.
- Call 911 + Security (214) 379-5599.
- Notify others in the area.
- When a threatening call is received, attempt to learn the following:
  - When is the bomb set to go off?
  - What is the explosive?
  - What does it look like?
  - Where in the building is it?
  - What does the person's voice sound like? (man, woman, child, accents, etc.)
  - Were there any identifiable sounds in the background?
  - What is the exact wording of the threat?

Immediately after receiving the threat, evacuate the area or the building, (take personal belongings that are within reach). Appropriate personnel will begin a search of buildings and grounds for suspicious items. If a bomb is found, the appropriate personnel will isolate the area:

#### **DO NOT DO ANY OF THE FOLLOWING:**

- Handle the device, use two-way radios, use cell phones, use pagers, or turn lights on/off.
- Keep all people a minimum of 300 yards away from the area where the bomb is located.
- Only emergency personnel should enter the area.

*Re-enter the building after the "all clear" is given by college officials or emergency personnel.*

## **Tornado/Severe Weather Warnings**

### **Tornado WATCH:**

Definition: Weather conditions that could result in the formation of tornadoes.

### **Tornado WARNING:**

Definition: A tornado has been spotted in the area or has been indicated by radar.

Campus Security will monitor weather conditions. Campus administration will be notified upon the issuance of a tornado watch. People outside need to seek shelter immediately inside the nearest building. People on second floor of a building need to immediately move to the lowest level of the building.

*Remain in a safe location until the "all clear" message is given from college officials or emergency personnel.*

## **Hazardous Material Policy**

Paul Quinn College is committed to provide a safe environment for faculty, staff, students, outside contractors, and visitors of the College who work with or around hazardous materials and to those areas of the Campus which may be affected by presence of such materials. The management of hazardous materials through their acquisition, utilization, and storage stages is critical. This policy is written to provide the overall requirements for the management of hazardous materials in all laboratories, work spaces, facilities, and other property of Paul Quinn College.

Hazardous Material is defined as a product, waste or combination of substances which because of its quantity, concentration, physical, chemical, toxic, radioactive, or infectious characteristics may reasonably pose a significant, actual, or potential hazard to human health, safety, welfare, or the environment when improperly treated, stored, transported, used, disposed of, or otherwise managed. Hazardous materials include - without limitation - synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious materials, and all substances defines as "toxic" or "hazardous."

All hazardous material must be stored in appropriate cabinets, flammable material storage cabinets etc. until use and returned for safekeeping after use. Containers of hazardous materials should not be left on bench tops when not in use.

It is important that anyone using hazardous material read the Material Safety Data Sheet (MSDS) associated with the hazardous material before its use. Anyone handling or using hazardous material shall use personal protective equipment as noted in the MSDS. No person at Paul Quinn College may order, purchase, handle, or use hazardous material without the proper OSHA training.

In case of emergency, spill or other hazardous material conditions, call Campus Security and 911 immediately. Contact the Facilities Manager, at 214-379-5403, for further information and instruction.

## **Vaccination Policy and Illness Prevention**

### **Meningitis Vaccination Policy**

State of Texas State Law requires the meningitis vaccine for all students under the age of 22 enrolled in on-campus college classes. Documentation of the meningitis immunization must be dated 10 days prior to the move in date or the first day of classes. Students without the required documentation will NOT be allowed to move-in to the residence hall or begin attendance in class.

## **Recommendations for the Flu Season**

**Self-Isolate** - Anyone with flu-like illness should stay away from classes and limit interactions with other people, except to seek medical care, for at least 24-hours after they no longer have a fever, or signs of a fever, with the use of fever-reducing medicines.

If you live off-campus, please remain at home until at least 24 hours after you are free of fever, or signs of a fever, with the use of fever-reducing medicines.

- **High-Risk Students or Staff:**

If you become ill with flu-like symptoms, you should speak to your health care provider as soon as possible.

- **Hand Hygiene and Respiratory Etiquette:**

Stay home when you are sick. Wash your hands frequently with soap and water when possible. Use hand sanitizers when soap and water are not available. Cover your nose and mouth with a tissue when coughing or sneezing (if a tissue is not available, use your shirt sleeve or elbow).

- **Routine Cleaning:**

Keep all of your high-touch surfaces clean. The college provides routine cleaning one time per week.

## **CODE OF CONDUCT AND DISCIPLINARY PROCEDURES**

### **STUDENT'S CODE, RIGHTS, RESPONSIBILITIES AND CONDUCT**

The Standards of Conduct exist to protect the persons who make up the College community, as well as the rights and property of the College. These standards also foster and enhance the academic mission of the institution. While the Standards of Conduct do not include all of the activities that may adversely affect the College community, they do apply to the conduct of all students and student organizations while on the premises of the College and off the campus as long as the student or groups maintain a student relationship with the College. The school's premises include all lands, buildings, and facilities owned, leased, or operated by the College. The College reserves the right to sanction currently enrolled students for violating the Standards of Conduct, even if said violations occur off campus.

Students enrolled at Paul Quinn College are expected to conform to regulations, federal and state laws, and city ordinances. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state, or federal laws. Students who are penalized for violation of public laws are not exempted from penalty by college authorities if violation of that law is a violation of student's Standard of Conduct. The College's decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, may be suspended or expelled from the College.

**Students who violate any Paul Quinn College policy will be subject to disciplinary action** set forth in this Handbook. Situations may arise not specifically covered by college regulations, but which adversely affect the welfare of the College Community. In these instances, the President, Chief Financial Officer, the Dean of Student Talent and/or Vice President of Academic Affairs will evaluate the situation and take the appropriate action under the guidelines of this Handbook. Students will be afforded the review and appeal processes provided by this Handbook for any disciplinary action.

Students charged with policy violations of the Code of Conduct are officially notified in writing of the allegations. The sanctions given as a result of a student being found in violation or responsible for a violation is one or more of the following:

- |                                   |   |
|-----------------------------------|---|
| 1. Expulsion                      | 6. Restitution to the college/community member  |
| 2. Suspension/Deferred Suspension | 7. Confiscation of prohibited items   |
| 3. Disciplinary/Social Probation  | 8. Censure  |
| 4. Written Warning                | 9. Removal from on-campus housing   |
| 5. Fine(s)                        | 10. Community Service/Educational sanctions in a College or other assigned community activity |

### **Rules and Regulations**

All rules of Paul Quinn College shall apply on campus as well as off campus and for any student currently enrolled at Paul Quinn College in the vicinity of the campus and/or representing the College in *any* capacity. Campus Security Officers, as well as any official of the College, are hired and are empowered to enforce these regulations and all applicable laws on campus and properties owned, rented, or leased by the College. The Security Officers have the added power to stop, identify and question individuals, and issue parking tickets. Students are encouraged to obtain and familiarize themselves with College Regulations.

The following are general rules and regulations, which are designed to promote the educational, social, and cultural well-being of students attending the College. There may be times when disciplinary action is necessary in response to behavior not specifically addressed in the Student Handbook. In such cases, the response will be determined by Academic Affairs or CEEL in keeping with the spirit of the College's policies and values. The nature of some actions and certain violations of college rules and regulations by a student may subject him or her to automatic suspension from the College. The Vice-President of Academic Affairs or the Dean of Student Talent may impose automatic suspension and/or other sanctions to any student suspected of the following:

### **Prohibited Conduct**

The following conduct is prohibited:

- a. Willfully cause physical injury to any other person, or threaten to do so. Fighting is strictly prohibited.
- b. Physically restrain or detain any other person;
- c. Willfully damage or destroy property of the college, or of any other person, or removal or use such property without authorization;
- d. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff or a student's residential room;
- e. Enter upon and remain in any building or facility for any purpose other than its authorized use or in such manner as to obstruct its authorized use by others;
- f. Without authorization enter or remain in any building or facility after it is normally closed;
- g. Refuse to leave any building or facility after being instructed to do so by an authorized administrative officer/staff;
- h. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
- i. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, assemblies and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers;
- j. Incite others to commit any of the acts herein prohibited; and
- k. Exhibit unbecoming behavior and inappropriate conduct towards faculty, staff, administrators or other students (including but not limited to use of abusive language, profanity, obscenity and other conduct prohibited in these Standards of Conduct);
- l. Failure to embrace the Quinnite spirit and respect for self, college, and community including repetitive violations of the business casual dress code policy.
- m. The use, possession, and/or distribution of marijuana and other illegal drugs or prescription drugs;
- n. Possession and/or use of a weapon; and
- o. Sexual assault, sexual harassment, and/or sexual misconduct.

## **Gang Free Zones**

The grounds and facilities of all College property shall be considered gang free zones. Students engaging in gang related activity and/or organized criminal activity at any college facility or grounds shall be subject to disciplinary penalties outlined in the Student Code of Conduct. Students involved in illegal acts may be arrested and face criminal prosecution.

## **Dress Code**

A person is guilty of violating the school's business casual dress code policy if they are found wearing clothing that is considered outside of the mandatory dress policy Monday through Friday. Any student found to be in violation of the dress code policy will receive one of the following penalties:

- a. A \$200 fine; and/or
- b. Test of physical endurance; and/or
- c. President's Running Club.

## **Disruption**

A person is guilty of disruption when he/she by action, by threat or otherwise: interferes with college activities; interferes with an official performing his/her duty; and/or obstructs college activities.

College activities include, but are not limited to: teaching, research, administration, and public service functions or other authorized programs on the college premises.

## **Unauthorized Entry**

No person shall break into or illegally enter any college building or room, nor shall any unauthorized person enter or remain in any college building or facility at a time when that facility normally is closed or after the facility has been closed because of special or unusual circumstances. College facilities include, but are not limited to, parking lots and campus areas.

## **Damage/Vandalism to Property**

- a. No person shall take, steal, burn, destroy or otherwise damage any property on the College campus or any college property.
- b. No person, in any manner whatsoever, shall deface walls or any other portions of any structure or sidewalks/streets. This includes the use of paints, posters, advertisements, and gang graffiti affixed in any areas other than those designed for such purposes.

## **Theft and Unauthorized Possession of Another Person's Property**

No person shall take, procure, or access another person's property without permission of the owner.

## **Harassment**

A person is in violation of harassment when:

- a. He/she engages in behaviors less than physical: in person, by email, by phone/text, or through social media, which create an environment of intimidation. This includes group intimidation and bullying.
- b. He/she creates a condition that unnecessarily endangers or threatens the health, safety or well-being of other persons or property on college property;

### **Physical Abuse/Fighting of another Person**

A person is in violation of physical abuse/fighting when:

- a. He/she intentionally assaults (a physical or verbal attack), strikes, threatens, forces, or intimidates (frightens) any person;
- b. He/she creates a condition, which unnecessarily endangers or threatens the health, safety or well-being of other persons or property on college property;
- c. Students have the right to file a complaint with Student Affairs against employees for abuse of their rights and privileges.

### **Sexual Misconduct/Abuse/Assault of another Person**

A person is guilty of sexual misconduct/abuse/assault when:

- a. He/she touches another person in a sexual manner without penetration without consent.
- b. He/she intentionally sexually assaults or rapes any person; this includes date or acquaintance rape defined as forcible, nonconsensual sexual intercourse perpetrated by a person known to the victim and with whom the victim is voluntarily engaged in a social interaction, on or off college property.

### **Dangerous Weapons and Explosives**

- a. It is a violation of Paul Quinn College regulations for any student to possess a rifle, shotgun, firearms, ammunition, firecrackers or explosives.
- b. No person, either single or in concert with others, shall possess and carry on any grounds or in any building of the College, a knife, dirk, staled, saber, cudgel, bludgeon, club or other things adaptable to the purpose of a weapon, including batons, canes or similar articles, excluding only orthopedic aids, athletic equipment and project or construction materials and tools with proof of a proper specific use of purpose on the day in question.

***Any student found to be in violation of possessing a dangerous weapon and/or explosives will receive automatic suspension and face potential expulsion.***

### **Drugs**

The use or possession without prescription of any drug or illegal substance, such as marijuana, marijuana butts, cocaine, crack cocaine, heroin, narcotics, barbiturates, and any other substance that is illegal in the state of Texas, and is contrary to federal and/or state law. Students who are found to be distributing drugs are also in violation of this policy. Students who violate this policy may be reported to law enforcement.

The College does not condone violations of federal, state, or local laws regarding any illegal drugs, narcotics, or dangerous substances. The use, possession, or distribution of such substances, except as expressly permitted by law, is not permitted. The College does not permit the use or possession of illegal drugs, alcoholic beverages, or firearms of any kind on the campus, at any College sponsored activity, or when representing the College.

### **Gambling**

No student shall gamble for money or other valuables on college property or in any college facility. Gambling is prohibited.

### **Failure to meet financial obligations to the College**

The college reserves the right to discipline students who do not meet their financial obligations to the college. Students are expected to pay their bills in full and on time.



### **Aiding and Abetting**

Any student found in violation of assisting another person in bringing or storing illegal drugs or firearms of any kind on the campus and/or assisting another person to enter illegally any college facility **will receive automatic suspension**.

### **Use of Alcoholic Beverages**

Alcoholic beverages are not permitted on our campus regardless of age. Any person is guilty of the use of alcoholic beverages when he/she consumes any alcoholic beverages or brings, or assists another student in bringing alcohol beverages on to the campus or into any building. Students who provide or purchase alcohol for minors are also in violation. Students will not be permitted to maintain any alcohol container type displays in their residence hall space. Students are not to be intoxicated while on campus.

### **Misuse of College Supplies, Documents, or Services**

A person is guilty of misuse of college supplies, documents or services when he/she:

- a. forges, alters, or uses without authority;
- b. possesses college supplies or documents without authority. (College supplies and documents include, but are not limited to supplies, equipment, keys, records, files, documents and other materials); fraudulently uses or abuses.

### **Reasonable Request of a College Official**

A person is guilty of failure to comply when he/she knowingly fails to comply with a reasonable request of such college officials in the performance of his/her duty.

### **Students Arrested in the City of Dallas or Dallas County, Texas**

A student who is arrested should contact their parent(s) for assistance. The College will not be responsible for assisting the student with the legal process.

### **Hazing**

The Texas Legislature has enacted a law prohibiting hazing by person(s) against a student(s) at an educational institution. The law also prohibits the knowing, intentional, reckless failure to report hazing to school authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines, as well as disciplinary action from the College. The following is a brief summary of the hazing law. A person commits an offense under the hazing law if that person:

- a. Engages in hazing;
- b. Solicits, encourages, directs, aids, or attempts to aid another engaging in hazing;
- c. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the CEEL.

The Texas Education Code defines hazing as:

- Any knowledge of or participation in physical brutality such as whipping, beating, striking, branding, electronic shock, placing of a harmful substance on the body or similar activity;
- Any knowledge of or participation in physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health and safety of the student;
- Any knowledge of or participation in the consumption of food, liquid, alcoholic beverage, liquor, drugs, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the

mental or physical health or safety of the student.

- Any knowledge of or participation in activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame, or humiliation; that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization and the institution rather than submit to acts described above.
- Any type of activity which falls within the general definition of hazing for the purpose of pledging, being initiated into, affiliating, holding office in, or maintaining membership in any organization whose members are or included students at an educational institution is prohibited under the hazing law.

Consent of the individual(s) subject to the hazing is not a defense to prosecution of an offense under the hazing law. Organizations that are subjected to this law includes fraternities, sororities, societies, associations, corporations, orders, choruses, cooperates, service and social clubs or any similar group whose members are primarily students at an educational institution.

A “student” is defined as an individual registered or in attendance at an educational institution, an individual accepted for admission at an educational institution, or an individual who is on vacation from an educational institution and intends to attend that institution during any of its regular sessions after that period of vacation.

Specific state penalties that may be imposed against an individual or an organization found guilty of an offense under the hazing law include the imposition of fines ranging from \$5,000 to \$10,000 and/or imprisonment of 90 days to two years. The specific penalty imposed for a hazing offense depends on the seriousness of the offense and whether or not bodily injury to an individual or death results from the hazing incident.

The institution also has the authority to impose penalties ranging from probation to expulsion as hazing is a violation of the Code of Conduct. If hazing occurs within a fraternity or sorority, the national office will also impose penalties, which likely will consist of fines and suspension or expulsion from the organization.

### **Paul Quinn College Classroom Etiquette**

The classroom is an exciting, energetic, and engaging environment conducive to learning. Students and instructors are expected to engage in a wholesome cooperative learning experience. Students are expected to behave as responsible adults and maintain an attentive posture in the classroom. They are expected to show respect for their peers and their instructors at all times. The following behaviors and restrictions should be observed:

- a. Attend class regularly
- b. Be on time for class
- c. Bring necessary textbooks and materials to class
- d. Dress for success (Follow the PQC dress code)
- e. Come to class prepared
- f. Be prepared to take notes when class begins
- g. Complete assignments on time
- h. Do not plagiarize any of your work
- i. Do not use cell phones, radio, video games, MP3 players or other electronic equipment other than for class purposes
- j. Do not talk out of turn, pass notes, or send text messages during class
- k. Do not fall asleep during class
- l. Do not use obscenities, threatening, or offensive behavior

- m. Do not use violence, intimidation, abuse, or destructive behavior in or out of class.
- n. Adapted from Jennifer Hurd, *Campus Companion*

### **Social Media Policy**

Paul Quinn College recognizes that social media is a substantial part of communication and self-expression. It is expected that all members of the Paul Quinn College community that use social media observe the Standards of Conduct herein in their social media communication, as a parallel to their in-person communication on campus. This includes, above all, respect for individuals and the campus community. Students who fail to respect the privacy of others, whose posts may be construed as slander, or who act in a manner unbecoming of a Quinnite may face disciplinary sanctions.

### **Discrimination Policy Statement on the basis of Sex, Handicap, Race, Color or National Origin**

Paul Quinn College emphasizes its commitment to provide a professional working and learning environment that supports, nurtures and rewards educational and employment growth free of discriminatory, inappropriate and disrespectful conduct or communication. Discrimination of any kind threatens this type of learning environment in that it compromises institutional integrity and traditional academic values. Discrimination inhibits the individual's performance as a student or employee and violates acceptable standards for accessibility, equal opportunity and interrelationships.

Students, staff, faculty and administrators should know that the College is concerned about discrimination. The institution is prepared to take preventive and corrective action to deal with an individual or individuals who engage in such actions or conduct.

Paul Quinn College, for the purpose of this policy, defines discrimination according to the categories listed below:

#### **Student Disability Discrimination**

Paul Quinn College defines student disability as a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

#### **Age Discrimination**

Paul Quinn College defines age discrimination as the denying or limiting individuals in their opportunity to participate in any program or activity because of their age.

#### **Race/Color Discrimination**

Paul Quinn College defines race discrimination as treating someone (an applicant, student, or employee) unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color. Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color.

### **Handicap/Disability Discrimination**

Paul Quinn College defines Handicap/Disability discrimination as the action when an employer or other entity covered by the Americans with Disabilities Act, as amended, or the Rehabilitation Act, as amended, treats a qualified individual with a disability who is an employee or applicant unfavorably because she has a disability

Disability discrimination also occurs when a covered employee, student, or an applicant is treated less favorably because she has a history of a disability (such as cancer that is controlled or in remission) or because she is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if she does not have such an impairment).

### **Sex Discrimination**

Paul Quinn College defines sex discrimination as treating someone (an applicant, student, or employee) unfavorably because of that person's sex. Sex discrimination also can involve treating someone less favorably because of his or her connection with an organization or group that is generally associated with people of a certain sex.

### **Gender Identification Discrimination**

Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation, is a form of Sex Discrimination and in direct violation of Title VII.

### **National Origin Discrimination**

National origin discrimination involves treating people (applicants, students, or employees) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group. Discrimination can occur when the victim and the person who inflicted the discrimination are the same national origin.

## **Paul Quinn College Disciplinary Measures**

### **Immediate Expulsion**

Students may be expelled immediately for the following items:

- a. Possession of illegal drugs. **Drugs are not allowed on Paul Quinn College campus.**
- b. Possession of weapon(s), ammunition, or explosives of any kind
- c. Storing, possession or detonation of firearms (including BB, paint ball, and Pellet guns)
- d. Assault and/or intimidation of faculty or staff
- e. Academic dishonesty
- f. Theft on or off campus

### **Warning/Reprimand**

Warnings or reprimands may be oral or in writing. Serious offenses will be documented in writing by the appropriate official and may be placed in the student's file.

### **Suspension**

Suspension means separation from the College for a period set by the President, Vice President of Academic Affairs, or Dean of Student Talent. In some circumstances, the College may select to summarily suspended a student for his/her safety or while an investigation is being conducted.

Suspension shall:

- Be effective on the date of notice of suspension, except that the notice may state otherwise;
- Prescribe the conditions, including, but not limited to, the term of suspension;
- Be entered into the student's permanent record;
- Prescribe the date and conditions upon which a student may petition for reinstatement;
- Subject a student to re-instatement probation and to any or all of those conditions imposed therewith.
- Any student suspended from the College for disciplinary reasons shall not be permitted on campus during the period of such sanction without prior written approval from the President, Vice President of Academic Affairs, or Dean of Student Talent or their designee.
- All students that are suspended must surrender their Paul Quinn College ID the day the sanction begins.

### **Expulsion**

Expulsion means permanent dismissal from the College. Expulsion means that a student may never return to the institution. Expulsion shall be effective on the date of notice of expulsion, unless the notice states otherwise. Expulsion will be entered into the student's permanent records.

### **Social/Disciplinary Probation**

Probation may be imposed for a period set by CEEL. A student placed on Social/Disciplinary Probation is not eligible:

- a. To attend or participate in any intercollegiate events;
- b. To attend or participate in any student organization or extracurricular activities, choir travel, etc.
- c. To represent the College in any chosen, elected or other position (SGA, student delegation to conventions or conferences, etc.)
- d. To work assignments independently or in concert with other sanctions;
- e. In some cases, to remain in the residence hall;
- f. To hold any position held prior to the Probation Period; and
- g. To wear their sorority or fraternity letters on campus at any time.
- h. Students who do not complete probation as outlined in their sanction letter and probation agreement may be removed from the residence halls if they reside on campus and/or subject to one semester or more suspension.

### **Termination of an Approved Student Organization**

This is the discontinuation of a registered student organization for a designated period of time, including the loss of all privileges as enumerated in this Code. Any student organization may be terminated for a specified period of time with the loss of privileges as enumerated in this code.

### **Restitution**

Restitution is reimbursement for damage to, destruction of, or misappropriation of College property of any person(s) while on college property, which results from conduct in violation of this code. The Vice-President of Academic Affairs or Dean of Student Talent must approve all restitution.

- a. Restitution may be ordered by the Vice-President of Academic Affairs, Dean of Student Talent, or CEEL professional staff in connection with the sanction, which may be imposed in accordance with code for damage to, destruction of, or misappropriation of property as defined above.
- a. When restitution is ordered in connection with a sanction, it shall constitute a condition of reinstatement or restoration of privileges to a student.

- c. When restitution is ordered, and the obligation is not met, a student or an organization is subject to additional disciplinary sanctions which could have been imposed in accordance with this Code for damage to, destruction of, or misappropriation of property and/or failure to comply.

### **Fines**

All fines must be paid in the Business Office in cash or money orders. No personal checks are accepted. If the student cannot pay a fine when it is issued, it will be posted to the student's account. A receipt will be given upon payment of the fine. All fines must be paid prior to moving into the residence hall, graduating, or requesting transcripts.

### **Condition of Suspension and Reinstatement**

Any student suspended from the College:

- a. Shall be denied all privileges afforded a student;
- b. Shall be required to leave immediately when it is determined by CEEL that the student's continued presence on the College property constitutes a danger to the College or threatens to disturb the normal educational functions of the College and to remain away so long as that threat or danger continues, except that the individual:
- c. May petition to CEEL for entrance to the College for a specific purpose.
- d. Has the right to petition to CEEL to remove or reduce the terms of this condition.
- e. Shall petition for reinstatement to the College before being re-admitted and be subject to reinstatement probation may be required to meet certain conditions upon reinstatement that are recommended by the Vice President for Academic Affairs or Dean of Student Talent.

### **Failure to Observe Terms and Conditions**

Failure to observe the terms and conditions (Suspension or College Disciplinary Probation) will result in immediate suspension for not less than one academic semester. Students are expected to follow the terms of their Probation/Suspension. No exceptions. **Sanctions not followed to the letter will result in removal from the residence hall or suspension per your letter.**

### **Violation of Civil Law**

If a student is charged with an off campus violation of a criminal law, the College may delay taking disciplinary action until the student has been judged in a court of law, except if the student is incarcerated and unable to comply with academic requirements.

- a. The College may impose sanctions for gross misconduct (E.g.: homicide, attempted rape, rape, felonious assault, robbery, arson, the possession of illegal drugs, etc.) All actions that are illegal in the State of Texas and the United States are included in this list.
- b. The College may reinstate the student if he is acquitted or the charges are withdrawn.
- c. The College may initiate its hearing and disciplinary proceedings against a student who violates a civil law which may be a violation of the above.
- d. The College may initiate its hearing and disciplinary proceedings against a student who is found guilty of shoplifting, writing bad checks and failing to make good within 15 days of notification, and any form of conduct inconsistent with that of Paul Quinn College policies, whether the violation occurred on or off-campus.

### **Offense and Penalties for False Alarm or Report**

Section 42.06 of the Texas Penal Code, False Alarm or Report:

- (e) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:
- i. cause action by an official or volunteer agency organized to deal with emergencies;
  - ii. place a person in fear of imminent serious bodily injury; or
  - iii. prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.
- (f) An offense under this section is a Class A misdemeanor unless the false report is an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

## **2015 ANNUAL SECURITY REPORT**

### **Crime Reports for Years 2012 – 2014**

The safety and security of our campus is of tremendous concern to the Faculty and Staff of Paul Quinn College. Having a safe and secure campus depends on each student working with the faculty and staff to safeguard themselves and others. Crime statistics are compiled by coordination with local law enforcement agencies.

### **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

requires that each institution of higher education in the United States which participates in federal student aid programs produce and distribute an annual report containing crime statistics and statement of security policy. This publication is designed to reveal to the public specific information on Campus Security, crime statistics for the most recent three-year period, alcohol and drug use, crime prevention, security operations, policies relating to reporting crime and campus disciplinary procedures, fire related statistics, and the missing student policy. A copy of this report can be seen at the Residence Hall, Office of Student Affairs, and at the Office of Facilities and Security. It will also be posted on our website: <http://www.pqc.edu/wp-content/uploads/2015/09/PQC-Annual-Security-Report-October-2015-FINAL.pdf>. If you would like to receive a paper copy of the combined Annual Security and Fire Safety Report which contains this information, you can stop by the Paul Quinn Business Office at 3837 Simpson Stuart Road., Adams 208, Dallas, TX 75241, or you can request that a copy be mailed to you by calling (214) 379-5560.

Crimes that are reported in the Clery Disclosure Act are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Rape and Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate Crimes
- All liquor, drug, or weapons law violations resulting in an arrest.
- Violence Against Women Act Violations (VAWA)

By October 1st of each year, notification of the new annual disclosure report is provided to current students and employees by electronic mail with hyperlinks to the report on the College web page. A paper copy of the report is available from the Business Office. The crime statistics are also submitted to the U.S. Department of Education

every year as prescribed by the Department of Education.

Paul Quinn College's compliance with the Clery Act and all related provisions does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.S.C 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Clery Security Report Geographic Location Legend**

Column A = On Campus – Total (includes Student Housing and Non-Residential categories)

Column B = On Campus – Student Housing Facilities - (a subset of On Campus – Total)

Column C = Public Property

Column D = Non-Campus

Total = Total of all crimes/violations from On-Campus, Public Property, and Non-Campus categories

### **Report Preparation and Notification**

The Campus Facilities Manager/Security Officer prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://www.pqc.edu/wp-content/uploads/2015/09/PQC-Annual-Security-Report-October-2015-FINAL.pdf>. You will also be able to connect to the document via the Paul Quinn College Home page at [www.pqc.edu](http://www.pqc.edu).

This report is prepared in cooperation with the local law enforcement agencies, Dallas Police Department and Dallas County Sherriff's Office, Campus Security, Housing and Residential Services, Center for Civic Engagement, Entrepreneurship, and Leadership, the Office of the Chief Financial Officer, the Office of Student Health Services and the Office of Academic Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to Campus Security, Housing and Residential Services, Center for Civic Engagement, Entrepreneurship, and Leadership, the Office of the Chief Financial Officer, the Office of Student Health Services and the Office of Academic Affairs, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Texas Law requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Student Health Services) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Department of Counseling and Psychological Services staff, inform their clients of the procedures to report crime to the Campus Security or the Office of the Chief Financial Officer on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, no later than October 1<sup>st</sup> an e-mail notification is made to all enrolled students, faculty and staff containing this report as well as the website address to access this report. <http://www.pqc.edu/wp-content/uploads/2015/09/PQC-Annual-Security-Report-October-2015-FINAL.pdf> Copies of the report may also be obtained at the Business Office, Adams 208. All prospective students may obtain a copy from Enrollment Management at Adams 200; and prospective employees may obtain a copy from Business Office at Adams 208.



## Geographical Location Definitions

### A. On Campus Definition:

(1) Any building or property owned or controlled by an 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, including residence halls; and (2) Any building or property that is within or reasonably contiguous to 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).

### B. On Campus – Student Housing Facilities Definition:

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.

### C. Public Property Definition:

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

### D. Non-Campus Building or Property Definition:

(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 that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

## Crime Definitions from the Uniform Crime Reporting Handbook

- *Arson:* Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- *Criminal Homicide-Manslaughter by Negligence:* The killing of another person through gross negligence.
- *Criminal Homicide-Murder and Non-negligent Manslaughter:* The willful (non-negligent) killing of one human being by another.
- *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:* Aggravated assault is 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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- *Burglary:* Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- *Motor Vehicle Theft:* The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)
- *Weapon Law Violations:* The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- *Drug Abuse Violations:* Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs are considered drug abuse violations. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- *Liquor Law Violations:* The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

## Sex Offenses Definitions

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

- *Rape - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*

- *Rape (FBI revised definition): 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 includes the offenses of Rape, Sodomy, and Sexual Assault with an Object as converted from data submitted via the National Incident-Based Reporting System [NIBRS]).*
- *Rape – Completed - 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 definition includes any gender of victim or perpetrator. Sexual penetration means 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. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.*
- *Rape - Attempts to Commit Rape - Assaults or attempts to rape are classified as Attempts to Commit Rape.*

*Sex Offenses - Forcible:* Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

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

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

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

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

*Sex Offenses - Non-forcible:* Unlawful, non-forcible sexual intercourse.

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

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

*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 cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the State of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

*Dating Violence* – Means violence committed by a person:

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) Where the existence of such a relationship will be determined by the reporting party's statement and based on a consideration of the following factors:
  - (i) The length of the relationship.
  - (ii) The type of relationship.
  - (iii) The frequency of interaction between the persons involved in the relationship.

*Stalking* – Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress. In Texas, a person commits the crime of stalking when the person either:

- b. Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
- c. Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

## **Hate Crimes Definitions**

*Hate Crimes* – includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

- a. *Larceny/Theft* – includes pocket picking, purse snatching, shop-lifting, theft from building, theft from motor vehicle, theft of motor

- vehicle parts or accessories, and all other larceny.
- b. Simple Assault– 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.
  - c. 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.
  - d. Destruction/Damage/Vandalism to Property (except Arson) – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

#### *Categories of Prejudice*

- a. Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.
- b. Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- c. Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- d. Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- e. Ethnicity - A preformed negative opinion or attitude toward a group of persons of the same race who share common or similar traits, languages, customs, and traditions.
- f. National origin – A preformed negative opinion or attitude toward a group of persons of the same national origin who share common or similar traits, languages, customs, and traditions.
- g. Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- h. Gender Identity – A preformed negative opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.

### **Definition of Proceeding**

*Proceeding* means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, factfinding investigations, formal or informal meetings, and hearings. *Proceeding* does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

### **Definition of Result**

*Result* means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

### **“Unfounded” Crime Reporting**

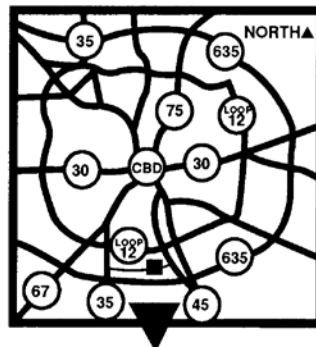
Paul Quinn College, under very limited circumstances, may remove reports of crimes that have been “unfounded” by law enforcement officials. Under the final regulations in § 668.46(c)(2)(iii), Paul Quinn College will only withhold, or subsequently remove, a reported crime from its crime statistics if, after a full investigation, a sworn or commissioned law enforcement officer makes a formal determination that the crime is false or baseless and therefore “unfounded.”

Under the final regulations in § 668.46(c)(2)(iii)(A), Paul Quinn College must report to the Department and disclose in its annual security report statistics the total number of crimes that were “unfounded” and subsequently withheld from its crime statistics during each of the three most recent calendar years.

## Paul Quinn College Campus Directions

The college is located on the southern boundary of Dallas, Texas about one-half mile west of Interstate 45 and two miles north of interstate 20.

### *Paul Quinn College*



#### From DFW Airport:

1. Take S.H.-183 east to I-35E (south)
2. Travel I-35E (south) to Camp Wisdom Rd.
3. Travel east on Camp Wisdom Rd. Camp Wisdom Rd. will become Simpson-Stuart Road just prior to the inter-section with I-45.

#### From I-20 (E) or (W):

1. Exit I-45 (north)
2. After approx. 2 miles, exit Simpson-Stuart Rd., travel west approx. 3/4 mile. Paul Quinn College will be on your right.

#### From S.H. 75:

1. Travel South on 75 and continue south on I-45.
2. Exit Simpson-Stuart Rd. and follow the signs.

#### From I-30:

1. Travel I-45 (South)
2. Exit Simpson-Stuart Rd.



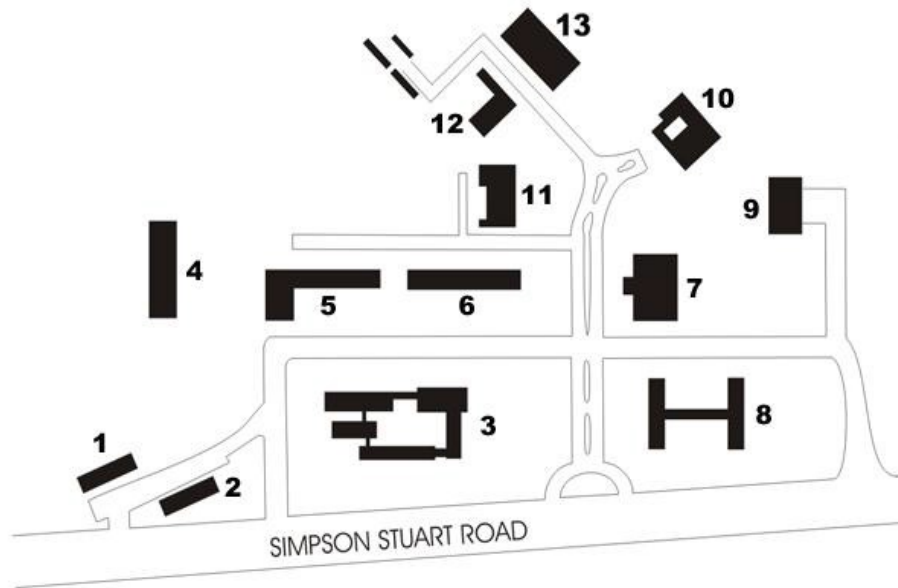
#### **From downtown Dallas:**

Take Interstate 45 (Houston) south. Take the Simpson Stuart Road exit and turn right (west) about one-half mile. Paul Quinn College will be on your right side.

#### **From Fort Worth/Arlington/Grand Prairie/Duncanville:**

Take Interstate 20 east. Exit Bonnie View Road and turn north (left) about 2 miles. At the Simpson Stuart Road, turn right (east) and head one-half mile. Paul Quinn College will be on your left side.

## Paul Quinn College Campus Map



### MAP LEGEND

1. Faculty Housing
2. Removed
3. Removed
4. Removed
5. Lucy Hughes (Dormitory)
6. Rhodes Education Building
7. Zale Library
8. Removed
9. Tiger Physical Education Facility
10. Richard Allen Chapel
11. Comer Cottrell Student Union Building
12. White Science Building
13. John Hurst Adams Administration Building