If you have any questions about the handbook, please contact the Dean of Students Office at 801-832-2230.

TABLE OF CONTENTS

Mission and Vision 1
Message from President Steve Morgan 2
Academic Information 3
Helpful Contacts for Students 12
Drug and Alcohol Abuse Prevention Program (DAAPP) 16
Student Resources 40
Other Policies and Procedures 63
Discrimination, Harassment, & Sexual Misconduct Policy 69
Student Code of Conduct and Disciplinary Policy 84
FERPA Policy 94
Other Laws and Policies Regarding Students’ Rights 101
Westminster College Persistence Rates 103
VAWA Summary Letter 104
Westminster College Annual Security Report 109
Campus Fire Safety Right-To-Know 176

Westminster's Mission

Westminster College is a private, independent college dedicated to student learning. We are a community of learners with a long and honored tradition of caring deeply about students and their education. We offer liberal arts and professional education in courses of study for undergraduate, selected graduate, and other innovative degree and non-degree programs. Students are challenged to experiment with ideas, raise questions, critically examine alternatives, and make informed decisions. We encourage students to accept responsibility for their learning, to discover and pursue their passions, and to promote more equitable and sustainable communities.

Westminster's Vision

Westminster College will use the power of learning and mentoring relationships to create a transformational and accessible student experience, enabling more vibrant, just, and successful lives for our graduates.
A Message from President Morgan

Welcome to the Westminster College community. You have chosen a great college to help you achieve your goals and aspirations, one with 140 years of tradition that is nationally ranked and well thought of throughout our country. You will be proud to be a student and one day graduate, joining 18,000 other proud alumni that call Westminster their alma mater.

At Westminster you will discover the kind of person you want to be. You will meet life-long friends, be taught and mentored by the very best faculty, and supported by an amazing group of dedicated staff. There are over 400 of us that are committed to your success. You will be challenged here, you will have disappointments and failures, but you will experience great accomplishments and the joy of discovery. Your attitudes and beliefs will be explored and new ones will be added. You will learn to think critically, develop your creative and reflective capacities, enhance your writing and communication skills, and increase your understanding of the world we live in and how to make it better. You will learn to appreciate other points of view and how to respectfully disagree when you have a different opinion. You will have an opportunity to develop leadership and teamwork skills that will be invaluable to those who employ you.

Westminster College is a special place. We value ourselves as a community of learners. You are joining a community. Find yourself. There are hundreds of opportunities for you to explore. From athletics to civic engagement, trying out for a play, taking advantage of our outdoor leadership opportunities, or doing undergraduate research. If you only attend class, you will miss out.

I challenge you to make a promise to yourself to forget the follies of high school and the pressures to fit in. Discover the real potential within you. Stretch yourself and get outside of your comfort zone. Invest in your lives, and put your energy into self-discovery by joining a club, a team, or one of our many volunteer projects. Try student government or become a writer for the student newspaper, try out for a play or one of the many choral groups, get a job on campus, or do an internship. We call it engaged learning, and it will change your life.

Make the investment in yourself, and you will find that everyone at Westminster will invest in you, too.

I have high aspirations for this class and know you will make us proud.

Welcome to Westminster College. Go Griffins!
**Academic Catalog**

The *Academic Catalog* is your road map to graduation. In most cases, the degree requirements in the *Academic Catalog* when you begin are the requirements you must meet for graduation. Therefore, you are responsible for graduation information and should refer to the catalog when in doubt about college policies. You should keep in touch with your advisor for changes affecting your major requirements.

The *Academic Catalog* contains the current academic calendar; admission requirements; a description of expenses; information on financial aid; academic policies; degree requirements; and a list of the college’s trustees, administration, and faculty. It also describes registration policies and procedures in much greater detail than the handbook. Please read those sections of the *Academic Catalog* carefully. The catalog also lists courses of instruction and course descriptions. The catalog can be found on-line under Academic Advising or the Registrar’s website at [www.westminstercollege.edu/registrar/index.cfm?parent=278&detail=9950](http://www.westminstercollege.edu/registrar/index.cfm?parent=278&detail=9950).

**Academic Calendar**

The Academic Calendar is found on-line on Westminster’s home page—scroll all the way to the bottom of the page and you will find the link next to the Events Calendar. All deadlines and important dates are noted in the calendar and students are encouraged to be familiar with this important source of information.

**Class Schedule**

Semester class schedules, showing courses to be offered during regular semesters, summer session, and May term of the current year are available online in WebAdvisor. One can also find online general application information, registration procedures, liberal education requirements, a map of the college and the current academic calendar.

**Academic Advising**

Academic advising is crucial to Westminster College’s student-centered mission. It is a developmental process during which advisors (faculty, staff, and peers) work with individual students to create curricular choices designed to match the student’s life and career goals. Advisors, in partnership with students, will do the following:

- Share knowledge about the institution and the curriculum.
- Link students to college and community resources.
- Provide accessible advising.
- Demonstrate sensitivity to diverse student communities.

All new and first-year students receive individualized academic advising in the START Center, Carleson Hall, after admission to Westminster. All freshmen participate in a unique educational
development program called First Year Academic Advising Program, designed to help them make the transition to college. New students meet with advisors to learn about college, select courses, discuss departmental resources and program requirements, and explore educational alternatives.

The START Center also coordinates transfer student advising and registration. Transfer students meet individually with the transfer academic advisor who reviews transfer specific processes including transfer credit. Transfer students can also take advantage of INTR 100, Transitioning to College, which is a one-credit course designed specifically for new transfer students.

Continuing students receive academic advising in the START Center or with a faculty advisor. By their junior year, students must formally declare a major and meet with a faculty advisor in their academic programs. Faculty advisors work with students to map out remaining requirements and plan course sequencing to graduation. These advising sessions accomplish the following:

• Review the requirements for the degree, any special options, and possible electives.
• Identify any deficiencies in the student's record and ways to correct them.
• Discuss career and graduate school options.

Registering for Classes

Students may register on-line in March for fall semester, in October for spring semester, and in February for May and summer terms. Students are strongly encouraged to register while class availability is highest and to consult with faculty advisors or Start Center advisors to plan their course schedule.

Payment of Tuition and Fees

Tuition, fees, and room and board charges are due in full on the first day of the given semester. Students who pre-register should make financial arrangements with the Student Account Services office in Bamberger Hall prior to the first day of the given semester. Students registering late must pay in full at the time of registration. Students unable to pay in full must make other arrangements with the Student Account Services office by the first week of the semester.

The college reserves the right to grant or deny financing for students based on their credit worthiness. In addition, the college reserves the right to cancel the registration of any student who fails to comply with all terms of their financial obligation. Additional information on this policy is available in the Student Account Services office.

Statements of credit hours, certificates of graduation, or transcripts are issued only to students who are current in their obligations to the college. In compliance with the Family Educational Rights and Privacy Act (FERPA), the Registrar’s Office will furnish unofficial transcripts for informational purposes only. (All outstanding charges are due and payable at the time students leave the college.)
Dropping/Adding Courses

Check the academic calendar and with an academic/faculty advisor for the following: dropping a course, changing from grading to the credit/no credit option, taking additional classes, or switching to a different course. These are all possible, but check the academic calendar for deadlines. The appropriate forms can be found at the Registrar’s Office and the START Center, and classes can be added or dropped before the first day of classes. Remember to fill out a drop card to avoid being charged for coursework not taken. Faculty signatures are required to add a class once the semester or term begins.

Withdrawing from College

Thinking about dropping out? Talk with someone who can help with your decision, such as a counselor, your advisor, a resident advisor (RA), the Dean of Students Office or the START Center personnel. Students may withdraw from classes without penalty before the second full week of classes. Students may still withdraw from classes through the eleventh week of class and receive a W, which does not affect a student’s GPA. Students who withdraw after these dates receive a grade of WF, which is calculated as an F in the GPA. Forms are required for a withdrawal from Westminster and can be found in the Start Center, the Registrar’s Office, and the Dean of Students Office.

For withdrawal deadlines for classes that do not meet the full semester, refer to the Registrar’s Office website. In case of illness or injury, family members may complete the student withdrawal from the College. In case of duress or special need, an administrative withdrawal may be initiated by the Dean of Students. A residential student who withdraws from classes will forfeit their housing deposit and be charged an amount pro-rated from the day Campus Housing opened to the date the room key is returned to the Office of Residence Life. Students who fail to withdraw from courses they have not attended are liable for all tuition and interest charged to their accounts. Grades of F are assigned at the end of the semester for any classes that students fail to drop.

There might be significant costs associated with this decision, so be sure to talk to the Financial Aid office first. There may be other effects given the negative effect a withdrawal may have on one’s completion rate. Changes in registered hours may change any financial aid disbursed to an account. For example, if a student receiving merit-based aid should withdraw from the college, the student’s financial aid award is canceled and all unpaid tuition resulting from the cancellation of the merit-based aid for that semester is due and must be paid immediately. The catalog lists all the details about grades and refunds. Check the deadlines in the academic calendar. To withdraw officially from Westminster, you are required to fill out the Withdrawal from College form and obtain the required signatures.

Review of Tuition Charges and Medical Withdrawals
Students sometimes face circumstances or situations that prevent them from finishing a course or semester. A Review Committee meets monthly to examine petitions made by students regarding full or partial charges of tuition and fees. A student’s petition, which includes a detailed letter and appropriate documentation, can be submitted to any member of the Review Committee from the following offices: Student Account Services, Registrar's Office, Financial Aid, and the Dean of Students.

If the petition is based on serious health problems where a student is unable to complete the semester and is not eligible for grades of incomplete, the Review Committee requires a written verification from a physician or licensed mental health professional. The Dean of Students serves as a resource for such requests. Nearly all medical withdrawals require withdrawal from all courses for the semester, as it is difficult to be medically unfit for one course but medically fit for others. If granted, changes will be made retroactive only to the last date of attendance, tuition charges will be adjusted accordingly, and reevaluation by the student’s physician or counselor will be required prior to re-registration.

All petitions (review of tuition charges and medical withdrawals) must be submitted within six weeks after the end of the semester in question. There will be no exceptions considered, absent serious extenuating circumstances. All petitions, if granted, will have changes that are made retroactive only to the last date of attendance, and tuition charges will be adjusted accordingly. This is based upon Westminster College’s posted refund schedule found on the Student Account Services webpage.

Following these guidelines, the Review Committee will either approve or deny all petitions. A student that thinks there has been unfair bias or encountered a procedural error made by this committee may then appeal it in writing within ten (10) calendar days to an Appeals Committee chaired by the Vice President for Finance and Administration. The decision reached by this committee will be considered final.

NOTE: Changes in registered hours may change any financial aid disbursed to an account. For example, if a student receiving merit-based aid should withdraw from the college, the student’s financial aid award is canceled and all unpaid tuition resulting from the cancellation of the merit-based aid for that semester is due and must be paid immediately.

**Grades**

Westminster’s grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>NC</td>
<td>No Credit</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>NG</td>
<td>No Grade</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>WF</td>
<td>Withdraw Fail</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>T</td>
<td>Temporary</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
D  1.0  
D-  0.7  
F  0.0  

Credit/No Credit

Students may exercise the option of taking courses on a credit/no credit basis for a maximum of two courses during their time at Westminster. To elect the credit/no credit option, apply at the Registrar’s Office before the end of the first seven weeks of the semester. You may not change your decision after that time.

Students may elect the credit/no credit option for any course. However, students must earn passing letter grades (C- or above) in courses applied toward their majors or minors. Therefore students will need to repeat that course in a future semester. Courses only offered on a credit/no credit basis are excluded from these limitations. It is recommended that students discuss this option with their advisor or the START Center before making this decision.

Students who declare a major after taking a course in that subject on a credit/no credit basis, and who received credit may be required by their major’s department to repeat the course to earn a regular letter grade.

Grades of CR or NC are not figured in your GPA. Students will receive a grade of no credit (NC) for work assigned a grade of D+ or below.

Incompletes

The grade of incomplete (I) is a temporary mark given for course work of acceptable quality that students, through no fault of their own, are unable to complete. An I is not given for neglected work. A grade of I also indicates that more than three-fourths of the coursework has been completed. The balance of the course work must be completed within six weeks of the start of the following fall or spring semester. Please review the deadlines posted in the Academic Calendar. Under certain circumstances, students may petition instructors to have completion deadlines extended to the end of the semester at the latest, when incomplete grades are due. If the work is not completed by the end of the period specified, the I is changed to the grade indicated by the instructor, or the I is changed to an F if no grade has been indicated. When course work in which a student has received an incomplete has been made up, the final grade is indicated with I and the letter grade (for example, IA).

Grade Changes

Changes to final submitted grades are made in the case of instructor error and require the signatures of the instructor, the dean of the appropriate school, and the Academic Vice President/Provost. If you feel an error has been made by an instructor, contact the instructor first.
Computing the GPA

To compute your grade point average (GPA), you assign each of the grades a grade point in the following manner:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Convert your letter grade to its grade point equivalent. Do this for each course taken, add these numbers and divide by the number of credits taken that semester. Transfer credits do not contribute to your Westminster GPA. Applicants for the School of Nursing need to review requirements for application in your Academic Catalog.

Repeated Courses

Students may repeat a course to improve a grade in the class. In the case of repeated courses, the highest grade awarded is used in the calculation of the student's grade point average and completion of requirements.

Repeated course grades are marked by an "R" grade for the highest grade awarded and an "X" for the previous grade that is being replaced. An "R" grade is calculated into the semester and cumulative grade point average (GPA). An X grade remains calculated into the semester GPA, but is not calculated in the cumulative GPA.

Grade Reports

Grade reports are available via the college website (WebAdvisor) at the end of each term. Individual course grade rosters are not posted. If a printed grade report is needed for insurance verification, etc., please request a copy from the Registrar’s Office.

Transcripts

Transcripts are available in the Registrar’s Office to students who have no outstanding financial obligations to the college. Requests must be made in writing with your signature. Transcript fees are $5.00 per transcript. In compliance with FERPA, the Registrar’s Office will furnish unofficial transcripts for informational purposes only. The transcript request form can be found
on the Registrar’s website at
http://www.westminstercollege.edu/registrar/index.cfm?parent=278&detail=310

Dean’s List

The Dean’s List is an academic honor list computed after fall and spring semesters. To qualify for the list, students must complete at least 12 graded credit hours and achieve a 3.5 GPA or higher for the term. Courses graded credit/no credit are not counted toward the 12 hours.

Academic Problems

If you have a problem with a class or grade, discuss it with your professor. If the situation cannot be resolved with the professor, contact the school or program in which the problem originated and follow the Academic Grievance Procedure.

Academic Progress Reports

Academic progress reports are submitted by faculty each semester providing feedback on students experiencing academic difficulty. These reports are submitted to the START Center. The intention is to provide additional outreach, in addition to the faculty teaching the course. Students who are having academic difficulty are then contacted via their Westminster e-mail account and/or phone for follow-up. It is the responsibility of the student to frequently check both phone and e-mail messages.

Academic Grievance Procedure – Appealing a Grade

Students have the right to appeal or petition an academic decision. For the appeals procedure to be followed after suspension, see Appeals Procedure for Readmission (described below). The other appeals reside within each school. The student must make the appeal or petition, in writing, in accordance with the applicable school or program procedure. Please see the appropriate dean or program director for a copy of the procedure. Written appeals must be submitted within four weeks after the grade was issued and must include documentary evidence that the student feels has a bearing upon the request.

A faculty committee from the school involved reviews the appeal. The student may be present at the hearing. The decision of the faculty appeals committee will be reported to the student within five school days of the date of the hearing.

If the decision of the faculty committee within the school is not acceptable to the student, the student may file a written appeal to the provost within five school days following notification of the faculty committee. The provost will assemble a committee, consisting of the dean of students and deans of the schools not involved, to consider the appeal. All materials included in the faculty’s deliberations, including the student’s written appeal and the proceedings of the faculty hearing, are made available to this provost committee and become part of the proceedings. The hearing before the provost committee will be held within fifteen school days of receipt of the written appeal. The student may be present at the provost committee hearing. The student and
faculty representatives may call members of the college as supporting witnesses. The decision of
the provost committee is reported to the student within five school days of the date of the
hearing. Decisions made by the provost committee are final.

Note: The academic grievance process begins at the individual school and may conclude without
involving the provost committee, depending on the outcome of the individual schools’ processes.
(It should not be seen as two separate processes, as both require the same process be followed
prior to appealing a decision to the provost’s office.)

Students have the right to continue their enrollment and program participation until final
decisions are reached. Failure of students to file appeals within specified time limits is
considered acknowledgment of the action without intent to appeal.

**Academic Standing-Undergraduate**

*Please note that graduate student academic standing information is found in the *Academic
Catalog* for each graduate program.*

**Good Standing**

The academic standing of each undergraduate student is determined by examining records at the
end of Fall, Spring, and Summer semesters. (Requirements for students in the masters programs
are outlined under the individual graduate programs.) Students must earn the minimum semester
grade point average shown below to be in good academic standing at the college. Students
already on probation may be returned to good standing during summer semesters but cannot be
placed on probation or suspended during summer semesters.

<table>
<thead>
<tr>
<th>Total number of hours attempted at Westminster:</th>
<th>Minimum semester GPA required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–13</td>
<td>1.70</td>
</tr>
<tr>
<td>14–27</td>
<td>1.80</td>
</tr>
<tr>
<td>28 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

In addition, students must have earned a cumulative GPA of 2.00 at the completion of their third
and subsequent terms to remain in good academic standing. This policy is intended to aid first-
time students and does not apply to students awarded transfer hours from other institutions.

**Probation**

A minimum cumulative GPA of 2.00 is required for graduation. Students whose averages drop
below 2.00 will automatically be placed on probation and assigned to a counselor in the Student
Development area. Students on probation are required to meet with their counselor.
While on academic probation, students may not register for more than 13 semester hours of credit or an internship, and may only participate in one curricular or extracurricular activity, unless additional activities are required for the major and are approved by the program director. Curricular activities include choir, drama, and journalism. Extracurricular activities include student government. Students on academic probation are not eligible to participate in college athletics.

Students must meet required semester and cumulative GPAs to return to good standing. Students who meet term GPA requirements, but not cumulative GPA requirements, may be considered for continued probationary status rather than suspension if the term GPA shows substantial progress toward meeting all grade-average requirements.

Suspension

Students who fail to earn the minimum GPA required for good standing during a probationary semester are suspended from the college. Students may not register for any classes while suspended, and suspension lasts for one or more regular semesters. To be readmitted, a student must appeal for readmission (see Academic Appeals).

Appeals Procedure for Readmission – Appealing a Suspension

A student who has been suspended may petition the Academic Appeals Committee for readmission before the beginning of the semester the student wishes to re-enroll. If the student feels extenuating circumstances contributed to the failure to meet the minimum GPA, they may choose to appeal for readmission immediately following the suspension. However, if the committee finds that extenuating circumstances did not exist, the appeal for readmission is denied, and the student will be suspended for one or more regular semesters before again appealing for readmission.

To appeal for readmission, a student must submit a letter to the Director of the Start Center, and may be asked to provide documentation that supports their request. The student is also encouraged to request a letter from their academic advisor or other faculty members in support of the appeal. The student is notified of the next Academic Appeals Committee meeting and is given an opportunity to present their case in person. Decisions of the Academic Appeals Committee are final.

A student readmitted through the appeals procedure is placed on continued probation. If the student has been out of the college for more than two regular semesters, and/or has taken courses elsewhere, they must also submit an application for readmission to the Admissions Office. Contact the Director of the Start Center at 801-832-2284 for more information, meeting times, and deadlines.

Commencement (Graduation)

Candidates for graduation should apply to the Registrar’s Office two regular semesters prior to their planned completion date. Students can apply for December, May, or August graduation
dates. The Commencement Ceremony occurs at the conclusion of May Term. Application deadlines are posted during fall in the Academic Calendar.

To apply for graduation, students must obtain degree audits for all academic programs, including the Honors program. Graduation applications are available in the Registrar’s Office or can be downloaded from our website. Students are expected to meet with their academic advisor to have him or her review and sign all required paperwork. Paperwork that is unsigned or incomplete will be returned to the student. The Registrar’s Office makes every effort to notify candidates of remaining degree requirements and overall graduation status in a timely manner when applications are received on time.

The responsibility for being informed and adhering to graduation requirements rests with the individual student.

Helpful Contacts for Students – Please note that while there are some exceptions, nearly all employee emails contain the first letter of the first name and the full last name followed by @westminstercollege.edu (mferne@westminstercollege.edu for Mark Ferne, for example).

Associate Vice President for Student Affairs & Dean of Students
Mark Ferne
Shaw Center 105
801-832-2230

Director of Athletics
Shay Wyatt
Eccles Health, Wellness, and Athletic Center
801-832-2344

Director of the Counseling Center
Lisa Jones
Shaw Center, lower level
801-832-2237

Counselor
Michelle Call
Shaw Center, lower level
801-832-2246

Counselor
Cory Shipp
Shaw Center, lower level
801-832-2273

Director of Financial Aid
Jenny Ryan
Bamberger Hall
Director of Fitness, Wellness, and Recreation
Traci Siriprathane
Eccles Health, Wellness, & Athletic Center 210
801-832-2862

Assistant Director of Fitness, Wellness, & Recreation
Laura Iverson
Eccles Health, Wellness, & Athletic Center 215
801-832-2863

Assistant Director of Fitness, Wellness, & Recreation - Outdoor Programs
Tiana White
Eccles Health, Wellness & Athletic Center 114
801-832-2861

Outdoor Program Coordinator
Jason Blauch
Eccles Health, Wellness & Athletic Center 218
801.832.2876

Director of Residence Life
Aimee Frost
Shaw Center, lower level
801-832-5303

Assistant Director of Residence Life
Collin Wallace
Shaw Center, lower level
801-832-5301

Bon Appetit General Manager
Doug Powell
Shaw Center
801-832-2708

Director of Spiritual Life
Jan Saeed
Shaw Center, lower level
801-832-2232

Assistant Dean of Students
Karnell Black
Shaw Center 105
801-832-2231

Director of Student Involvement, Leadership and Orientation
Ryan Cook
Shaw Center 105
801-832-2235

Director of Student Health Services
Randy Austin
Shaw Center, lower level
801-832-2239

Assistant Provost for International Services
Sara Demko
Walker 1
801-832-2825

Registrar
Mindy S. Wennergren
Bamberger Hall
801-832-2180

Graduation Coordinator
Sarah Lof
Bamberger Hall
801-832-2180

Director of the Center for Civic Engagement (and Volunteer Services/America Reads)
Julie Tille
Bassis Center
801-832-2840

Assistant Provost for Integrative Learning
Kerry Case
Bassis Center
801-832-2810

Assistant Director for the Environmental Center
Monica Ferreira
Bassis Center
801-832-3300

Associate Director of Athletics/Senior Women’s Administrator
Susan Heath
Eccles Health, Wellness & Athletic Center
Director of the START Center
Deb Vickery
Carleson Hall
801-832-2284

Associate Director of the START Center, Disability Services Coordinator
Ginny Dewitt
Carleson Hall
801-832-2281

Associate Director, START Center
Karen Hicks
Carleson Hall
801-832-2289

Assistant Director, START Center
Frances Peacock
Carleson Hall
801-832-2279

Senior Administrative Assistant of the START Center
Amy Gordon
Carleson Hall
801-832-2282

Director of Career Resource Center
Shaw Center 101
801-832-2592

Associate Director of Career Services
Jon Davis
Shaw Center 101
801-832-2595

Assistant Director of Career Services
Jan Lyons
Shaw Center 101
801-832-2591

Career Center Coordinator
Rebecca Richard
Shaw Center 101
801-832-2594
Directors of the Library
Amy Kelly, Director of Collections, Instruction and Outreach, 801-832-2252
Emily Swanson, Director of Access Services, Reference and Instruction, 801-832-2257
Giovale Library

Director of the Writing Center
Christopher LeCluyse
Eportfolio and Writing Studio, Bassis Center for Student Learning
801-832-2271

Special Advisor for the President and Director for Integrative and Community Based Learning
Annalisa Holcombe
Converse Hall
801-832-2551

Director of the Center for Military and Veteran Services
Sylvia O’Hara
Walker 2
801-832-2202

**Drug and Alcohol Abuse Prevention Program (DAAPP)**

**MEMORANDUM**

To: Faculty, Staff, Adjunct Faculty, Students  
From: Mark Ferne  
Date: August 29, 2015  
Subject: Drug and Alcohol Abuse Prevention Program (DAAPP)

The Drug-Free Schools and Campuses regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require institutions of higher education, such as Westminster College, to certify that it has implemented programs to prevent the abuse of alcohol and use, and/or distribution of illegal drugs by both Westminster students and employees either on Westminster premises or as part of Westminster activities. At a minimum, this program must describe: 1) standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees; 2) legal sanctions under federal, state, and
local law for the unlawful use, possession, or distribution of illicit drugs and alcohol; 3) a
description of the health risks associated with the use of illicit drugs and the abuse of alcohol; 4)
a description of any drug and alcohol counseling, treatment, or rehabilitation or reentry programs
that are available to employees or students; 5) a clear statement that the school will impose
disciplinary sanctions on students and employees and a description of those sanctions, up to and
including expulsion or termination of employment and referral for prosecution for violations of
the standards of conduct or law; 6) notification of the Drug and Alcohol Abuse Prevention
Program (DAAPP), and, 7) oversight responsibility.
As a requirement of these regulations, Westminster College is to disseminate and ensure receipt
of this policy and information to all students, faculty and staff. Therefore the DAAPP is shared
with the campus community (through the Westminster College email address on file) on the day
after the Add/Drop Deadline of the Fall, Spring and Summer Semesters. This is also shared
within the first 30 days upon the creation of a Westminster College employee email account, thus
guaranteeing a new employee will receive this important information in a timely manner,
regardless of when the individual joins the Westminster community. Furthermore, a printed
version of this program is available upon request at the Dean of Students Office, located in the
Shaw Center. One may also contact this office at (801) 832-2230 with questions concerning this
policy and/or alcohol and other drug programs, interventions and policies.

1) Standards of Conduct

A. Westminster College, in compliance with the Drug-Free Workplace Act (41.U.S.C. 701) and the
And Alcohol Use (policy 8.8). According to this policy, it is Westminster College's desire to
provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required
to report to work in appropriate mental and physical condition. While on Westminster College
premises and while conducting business-related activities off Westminster College premises, no
employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.
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 safe manner that does not
endanger other individuals in the workplace. Violations of this policy may lead to disciplinary
action, up to and including immediate termination of employment, and/or required participation
in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through Westminster College's health insurance benefit coverage. In accordance with the Drug-Free Workplace Act of 1988, all employees must notify their immediate supervisor and the Human Resources Director of their conviction for a criminal drug statute violation occurring in the workplace no later than five (5) days after such conviction. Employees with questions about this policy or issues related to drug or alcohol use in the workplace should consult with their supervisor or the Human Resources Department without fear of reprisal.

The full version of the current Drug and Alcohol Policy can be found at: https://webadvisor.westminstercollege.edu/WebAdvisor/html/STAFF_HANDBOOK.pdf

B. Students attending Westminster College are held responsible under our Student Code of Conduct. In addition to local, state, and federal laws, our Student Code of Conduct prohibits the use, possession, distribution or manufacture of alcoholic beverages, except as expressly permitted by the law and college regulations, or public intoxication. Possession of an open container or consumption of alcoholic beverages in any area (other than individual rooms of students of legal age) is prohibited. Additional residence life policies regarding alcohol are found in the Campus Housing Handbook.

The full version of the Student Code of Conduct can be found at www.westminstercollege.edu/handbook.

2) **Legal Sanctions: Federal, State, Local Law**

Westminster College Public Safety Department enforces all state and federal laws and local ordinances. Federal and Utah State laws prohibit the use of illicit drugs and actions related to the
abuse of alcohol. While one should depend upon state and federal websites for updated
information, below are the federal and state laws relating to drugs and alcohol.

A. Federal Drug Laws

Federal law provides criminal and civil penalties for unlawful possession or distribution of a
controlled substance. Under the Controlled Substances Act, as well as other related federal laws,
the penalties for controlled substance violations include, but are not limited to, incarceration,
fines, potential for the forfeiture of property used in possession or to facilitate possession of a
controlled substance (which may include homes, boats, vehicles, aircrafts and any other personal
or real property), ineligibility to own or possess a firearm, and potential ineligibility to receive
federal education benefits (such as student loans or grants). Additional information on federal
laws/penalties include:

Denial of Federal Aid (20 USC 1091)
Under the Higher Education Act of 1998, students convicted under federal or state law for the
sale or possession of drugs will have their federal financial aid eligibility suspended. This
includes all federal grants, loans, federal work study programs, and more. Students convicted of
drug possession will be ineligible for one year from the date of the conviction of the first offense,
two years for the second offense, and indefinitely for the third offense. Students convicted of
selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely
for the second offense. Those who lose eligibility can regain eligibility by successfully
completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC 853)
Any person convicted of a federal drug offense punishable by more than one year in prison shall
forfeit to the United States any personal or real property related to the violation, including
houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized
at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 USC 841)
Penalties for federal drug trafficking convictions vary according to the quantity of the controlled
substance involved in the transaction. The following list is a sample of the range and severity of
federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as
severe.
If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to $8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

<table>
<thead>
<tr>
<th>Drug/Substance</th>
<th>Amount</th>
<th>Penalty - 1st Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbiturates</td>
<td>Any amount</td>
<td>Up to 5 years prison. Fine up to $250,000</td>
</tr>
<tr>
<td>Cocaine</td>
<td>5 kg or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>Cocaine</td>
<td>Less than 100 grams</td>
<td>10-63 months prison. Fines up to $1 million</td>
</tr>
<tr>
<td>Crack Cocaine</td>
<td>50 grams or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>Crack Cocaine</td>
<td>5-49 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>Crack Cocaine</td>
<td>5 grams or less</td>
<td>10-63 months prison. Fine up to $1 million</td>
</tr>
<tr>
<td>Ecstasy</td>
<td>Any amount</td>
<td>Up to 20 years imprisonment. Fine up to $1 million. 3 years of supervised releases (following prison)</td>
</tr>
<tr>
<td>GHB</td>
<td>Any amount</td>
<td>Up to 20 years imprisonment. Fine up to $1 million. 3 years of supervised releases (following prison)</td>
</tr>
<tr>
<td>Substance</td>
<td>Weight Range</td>
<td>Punishment</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hashish</td>
<td>10-100 kg</td>
<td>Up to 20 years imprisonment. Fine up to $1 million.</td>
</tr>
<tr>
<td>Hashish</td>
<td>10 kg or less</td>
<td>Up to 5 years imprisonment. Fine up to $250,000.</td>
</tr>
<tr>
<td>Hash Oil</td>
<td>1-100 kg</td>
<td>Up to 20 years imprisonment. Fine up to $1 million.</td>
</tr>
<tr>
<td>Hash Oil</td>
<td>1 kg or less</td>
<td>Up to 5 years imprisonment. Fine up to $250,000.</td>
</tr>
<tr>
<td>Heroin</td>
<td>1 kg or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>Heroin</td>
<td>100-999 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>Heroin</td>
<td>100 grams or less</td>
<td>10-63 months prison. Fine up to $1 million</td>
</tr>
<tr>
<td>Ketamine</td>
<td>Any amount</td>
<td>Up to 5 years imprisonment. Fine up to $250,000. 2 years supervised release</td>
</tr>
<tr>
<td>LSD</td>
<td>10 grams or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>LSD</td>
<td>1-10 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>Marijuana</td>
<td>1000 kg or more</td>
<td>Not less than 10 years</td>
</tr>
<tr>
<td>Substance</td>
<td>Quantity</td>
<td>Penalty Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Marijuana</td>
<td>100-999 kg</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>Marijuana</td>
<td>50-99 kg</td>
<td>Up to 20 years imprisonment. Fine up to $1 million</td>
</tr>
<tr>
<td>Marijuana</td>
<td>50 kg or less</td>
<td>Up to 5 years imprisonment. Fine up to $250,000</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>50 grams or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>10-49 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>10 grams or less</td>
<td>10-21 months prison. Fine up to $1 million</td>
</tr>
<tr>
<td>PCP</td>
<td>100 grams or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>PCP</td>
<td>10-99 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>PCP</td>
<td>10 grams or less</td>
<td>10-21 months prison. Fine up to $1 million</td>
</tr>
<tr>
<td>Rohypnol</td>
<td>1 gram or more</td>
<td>Up to 20 years imprisonment. Fine up to $1 million</td>
</tr>
<tr>
<td>Rohypnol</td>
<td>Less than 30 mgs</td>
<td>Up to 5 years imprisonment.</td>
</tr>
</tbody>
</table>
**Federal Drug Possession Penalties (21 USC 844)**

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than $1,000 up to a maximum of $100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of $2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of $5,000. Possession of drug paraphernalia is punishable by a minimum fine of $750.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to $250,000, or both if:

A. It is a first conviction and the amount of crack possessed exceeds 5 grams;
B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to $10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

In 1984, the National Minimum Drinking Age Act (Public Law 98-363) was passed. For more information go to: www.nhtsa.dot.gov

<table>
<thead>
<tr>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Amount Of Other Schedule I &amp; II Substances</td>
<td><strong>First Offense:</strong> Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual. <strong>Second Offense:</strong> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.</td>
</tr>
<tr>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid</td>
<td><strong>First Offense:</strong> Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. <strong>Second Offense:</strong> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV) 1 Gram</td>
<td><strong>First Offense:</strong> Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. <strong>Second Offense:</strong> Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.</td>
</tr>
<tr>
<td>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
<td><strong>First Offense:</strong> Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. <strong>Second Offense:</strong> Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
</tr>
<tr>
<td>Any Amount Of All Schedule V Drugs</td>
<td><strong>First Offense:</strong> Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. <strong>Second Offense:</strong> Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
</tr>
</tbody>
</table>

**Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances**
Marijuana
1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants  
**First Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.

**Second Offense:** Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.

Marijuana
100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants  
**First Offense:** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.

**Second Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50 million if other than an individual.

Marijuana
50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants  
**First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual.

**Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.

Hashish
More than 10 kilograms  
**Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.

Hashish Oil
More than 1 kilogram  
**Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.

Marijuana
less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)  
1 to 49 marijuana plants  
**First Offense:** Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.

**Second Offense:** Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.

Hashish
10 kilograms or less  
Hashish Oil
1 kilogram or less

**B. State Law**

Utah law prohibits the possession and distribution of controlled substances, which are defined in Utah’s statutes and include such drugs as marijuana, heroin, cocaine and prescribed medications. See Utah Code Ann. § 58-37-4 for a listing of controlled substances.

In Utah, it is unlawful to produce, manufacture and/or dispense a controlled substance. Violation of this law may result in charges running from a class A misdemeanor to second degree felony depending on the type controlled substance and the circumstances of the crime. Utah code Ann. § 58-37-8(1).
It is unlawful in Utah possess or use a controlled substance except pursuant to a valid prescription. Violation of this law may result in charges running from class B misdemeanor to second degree felony depending upon the quantity of drugs within the individual’s possession. Utah Code Ann. § 58-37-8(2).

It us class B misdemeanor in Utah to use or possess drug paraphernalia. Utah Code Ann. § 58-37a-5.

Penalties for drug violations in Utah may include incarceration for varying periods of time and fines ranging from $750 to $10,000 depending upon the nature and circumstance of the offense. Utah law provides for enhanced penalties and charges if the drug violations occur on a college campus.

For more information about the Utah drug laws, visit:

Utah law prohibits minors under the age of 21 from consuming alcohol. Utah Code Ann § 32b-4-409. A violation of this law will result in the suspension of driving privileges.

It is also unlawful in Utah to sell or distribute alcohol to a minor. Utah Code Ann § 32B-4-403. Violation of this law is a class A or B misdemeanor.

For more information about Utah’s alcohol laws, visit:
http://www.le.utah.gov/UtahCode/section.jsp?code=32B-4

Utah law prohibits driving while under the influence of alcohol. Utah Code Ann. § 41-6a-503. Violations of this law may result in charges from a class B misdemeanor to a third degree felony depending upon the circumstances. Driving under the influence will also result in the suspension or revocation of a driving license.

C. Local Laws

Salt Lake City and Salt Lake County adheres to the standards set forth by Utah State Law and these are the minimum rules for the entire state. Westminster College follows local, state and federal compliance standards. Please refer to the policies above regarding the specific guidelines and sanctions.
3) Health Risks Associated with Drugs and Alcohol

A. Illicit Drug or Abuse of Alcohol

The use of any illicit drug or abuse of alcohol is potentially hazardous to your health. Faculty, staff, and students should evaluate the health risks associated with use of illicit drugs or abuse of alcohol. Synthetically produced drugs may contain impurities and the true amounts and ingredients are rarely known. The effects of a drug may be significantly different with each use. The U.S. Drug Enforcement Administration states: “The illegal importation, manufacturing, distribution, and possession and improper use of controlled substances have a substantial and detrimental effect on the health and general welfare of the American people.”

According to Ralph W. Hingson, SC.D., and Professor of Social Behavioral Sciences and Associate Dean for Research at Boston University School of Public Health, “The harm that college students do to themselves and others as a result of excessive drinking exceeds what many would have expected.” (http://www.nih.gov/news/pr/apr2002/niaaa-09.htm)

The National Institute of Alcohol Abuse & Alcoholism (NIAAA) provides comprehensive information and resources associated with alcohol abuse. Some of the major health risks of alcohol abuse include alcohol dependence, lasting effects on the brain, sexual assault, and suicide. Visit: www.niaa.nih.gov for more information. For college students in particular, visit: www.collegedrinkingprevention.gov.

Health risks associated with alcohol and other drugs are indicated in the following table:

<table>
<thead>
<tr>
<th>Health Risks of Commonly Abused Substances</th>
<th>Nicknames/Slang Terms</th>
<th>Short Term Effects</th>
<th>Long Term Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td></td>
<td>slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness,</td>
<td>toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence</td>
</tr>
</tbody>
</table>

27
<table>
<thead>
<tr>
<th>Drug Class</th>
<th>Common Names</th>
<th>Effects</th>
<th>Physical Dependence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphetamines</td>
<td>uppers, speed, meth, crack, crystal, ice, pep pills</td>
<td>increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety</td>
<td>delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence</td>
</tr>
<tr>
<td>Barbiturates and Tranquilizers</td>
<td>barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's</td>
<td>slurred speech, muscle relaxation, dizziness, decreased motor control</td>
<td>severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence</td>
</tr>
<tr>
<td>Cocaine</td>
<td>coke, cracks, snow, powder, blow, rock</td>
<td>loss of appetite, increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility Increased rate of breathing, muscle spasms and convulsions. dilated pupils disturbed sleep</td>
<td>depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage</td>
</tr>
<tr>
<td>Gamma Hydroxy Butyrate</td>
<td>GHB, liquid B, liquid X, liquid ecstasy, G, georgia homeboy, grievous bodily harm</td>
<td>euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure</td>
<td>memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>Heroin</td>
<td>H, junk, smack, horse, skag</td>
<td>euphoria, flushing of the skin, dry mouth, “heavy” arms and legs, slowed breathing, muscular weakness</td>
<td>constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>Ketamine</td>
<td>K, super K, special K</td>
<td>dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression</td>
<td>Urinary tract and bladder problems, abdominal pain, major convulsions, muscle rigidity , increased confusion, increased depression, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>LSD</td>
<td>acid, stamps, dots, blotter, A-bombs</td>
<td>dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes</td>
<td>may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence</td>
</tr>
<tr>
<td>Substance</td>
<td>Common Names</td>
<td>Potential Effects</td>
<td>Dependence Issues</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>MDMA</td>
<td>ecstasy, XTC, adam, X, rolls, pills</td>
<td>impaired judgment, confusion, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension</td>
<td>same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss, kidney failure, cardiovascular problems, convulsions, death, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>Marijuana/Cannabis</td>
<td>pot, grass, dope, weed, joint, bud, reefer, doobie, roach</td>
<td>sensory distortion, poor coordination of movement, slowed reaction time, panic, anxiety</td>
<td>bronchitis, conjunctivases, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence possible for some</td>
</tr>
<tr>
<td>Mescaline</td>
<td>peyote cactus</td>
<td>nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure, and body temperature,</td>
<td>lasting physical and mental trauma, intensified existing psychosis, psychological dependence</td>
</tr>
<tr>
<td>Morphine/Opiates</td>
<td>M, morf, duramorph, Miss Emma, monkey, roxanol, white stuff</td>
<td>euphoria, increased body temperature, dry mouth, “heavy” feeling in arms and legs</td>
<td>constipation, loss of appetite, collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>PCP</td>
<td>crystal, tea, angel dust, embalming fluid, killer weed, rocket fuel, supergrass, wack, ozone</td>
<td>shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking</td>
<td>memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>Psilocybin</td>
<td>mushrooms, magic mushrooms, shrooms, caps, psilocybin &amp; psilocyn</td>
<td>nausea, distorted perceptions, nervousness, paranoia,</td>
<td>confusion, memory loss, shortened attention span, flashbacks may intensify existing psychosis,</td>
</tr>
<tr>
<td>Steroids</td>
<td>roids, juice</td>
<td>increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure</td>
<td>Cholesterol imbalance, anger management problems, masculinization or women, breast enlargement in men, premature fusion of long bones</td>
</tr>
</tbody>
</table>

29
B. Prescription Drug Abuse
Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS), depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). The use of prescription medications by anyone other than the prescribed individual is illegal and dangerous, not to mention a violation of Westminster’s Drug and Alcohol policies. Known health risks for inappropriate or illegal use include those listed above for these drug categories.

C. Nicotine Abuse
Nicotine can be found in e-cigarettes, cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, and chew). Known health risks include chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia, adverse pregnancy outcomes, and addiction.

D. Alcohol Abuse
Abuse of alcohol is a violation of Westminster policy and the Student Code of Conduct. Known health risks include increased risk of injury, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose.
Alcohol affects every organ in the drinker’s body and can damage a developing fetus.
Intoxication can impair brain function and motor skills, heavy use can increase the risk of certain
cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results to harm to one’s health, interpersonal relationships, or ability to work.

4) **Drug and Alcohol Programs Available at Westminster College for Students and Employees**

Westminster College has a multi-faceted approach to provide alcohol and drug abuse prevention and education. We implement the Under the Influence Course for our students. All Westminster students are encouraged to complete this course, and those that violate our alcohol policy are required to complete this course. Marijuana 101 is a course that is required for all students that violate our drug policy. Both Under the Influence and Marijuana 101 are provided by 3rd Millennium Classrooms and used by hundreds of colleges and universities nationwide regarding alcohol and drug education. Both courses are also available to College employees upon request.

Westminster also encourages students to complete the Prime for Life® course through the state of Utah. Prime for Life® is an evidence based, risk reduction drug and alcohol education program — it is not substance abuse treatment. Prime for Life® simply presents straightforward, research based information in a relaxed environment. It is a sixteen-hour course and can be required for students that violated the Student Code of Conduct. It is offered in multiple locations in Salt Lake City, including on our own campus. This course is also available to College employees upon request.

Westminster College also encourages students to utilize our counseling center. Counselors are dedicated to provide confidential resources to assist students who are directly or indirectly affected by alcohol and other drug abuse. They can provide education, referrals, assessment, and support to all campus community members. Westminster promotes standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus, or as any part of college activities.

Westminster offers information, support, and referral assistance to students who have problems/issues related to alcohol/drug use or abuse. Westminster also provides information, support, counseling, and referral for those students affected by substance abuse within their families. Alternative student programs and activities and health-risk education to help prevent abuse of alcohol and the illicit use of other drugs are provided, along with workshops, seminars, and training. The Counseling Center gives support to friends and family who are affected by someone else’s alcohol/drug use and supports other Westminster offices, faculty, and staff with issues relating to alcohol/drug use. Community resources, including local treatment and recovery programs options are also available. More information about alcohol and other drug abuse prevention and education can obtained from the counselors in the Shaw Center at 801-832-2273.

Additionally Westminster has a number of resources and programs on campus. Those include:

**Alcohol Free Activities** – All programs on and off campus that are sponsored by the Student
Activities Commission (SAC), the Associated Students of Westminster College (ASWC), the Residence Hall Association (RHA), the Residence Life Office and HWAC/Outdoor Recreation are alcohol free.

Alcohol Awareness Tables – Alcohol education tables that our Counselors in the Counseling Center staff, often the days leading up to a college dance.

National Alcohol Screening Day – Every Spring Semester the Counseling Center advertises and manages the National Alcohol Screening Day for our students, faculty and staff.

Orientation Discussion/Programs – Our Counselors in the Counseling Center present to first year students during Orientation.

Binge Drinking Education – Our Counselors in the Counseling Center present this information to first year students during Orientation.

Alcoholics Anonymous – Westminster holds an open meeting each Thursday evening at 7:30 pm in Converse B-5.

OUTPATIENT SERVICES:

University of Utah Neuropsychiatric Institute-Recovery Works Outpatient Program
A Young Adult Recovery Works specialist is available and addresses the unique aspects of chemical dependency in patients 18–26 years of age.
501 Chipeta Way
SLC UT 84108
801-583-2500

Salt Lake Behavioral Health
3802 S. 700 E.
SLC UT 84106
801-264-6000

Valley Behavioral Health- Adult Services
1020 Main St Suite 100
SLC UT 84101
801-270-6550

Highland Springs Specialty Clinic – Salt Lake City Clinic
4460 S Highland Drive, Suite 100
Salt Lake City, UT 84124
801-273-6335

DETOX RESOURCES:
University of Utah Neuropsychiatric Institute
Chemical Dependency – Detoxification Treatment
501 Chipeta Way
SLC UT 84108
801-583-2500

Salt Lake Behavioral Health
3802 S. 700 E.
SLC UT 84106
801-264-6000

Services for Pregnant Women and/or women with children:
Baby Your Baby Hotline ................................................................. 1-800-826-9662
Planned Parenthood Association of Utah (Administration) ............. 801-532-1586
Salt Lake City Health Center ............................................................... 801-322-5571
South Jordan Health Clinic ................................................................. 801-254-2052
West Valley City Health Center ......................................................... 801-973-9675
Pregnancy Resource Center ............................................................... 801-363-5433
Pregnancy Riskline ............................................................................. 801-328-2229
The Children’s Service Society of Utah ......................................... 801-355-7444
Children's Health Insurance Program (CHIP) ......................... (877) KIDS-NOW
The Children's Health Insurance Program, or CHIP is a state health insurance plan for children. Depending on income and family size, working Utah families who do not have other health insurance may qualify for CHIP

RESIDENTIAL TREATMENT FACILITIES

For information on inpatient and outpatient substance abuse treatment programs, please call the county’s Assessment and Referral Unit:

Behavioral Health Services
2001 South State Street S2-300
Salt Lake City, UT 84190-3050
385 468-4707 or 2-1-1
Hours: 8:00 am - 5:00 pm

Additionally, Westminster offers a number of services for both faculty and staff. This information can be found in the staff and faculty handbook.

Specifically the Employee Assistance Program is offered to full time faculty and staff. They can access a range of free services through the Life Assistance Program offered by Cigna. Services available include face-to-visits with a network provider for behavioral issues, telephonic support for work/life concerns and crisis support.
Full time faculty and staff may qualify for paid leave under the Family and Medical Leave Act. Finally, all faculty and staff can request accommodation for a disability that limits one or more major life activity. Westminster College will reasonably accommodate qualified individuals with a disability unless doing so causes a direct threat in the workplace to these individuals or others or if the accommodation creates an undue hardship to Westminster College.

For information on any of these resources, please contact the Human Resources office.

5) **College Discipline for Violations of Drugs and Alcohol Policies for Students and Employees**

A. **Student Policy and Discipline**

Westminster College complies with federal and Utah state laws and penalties regarding the misuse of legal drugs (alcohol and tobacco) and use of illegal drugs. Should a student be found responsible of violating the Student Code of Conduct, not only would they face sanctions from the College, but they may also be given criminal sanctions for violating federal and/or state law. The Student Code of Conduct and Disciplinary Policy is included in the Student Handbook. All students are expected to abide by applicable federal, state, and local laws. Individuals in violation of any laws are subject to prosecution by appropriate authorities, regardless of whether the behavior occurs on or off campus. In situations involving the use, possession, or distribution of narcotics or other controlled substances, the matter will be reported to outside authorities. Regardless of whether outside authorities pursue prosecution, the student may be subject to disciplinary action under this code. The Student Code of Conduct reads as follows:

Article III Standards of Conduct, Section B. Any student who violates college policies or procedures, city, state, or federal laws, or who engages in any of the conduct described below is subject to disciplinary action.

1-9. Unrelated to DAAPP

10. Violation of federal, state, or local law on college premises or at college-sponsored or supervised activities.

11. Use, possession, distribution or manufacture of narcotic or other controlled substances or other illegal substances except as expressly permitted by law. Smoking or ingesting a substance not intended for consumption. Use, possession or distribution of Salvia and/or Spice.
Hookahs/Bongs/Grinders/Pipes/etc. are not allowed anywhere on campus, as the College deems it drug paraphernalia.

12. Use, possession, distribution or manufacture of alcoholic beverages, except as expressly permitted by the law and college regulations, or public intoxication. Possession of an open container or consumption of alcoholic beverages in any area (other than individual rooms of students of legal age) is prohibited. Additional residence life policies regarding alcohol are found in the Campus Housing Handbook.

13-23. Unrelated to DAAPP

Violation of Law and College Discipline—

1. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code, for example, if both violations result from the same factual situation, without regard to pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

2. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. However, if the alleged offense is also the subject of a proceeding before a disciplinary board under the Student Code, the college may advise off-campus authorities of the existence of the Student Code and how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, staff members, and faculty members, acting in their personal capabilities, remain free to interact with governmental representatives as they deem appropriate.

B. Sanctions—

1. When the judicial advisor or a judicial body has determined that any student has violated college policies, the following sanctions may be imposed:

   a. Warning. A notice in writing that the student has failed to meet the college’s standards of conduct and that other violations of college regulations will result in more severe disciplinary sanctions.
b. Probation. A written reprimand for violations of specified regulations. Probation will be for a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. The notice of probation will include any conditions that must be met while on probation, such as limited participation in extracurricular activities. The ability to sign up for housing is also affected when on probation.

c. Loss of Privileges. Denial of specified privileges for a designated period of time.
d. Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
e. Discretionary Sanctions. The judicial body may impose any other requirements or conditions, such as fines, work assignments, or referrals to counseling or evaluation.
f. Residence Hall Suspension. Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
g. Loss of Federal Student Aid. Should this occur, a student may request to regain eligibility no less than six months after the sanction occurs. The request must be in writing to the Dean of Students.
h. Residence Hall Expulsion. Permanent separation of the student from the residence hall.
i. College Suspension. Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Deferred Suspension can also occur.
j. College Expulsion. Permanent suspension of the student from the college.

2. More than one of the sanctions listed above may be imposed for any single violation.

Since a variety of factors must be considered when sanctioning, sanctions may be increased or decreased at the discretion Westminster’s judicial advisor. Factors affecting the imposition of sanctions include such issues as the severity of the incident, impact upon other individuals or the community, and prior conduct history. While each sanction issued on a case by case basis, the chart below represents a non-exhaustive list of examples of actions that could be taken with students who violate the Student Code of Conduct regarding alcohol and drugs. Local, state, and federal laws may also apply to alcohol and drug violations.
1st Violation (Mandatory Phone Call to Parent/Guardian)

- $50 Course Fee – This covers the cost of the two courses listed below.
- Under the Influence (alcohol education) Course OR Marijuana 101 Course – Both of these courses are utilized by colleges and universities nationwide in an effort to educate students on alcohol and drugs.
- $50 per person if a host – Westminster charges $50 per person if a resident is hosting a party and guests do not have IDs.
- Disciplinary Probation (if marijuana offense) – Westminster typically places students on Probation for one full year if it is a marijuana offense.
- Educational Conversation with Conduct Officer – A trained Conduct Officer spends 20-60 minutes discussing an incident with a student and how they could have behaved in a way that is consistent with the Student Code of Conduct.
- Three Engagement Opportunities – Students are required to have three experiences – one academic, one co-curricular, and one related to living on or off campus.
- Possible Suspension or Expulsion (if drug offense other than marijuana) – If there is reason to believe a student is dealing, or if a student is in possession of other illegal drugs, a suspension or expulsion may occur.
- Possible restriction from campus housing or campus events – Should a violation occur at a particular event or be serious enough in nature, the student may be banned from attending a future event (e.g. dances) or have their access to the residence halls be restricted.
- 800 word reflective essay – Upon completion of all of the possible sanctions above, an 800 word essay is required to discuss the experiences and the violation.
- Legal consequences – Students may face additional sanctions from the local, state and/or federal government.

2nd Violation (Mandatory Phone Call to Parent/Guardian)

- Disciplinary Probation – Westminster typically places students on Probation for one full year.
- $100 Course Fee – This covers the cost of the Prime for Life® course
- Prime for Life® course – This 16 hour course is an evidence based, risk reduction drug and alcohol education program that presents straight-forward, research based information in a relaxed environment.
- $50 per person if a host – Westminster charges $50 per person if a resident is hosting a party and guests do not have IDs.
• 25 hours community service (if marijuana offense) – Students are required to complete service hours at a local community agency.

• Possible restriction from campus housing or campus events – Should a violation occur at a particular event or be serious enough in nature, the student may be banned from attending a future event (e.g. dances) or have their access to the residence halls be restricted.

• Legal consequences – Students may face additional sanctions from the local, state and/or federal government.

3rd Violation (Mandatory Phone Call to Parent/Guardian)

• Possible Suspension or Expulsion – If there is reason to believe a student is dealing, or if a student is in possession of other illegal drugs, or because this is a third offense of our policies, a suspension or expulsion may occur.

• Possible restriction from campus housing or campus events – Should a violation occur at a particular event or be serious enough in nature, the student may be banned from attending a future event (e.g. dances) or have their access to the residence halls be restricted.

• Legal consequences – Students may face additional sanctions from the local, state and/or federal government.

B. Staff and Faculty Policy and Discipline

Westminster College’s staff policy is found on page 64 of the employee handbook, in section 8.8. Westminster’s faculty policy is listed as Appendix E in the faculty manual. The policy is identical for faculty and staff and it listed below:

It is Westminster College's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition.

While on Westminster College premises and while conducting business-related activities off Westminster College premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. 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 safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these
matters with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through Westminster College's health insurance benefit coverage.

In accordance with the Drug-Free Workplace Act of 1988, all employees must notify their immediate supervisor and the Human Resources Director of their conviction for a criminal drug statute violation occurring in the workplace no later than five (5) days after such conviction.

Employees with questions about this policy or issues related to drug or alcohol use in the workplace should consult with their supervisor or the Human Resources Department without fear of reprisal.

6) **Notification of DAAPP**

**A. Employee Notification**

The DAAPP is included in the emails we send to all employees (faculty, staff and adjuncts) at the start of the Fall, Spring and Summer semesters. Specifically it is sent on the first business day after the Add/Drop Deadline (approximately 10 days after the start of classes). The Dean of Students works with the Information Services department to ensure that all employees have been included in the master email list, which the Dean of Students has access to. DAAPP is a section of the Student Handbook, and a direct link is included in the email for all employees to access. Additionally the DAAPP document is shared in an email to the campus community (all faculty, staff, adjuncts and students).

The DAAPP is also emailed to those employees that start their positions after the beginning of the semester. On an approximately monthly basis, the Dean of Students works with Human Resources to obtain a list of all new employees, full and part time. An email is then sent to all new employees with a variety of information, including the DAAPP.

**B. Student Notification**

The DAAPP is included in the emails we send to all students at the start of the Fall, Spring and Summer semesters. Specifically it is sent on the first business day after the Add/Drop Deadline (approximately 10 days after the start of classes). The Dean of Students works with the Information Services department to ensure that all students have been included in the master email list, which the Dean of Students has access to. DAAPP is a section of the Student Handbook, and a direct link is included in the email for all students to access. Additionally the DAAPP document is shared in an email to the campus community (all faculty, staff, adjuncts and students).
7) **Oversight Responsibility**

The Dean of Students and the Executive Director of Human Resources shall serve as the main contacts who will have oversight responsibility for the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, coordination of the annual notification to employees and students, and the biennial review. This team is responsible to the College President and provides a report to the Senior Team annually regarding the DAAPP and biennial review.

---

**Student Resources (listed alphabetically)**

One of the goals of Westminster College is to foster an environment where all students can learn self-discipline and take responsibility for the quality of their living and learning. All members of the college are here to provide guidance to support students’ academic and out-of-class activities.

The Student Affairs staff offers a wide variety of programs, support, activities, and information, and has prepared the following directory of student resources. Refer to this list when you have questions.

**Associated Students of Westminster College**

Every student currently enrolled for two (2) or more credit hours is automatically a member of the Associated Students of Westminster College (ASWC). The mission of ASWC is to promote shared governance on campus; develop a sense of community; facilitate better communication with the faculty, staff, administration, and board of trustees; enrich the lives of students attending the college; provide leadership, training, and opportunities for students; and provide a forum for student concerns.

ASWC is led by the executive, senate, student activities, clubs, and judicial branches. Through the Student Activities Commission (SAC), ASWC sponsors a wide range of social, cultural, and educational programs, which include dances, lectures, concerts, community services, and traditional campus events. Authority and power are established and granted respectively to ASWC by the Board of Trustees of Westminster College. The ASWC office is located in the Shaw Center, and ASWC has the following leadership positions:

President:
The President is the chief liaison to the Board of Trustees and board committees, and oversees the management of the ASWC office and its functions. The President also represents Westminster College by serving on the executive board of the Utah Student Association.

Vice President:
The Vice President serves as an administrative coordinator and assistant to the President. The Vice President also serves as the liaison for ASWC to the Westminster Career Center and Alumni Office.

President of the ICC:
The President of the ICC coordinates club service projects, facilitates advertising for club events, and helps students form new clubs. The President of the ICC also chairs the Inter Club Council and ICC Board.

President of the Student Activities Commission (SAC):
The Student Activities Commission (SAC) coordinates, plans, and oversees all student events, activities, and programs under the leadership of the President of the SAC. Underneath the President, there are eight individual chairs and directors that oversee specific areas and types of events.

Chief Justice:
The Chief Justices oversees the Judicial Council in matters of ASWC judiciary matters. The JUDCO reviews new club constitutions and is the judicial hearing body for ASWC concerns.

Speaker of the Senate:
The Speaker of the Senate calls and presides over Senate meetings. This role is a person who is elected as a member of the Senate who is then selected by the Senate for the Speaker of the Senate position.

Director of Budget and Finance:
The Director of Budget and Finance keeps budget records for ASWC, authorizes all expenses, and reports financial information to the student body. The Director of Budget and Finance also co-chairs the Opportunity Fund and Joint Fund Committees.

Director of Communications:
The Director of Communications works with other members of ASWC to manage all marketing efforts, including the ASWC webpage, email account, and advertisements. The Director of Communications also designs the student planner.

The Senate:
The senate is the policy-making body of ASWC and serves on ad hoc committees. The senate debates, ratifies, and votes on all issues and legislation brought before them. This legislative body consists of senators who are elected from each academic school and each class year. Senators are elected each Spring semester for the following year in both academic and class representative roles. First year student senate seats are elected in the Fall.

The Judicial Council:
The judicial council receives, coordinates, and archives all ASWC senate charters, constitutions, and by-laws. The judicial branch has jurisdiction necessary to enforce the ASWC constitution, by-laws, and regulations.

Student Activities Commission:
The student activities commission (SAC) is chaired by the SAC President and governed by the SAC board, which is composed of chairs of each of the individual SAC committee. The commission initiates, administers, and coordinates most ASWC-sponsored activities. Students interested in positions on the commission should contact the SAC President in the ASWC office or call 801-832-2716.

Interclub Council (ICC):
Clubs and Organizations through ASWC are overseen by the Interclub Council. Each club has a representative on the council. The ICC Board is comprised of five elected members of the ICC to coordinate larger club matters. Both the ICC Board and the ICC are chaired by the ICC President. The wide variety of student clubs and organizations at Westminster offers a number of ways to get involved. More information about clubs and organizations can be obtained at the annual club fair at the beginning of the school year. If you are interested in starting a new club on campus, contact the ASWC office or the Dean of Students Office for more information.

For more information on ASWC related activities, please visit the website www.myaswc.com.

Campus Concierge

The Campus Concierge desk is located in the Shaw Center, across from the Dean of Students Office. Here students can find a variety of information regarding local events and activities, both on campus and in the community. The Campus Concierge often offers discounted tickets to area plays, concerts, and events. They also house the Lost & Found on campus. The Campus Concierge provides free fax service, and can be reached at 801-832-2244.

Career Resource Center

The Career Resource Center provides assistance with career exploration and planning, internship opportunities, graduate-school advising, job-search skills, interview preparation, and employment opportunities. Located in the Shaw Center, Room 101, the Career Center provides individual advising appointments, career events, on-campus recruiting opportunities, workshops, an updated career library, and online resources.

Internships facilitated through the Career Resource Center are available for academic credit and combine professional experience with classroom knowledge. Eligible students structure learning objectives and internship responsibilities under the guidance of the Career Resource Center and a faculty advisor. Prerequisites include junior or senior standing (for transfer students, at least 15 hours completed at Westminster) and consent of the Faculty Internship Coordinator and the Career Resource Center Internship Coordinator.
Counseling Center

Short-term, solution-focused, on-campus counseling and referral services are available for students who may be experiencing emotional difficulties. If you are feeling depressed or anxious, having problems with a relationship or adjustment to college life, or would just like someone to talk to, contact our professional counseling staff for an appointment. Individual and group counseling are available. All counseling sessions are confidential and free to currently enrolled Westminster College students. Call 801-832-2237 or 801-832-2246 or 801-832-2273 for more information or to make an appointment.

Center for Civic Engagement

The Center for Civic Engagement acts as a connecting point between Westminster College students, faculty, staff, alumni, and the greater Salt Lake community. Our mission is to teach and promote social justice by actively addressing the concerns facing our community. The center serves as a support facility for service-learning courses. Student project leaders develop and lead service projects that focus on various social issues. Ongoing projects include Alternate Spring Break, OXFAM Hunger Banquet, Habitat for Humanity, and the annual Volunteer Fair. For more information, contact the Director of the Center for Civic Engagement, Julie Tille, in the Bassis Center at 801-832-2840. The America Reads project is housed here as well.

Dean of Students Office

The Dean of Students Office (located in the Shaw Center) is the main student advocacy office on campus. Students can come here if they have questions about college policy, posting of notices on campus, student activities, student government, and/or the 50+ student organizations on campus. A student can secure a vendor table and submit information for the Dear John weekly publication.

The office serves as the information center for residence life, commencement, convocation, food service inquiries, leadership, and student conduct. The Dean of Students, Assistant Dean of Students, and Director of Student Involvement, Leadership and Orientation are housed in this office.

Disability Services

Westminster College seeks to provide equal access in higher education to academically qualified students with physical, learning or psychiatric disabilities. The Disability Services works with departments throughout the college to ensure that programs and facilities are accessible to all members of the college community. Eligibility for services is determined by the coordinator who conducts a comprehensive intake appointment with each student. Students who request program eligibility are asked to describe the nature and impact of the disability and prior use of accommodations to clarify how it may interact with living and learning on campus. Submitting relevant professional documentation is important and is used to confirm eligibility and support requests for accommodations, academic modifications, and/or other aids. Once eligibility is
established, students meet with the program coordinator a minimum of once per semester to
determine individualized accommodations.

More information regarding Disability Services policies, procedures and guidelines for
documentation is available on the website at www.westminstercollege.edu/disabilityservices.
Call the Disability Services Coordinator at 801-832-2280 for an explanation of how and from
whom to obtain relevant and current documentation.

General services:
- Assistance with admissions procedures and registration
- Orientation to the campus and how to access services
- Academic advising
- Liaison to faculty, staff, and students regarding accommodations
- Referral to campus and community services
- Referrals for off-campus diagnostic evaluation

A copy of the ADA Grievance process is found in this handbook and on our website. Jason
Sweat is the ADA/504 coordinator for the college. Julie Freestone in Human Resources is the
contact person for any ADA concerns regarding employees. Ginny DeWitt is the contact person
for students regarding ADA/504 issues. Any issue that cannot be resolved through the Disability
Services office should be sent to Jason Sweat. Jason can be contacted at 801-832-2565 or
jsweat@westminstercollege.edu.

International Center

The International Center provides programs and services that support the College Wide Learning
Goals, WCore, and Strategic Plan, particularly emphasizing their relationship to comprehensive
internationalization. The Center engages and connects students, faculty, and staff by offering
high impact, transformative global learning opportunities that encourage global consciousness,
social responsibility and ethical awareness. The Center provides advising for international
students and scholars (F and J visas), as well as students interested in education abroad
opportunities. To meet the needs of international students and students who wish to study abroad,
the Center offers:

- Comprehensive immigration services and support for F and J visa holders.
- Programming for all students with an international background including orientation,
tutoring, English language support, and social activities to assist students in their
transition to the U.S. and Westminster.
- Advising and support for students interested in education abroad programs, including
program selection, credit transfer, financial resources, health and safety, pre-departure
preparation and re-entry programs.

The International Center is located in Walker One next to Hogle Hall and detailed information
on programming and resources can be found at www.westminstercollege.edu/global.
Environmental Center

The Westminster Environmental Center fosters campus engagement in local and global environmental issues. It supports academic endeavors, connects students with local community partners, and transforms campus into a model of sustainability.

The Environmental Center is a resource for students doing sustainability research or class projects, seeking internships with environmental organizations, and/or wanting to get involved in green efforts on campus. The Center oversees the campus organic garden, bicycle collective, and Westminster Wheels programs.

The Environmental Center is located in the Bassis Center, 801-832-2813, www.westminstercollege.edu/environmental_center. A good starting point is Monica Ferreira, the Assistant Director of the Environmental Center (801-832-3300).

Financial Aid

Steps to Apply for Financial Aid
The college uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for federal, state, and institutional aid. Determining need is an annual process. You must reapply every year.

FAFSA
Complete the Free Application for Federal Student Aid (FAFSA) or submit a renewal application. The FAFSA results will be sent electronically to Westminster College. The Westminster College School Code is 003681. Utilize www.fafsa.ed.gov to apply online.

Rights and Responsibilities of Students Receiving Financial Aid
1. Confidentiality of Financial Aid Records
All financial grants and scholarship records are maintained by the college on a confidential basis. Students have the right to review their records at any time.

2. Reporting Other Financial Aid
All aid received from sources outside the college (community, company, private agency, employer, etc.) must be reported to the Financial Aid Office. Any portion of financial aid that has been awarded in response to the student’s financial need is subject to revision if the student’s total aid exceeds his/her financial need. This is necessary in most cases due to government regulations, which restrict the use of funds.

3. Verification of Income/Assets
A student who is selected for verification and who receives need-based financial aid may be required to submit a copy of his/her own and/or his/her parents’ federal income tax return transcript and W2 forms. Other documentation may be requested to answer questions concerning family income/assets, family size, number in college, non-taxable income, etc. Financial aid awards are subject to change if verification procedures result in a different calculation of need.
Financial aid cannot be disbursed to a student’s account until the verification process has been completed.

4. Enrollment Requirements
A recipient of an institutional scholarship or grant must be registered as a full-time or part-time student, depending on the specific requirements of the scholarship or grant awarded. A student withdrawing from the college, or dropping his/her registration to a level of ineligibility during a term in which he or she is receiving a college-funded scholarship or grant, will forfeit the scholarship or grant.

5. Federal Aid
A recipient of federal student aid (Pell Grant, SEOG, Perkins Loan, FWS, Subsidized Stafford Loan) must demonstrate financial need in accordance with an approved needs analysis system; and be enrolled as at least a half-time student, maintaining satisfactory academic progress. Per federal regulations, students are only eligible for a maximum of six years of Pell Grant funding. Need-based aid made available to a student from federal and non-federal sources cannot exceed the difference between the student’s cost of education and his/her expected family contribution—as determined by the FAFSA federal calculation. Total financial aid awards (including private scholarships, Unsubsidized Stafford Loan, Parent and Graduate PLUS Loan, Alternative Education Loans, etc.) cannot exceed a student’s cost of attendance.

6. Academic Scholarship and Grant Terms
Academic scholarships and grants administered by Westminster College are given in recognition of academic achievement. Students must adhere to established criteria for the scholarships and grants.

7. Terms for Renewing Aid
All financial aid is awarded on an annual basis. Parents and students must file a FAFSA (Free Application for Federal Student Aid) each year if the student is eligible by the Department of Education criteria for assistance based on need. Independent students must also file a FAFSA each year when applying for financial assistance based on need.

Grade Requirement
Students attending Westminster College must maintain a 2.0 cumulative GPA. Students will be monitored for compliance on an annual basis at the end of the academic year. If a student is placed on academic suspension by Westminster College, the student will not be eligible for financial aid. To reinstate financial aid eligibility, the student must regain a 2.0 GPA at Westminster College.

Cumulative Satisfactory Academic Progress
In addition, a student must have a 70% cumulative completion rate of the hours attempted to continue eligibility for federal financial aid. For example, if a student attempts 24 credit hours over a fall and spring term and only completes 12 credit hours, the student will be considered to be ineligible for federal financial aid and sent a letter of notification.

Program Length Requirement
Undergraduate Students
In addition, quantitative measure is based on completion in a timeframe less than 150% of the program length to continue to receive federal financial aid. An example would be: an undergraduate program that requires 124 credit hours to complete will allow for federal financial aid up to 186 hours or 150% of the entire program length—as long as a student meets other requirements based on grades and cumulative satisfactory academic progress.

Transfer Credits
Transfer credits taken prior to attending Westminster College are counted as completed hours. Transfer students will have a GPA based only on courses completed at Westminster College. A student that transfers must take 36 credit hours at Westminster College. A maximum of 88 external undergraduate credit hours can be accepted toward a degree. If a student has a bachelor’s degree and is earning a second bachelor’s degree, the student would be automatically awarded 88 hours of transfer credit. This will also count toward the maximum timeframe for completion. If a student changes majors, the coursework will still be counted in the Satisfactory Academic Progress and part of the 150% program length timeframe. If a student pursues a second degree, the timeframe will be evaluated for the 150% program length. Coursework completed during Summer term will be counted in the overall completion rate and entered into the 150% program length.

Incompletes, Noncredit, or Withdrawals
Incompletes, noncredit or withdrawal grades (F, I, NC, W, T, WF) will be counted as attempted and not completed courses. Noncredit remedial courses are not offered at Westminster College and will not count as transfer credit.

8. Satisfactory Academic Progress
Satisfactory Academic Progress Requirements for Receipt of Student Financial Aid
Students must maintain satisfactory academic progress in their academic studies in order to receive Title IV (federal) and institutional financial aid funds. Title IV (federal) student financial aid includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study (FWS)
- Federal Perkins Loan
- Federal Stafford Loans
- Federal PLUS Loans

Students Receiving Financial Aid Funds
The Financial Aid Office will utilize the college’s Academic Standing Policy. Full-time and part-time (undergraduate and graduate) students must complete at least 70% of the credit hours for which they enrolled to be making satisfactory academic progress. Any class that appears on the academic transcript as “graded” will be counted toward total credit hours enrolled. Transcript grades include the following:

- A, A-, Excellent
• B+, B, B-, Above Average
• C+, C, C-, Average, CR (credit)
• D+, D, D-, Poor, R (repeated)
• F (failure), W (withdrawn), NC (no credit), T (temporary), I (incomplete), X (repeat), WF (withdrawn failing), UW (unofficial withdrawal), AU (audit, no credit).

Additionally, the student must maintain a cumulative grade point average (GPA) of 2.0. If satisfactory academic progress requirements are not met, the student will be determined ineligible to receive Title IV and institutional financial aid funds.

Students enrolled in the Project-Based Bachelor of Business Administration (BBA), Project-Based Master of Business Administration (PMBA), and Project-Based Master of Strategic Communication (MSC) programs will be reviewed for compliance with the satisfactory academic progress policy using grade equivalencies. Grades of ‘EX’ (Exceeds Project Standards) are regarded as equivalent to ‘A’ level work; grades of ‘M’ (Meets Project Standards) are regarded as equivalent to ‘B’ or ‘C’ level work; grades of ‘DN’ (Does Not Meet Project Standards) are regarded as equivalent to ‘D’ or ‘F’ level work. Grades of ‘EX’ and ‘M’ will be counted as credit hours completed while grades ‘DN’ will not be counted as credit hours completed.

Timetable for Review
Students’ records will be reviewed at the end of each academic year to determine whether they are in compliance with the Satisfactory Academic Progress Policy. The academic year ends with Spring Semester and will include any period of time during the academic year the student was enrolled. Students who have grade changes that affect academic progress after it has been reviewed are responsible for notifying the Financial Aid Office so that their progress may be re-reviewed for compliance. Grade changes including incomplete grade updates affecting student eligibility for financial aid, must be on file with the Registrar’s Office prior to the first date of classes in the next semester of enrollment in order for the student’s record to be re-reviewed for satisfactory academic progress in that semester.

Grade Reports Special Note
The following will not be counted as credit hours completed:
• F: Failure, I: Incomplete, NC: No Credit,
• X: Repeat, WF: Withdrawn Failing,
• W: Withdrawn, T: Temporary,
• UW: Unofficial Withdrawal

Repeated Coursework
Retaken classes may count against satisfactory academic progress. A student may receive Title IV financial aid funds and count the repeated coursework as part of their enrollment hours, for the first time only, for coursework previously passed. For repeated coursework, passed means any grade higher than an ‘F.’ If a student withdraws before completing—or fails a course—the student is allowed to attempt completion of that course a maximum of three (3) times.

Program Length Requirement
In addition, a student becomes ineligible for federal financial aid when it becomes mathematically impossible for him/her to complete their program within 150% of the length of the program. An example would be: an undergraduate program that requires 124 credit hours to complete will allow for federal financial aid up to 186 hours or 150% of the entire program length.

Reinstatement
After becoming ineligible for student financial aid funds, a student can be considered for receipt of financial aid only when the completion percentage and grade point average requirements have been met.

Notification
The Financial Aid Office will notify by letter any student receiving financial assistance who does not meet the satisfactory academic progress requirement and has been determined to be ineligible for financial aid. The notice will be addressed to the student’s most current address on file at the college. It shall be the student’s responsibility to inform the Registrar’s Office of a correct mailing address at all times.

Right to Appeal and Appeal Process
Any student who has been determined to be ineligible for financial aid has the right to appeal. The following appeal process will be utilized:
All satisfactory academic progress appeals must be submitted and on file with the Financial Aid Office prior to the first date of classes in the next semester of enrollment in order for the student’s appeal to be reviewed.
The student appealing the satisfactory academic progress decision will submit a written appeal, along with the Financial Aid SAP Appeal Form, and documentation to the associate director of Financial Aid stating the circumstances which caused the student not to be able to meet the satisfactory academic progress requirements, and what steps have been taken to correct said circumstance. The Associate Director of Financial Aid will give a decision in writing within five working days of receipt of the appeal.
If the appeal is not approved, and the student wishes to proceed further with the appeal, the student can submit an appeal to the director of Financial Aid. The Director of Financial Aid will give a decision in writing within five working days of receipt of the appeal.
If the student’s satisfactory academic progress appeal is approved, the student must set up an academic plan with the START Center and sign a Satisfactory Academic Progress contract. The signed contract and academic plan must be submitted and on file with the Financial Aid Office prior to the last date of add/drop in the next semester of enrollment in order for the student to be awarded financial aid funds.
Once the academic plan has been submitted, the student must meet 100% of the terms outlined on the plan. A student must continue on the academic plan until the cumulative GPA is at least 2.0 and has completed 70% of the courses attempted.

9. Terms of Student Loans
Federal Perkins Loans are administered by Westminster College and awarded to students who demonstrate financial need and who are enrolled on at least a half-time basis. These loans are interest-free while the student is attending the college on at least a half-time basis. Students must
sign a promissory note for Perkins Loans with the student account services coordinator at Westminster College prior to the loan funds being credited to their accounts. On Perkins Loans, principal (minimum $40.00 per month) and interest payments (5% per annum on the unpaid balance) begin six or nine months after the student ceases to be at least a half-time student. The repayment period on the loan may be as long as 10 years, depending upon the amount borrowed. For information on deferment, postponement, and cancellation provisions for Perkins Loans, contact the student account services coordinator at Westminster College.

Federal Stafford Loans First-year dependent undergraduate students may borrow up to $5,500 per academic year. First-year independent undergraduate students may borrow up to $9,500 per academic year. Second-year dependent undergraduate students may borrow up to $6,500 per academic year. Second-year independent undergraduate students may borrow up to $10,500. Dependent undergraduates past the second year may borrow up to $7,500 per academic year to a total aggregate maximum of $31,000 for all undergraduate education—up to a maximum of an aggregate of $23,000 in subsidized loans. Independent undergraduates past the second year may borrow up to $12,500 per academic year, to a total aggregate maximum of $57,500. Graduate students may borrow up to $20,500 per academic year to a total aggregate maximum of $138,500. Applicants must apply for need-based financial aid using the Free Application for Federal Student Aid (FAFSA) form. The Financial Aid Office will then determine the amount of a loan that the student may qualify for and certify student status to the Department of Education. The Stafford Loan interest rate is determined by the original disbursement date. The interest rate is capped at 8.25%. Repayment, at a minimum of $50 per month, begins six months after the student leaves school or drops below half-time enrollment status. Depending upon the total amount borrowed, repayment may be extended over a 10-year period. Entrance Counseling and the Master Promissory Note must be completed at www.studentloans.gov.

Federal PLUS Loans are available to graduate students and parents of dependent undergraduate students who have no adverse credit history. Parents and graduate students may borrow up to the cost of attendance (budget) minus any financial aid received, and must use the loan funds to pay educational expenses. The PLUS Loan is a fixed interest rate loan; annual interest rates are set every July 1st. Monthly principal and interest payments begin 60 days after the 2nd disbursement; however, in-school deferment is available. The loans are processed through the Department of Education. Students may obtain a PLUS Loan application and Master Promissory Note at www.studentloans.gov.

10. Entrance and Exit Counseling
Stafford Student Loans, Perkins Loans, and Graduate PLUS Loans require that an entrance interview be completed prior to the first loan disbursement. Also, an exit interview must be completed when the student leaves the school. Contact the Financial Aid Office for additional information. All federal loans will have an origination fee deducted from the loan proceeds as required by the federal government.

Reminder: The Perkins, Direct Loans, and Parent Plus loans MUST be repaid. The following loan repayment chart can be used to estimate your loan repayment under the standard repayment plan of 10 years. The chart is for estimating purposes only, and depicts loans with a 6.8% fixed interest rate.
Sample Loan Repayment Chart

<table>
<thead>
<tr>
<th>Amount Borrowed</th>
<th>Monthly Payment</th>
<th># Months</th>
<th>Total Interest</th>
<th>Total Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,500</td>
<td>$50</td>
<td>90</td>
<td>$971</td>
<td>$4,471</td>
</tr>
<tr>
<td>$10,000</td>
<td>$115</td>
<td>120</td>
<td>$3,810</td>
<td>$13,810</td>
</tr>
<tr>
<td>$15,000</td>
<td>$173</td>
<td>120</td>
<td>$5,714</td>
<td>$20,714</td>
</tr>
<tr>
<td>$20,000</td>
<td>$230</td>
<td>120</td>
<td>$7,619</td>
<td></td>
</tr>
</tbody>
</table>
11. Private Loans
Private loans are available through the lender of your choice. Westminster College adheres to a Code of Conduct for private education loans. Read the Code of Conduct online at westminstercollege.edu/conduct. The lender you choose will provide you with an applicant and self-certification form. Student may borrow up to the cost of attendance minus any financial aid received, and must use the loan funds to pay educational expenses.

12. Terms of Student Employment
Students who are offered Federal Work Study employment as part of their financial aid awards interview for various jobs on campus. The actual amount earned will depend on the number of hours worked. Students are paid at least minimum wage. Most students are employed an average of 12–20 hours per week. Students are paid twice each month. Students who have a balance due on their accounts are expected to apply up to 100% of their earnings to their accounts.

13. Payment of Awards
All grants, scholarships, and loans administered by Westminster College are credited to the student’s account in the Business Office. One half of the academic year (September–May) award is credited to the student’s account in the fall semester and the other half in the spring semester period, unless otherwise noted on financial aid award. Most graduate students awards are credited in thirds (Sept-July) over fall, spring, and summer semesters.

14. Refunds
Institutional refunds are determined on the date that add/drop or withdrawal forms are completed and processed in the Registrar’s Office. Refer to the appropriate class schedule for the specific refund schedule for each semester. All institutional charges (tuition, fees, and room and board) are refunded based on the refund schedule.

15. Return of Title IV Federal Financial Aid Funds
Federal regulations govern the return of Title IV (federal) financial aid funds which have been disbursed for a student who completely withdraws from college during a term, payment period, or period of enrollment. The regulations operate under the principle that a student “earns” her/his financial aid based on the period of time she/he remained enrolled.

Effective July 1, 2000, Westminster College adopted the new “Return of Title IV Funds” regulations, which are part of the updated Higher Education Amendments of 1998.

During the first 60% of the enrollment period, a student earns Title IV federal financial aid funds in direct proportion to the length of time he/she remains enrolled (that is, the percentage of time during the enrollment period that the student remained enrolled is the percentage of disbursable aid for that period that the student earned). A student who withdraws from college beyond the 60% point has “earned” all Title IV federal financial aid for the period.

Unearned Title IV funds, other than Federal Work Study earnings, must be returned to the federal financial aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned under the formula.
The responsibility to repay unearned Title IV aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution’s share is the lesser of: the total amount of unearned aid; or institutional charges multiplied by the percentage of unearned aid.

The student’s share is the difference between the total unearned amount and the institution’s share.

Westminster College will return the unearned aid for which the school is responsible, by repaying the Department of Education to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs Order of Federal Funds Returned:
1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct Grad PLUS Loan
5. Direct Parent PLUS Loan
6. Pell Grant
7. FSEOG
8. Iraq & Afghanistan Service Grant

Additional information, worksheets, and examples of return-of-federal-funds calculations can be obtained from the Financial Aid Office.

Basic Rights and Responsibilities of All Students

Student Rights
- You have the right to know what financial aid programs are available.
- You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
- You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in calculation of your need.
- You have the right to know how much of your financial need as determined by the institution has been met.
- You have the right to request an explanation of the various programs in your student aid package.
- You have the right to know your school’s verification policies and procedures and how your application will be affected if you fail to meet established requirements and/or deadlines.
- You have the right to know your school’s refund policy.
- You have the right to know what portion of the financial aid you received must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.

Student Responsibilities
You must complete all application forms accurately and submit them on time and to the appropriate entity.
You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the US Criminal Code.
You must promptly submit additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
You must accept responsibility for all agreements that you sign.
You must perform the work that is agreed upon in accepting a Federal Work Study award.
You must be aware of and comply with the deadlines for application or reapplication for aid.
You must be aware of your school’s refund policy and procedures.

Equal Education Opportunity
Westminster College administers all of its educational programs, related support services, and benefits in a manner which does not discriminate against students or prospective students with regard to race, color, religion, gender, gender identification, sexual orientation, age, national or ethnic origin, disability, or a person’s status as a veteran.

ROTC Awards
All Westminster College institutional ROTC related funds are contingent upon the student contracting and validating their ROTC scholarship from the respective branch of the military. In cases where the ROTC scholarship is suspended or the student is disenrolled from the ROTC program, the student may have any merit award or other funding that was awarded to them as incoming student reinstated, assuming they still meet the college’s requirements for scholarship renewal and Satisfactory Academic Progress.

Any student receiving ROTC scholarship funds is required to maintain the academic and enrollment requirements for both Westminster College as well as the respective branch from which the student is receiving ROTC scholarship funds. Students must also meet any additional requirements as outlined in the contractual agreement made with the ROTC detachment.
Westminster College students receiving ROTC scholarships are not eligible to receive any institutional funds other than the Westminster College ROTC Room and Board Grant or Discretionary Grant if the student is living off campus.

For students receiving the ROTC Room and Board Grant, the amount will be capped at the double room price and a gold meal plan. Any additional costs will be the responsibility of the student. Any students living off campus may be eligible to receive a Discretionary Grant up to $2,500 per year. Room and board scholarships for any term may never be used in conjunction with other room and board scholarships such as RA scholarships.

Westminster Continuing Student Scholarships
Are you wondering how you can qualify for additional scholarships after your first year? Our Continuing Student Scholarship program is the answer. Hundreds of donors have contributed scholarship funds to Westminster and we offer them to students in their second, third, and fourth years at Westminster. These scholarships are awarded based on the individual criteria set up by the donor and utilize your cumulative Westminster GPA. How do you apply? The Continuing Student Scholarship application is typically open each year between November and January. Complete one application and be considered for hundreds of scholarships.

Regulations and policies for federal and institutional financial aid programs change periodically. For additional information about any type of financial aid, contact the Financial Aid Office at 801-832-2500 or e-mail at finaid@westminstercollege.edu.

Fitness, Wellness, and Recreation

The Fitness, Wellness, and Recreation Department (FWRD) is dedicated to making a difference to the health and well-being of our community of learners. A myriad of health-oriented programs and amenities are available in the Dolores Doré Eccles Health, Wellness, and Athletic Center. The center is equipped with a four-lane lap pool, comprehensive weight room, cardio equipment, group exercise studio, a 46-foot climbing wall, multipurpose gymnasium, racquetball court, and locker rooms. The FWRD offers over 25 group exercise fitness classes from yoga and Pilates to indoor cycling and Zumba. There are monthly wellness seminars on topics such as nutrition, meditation, and acupuncture. Over 10 different intramural sports are offered during the year. For those needing help to achieve their fitness and wellness goals, personal training is also available for a reasonable fee. There are also a number of Community Education classes offered including tap, Belly Dance, SCUBA, and Golf among others. Westminster College was also the first college to offer AntiGravity® Aerial Yoga which adds the element of swinging in a hammock as an entirely new dimension.

The Outdoor Recreation, Education, and Leadership Program exemplifies Westminster’s Unique Environment for Learning. We’re minutes from world-class skiing, mountain biking and rock climbing in the local Wasatch Mountains. Beyond the Wasatch lies Utah’s red rock deserts, wild rivers, and vast wilderness areas – all of which become both our playground and our classroom.

Through academic classes and the Outdoor Education and Leadership Minor, we blend classroom learning with meaningful outdoor experiences to develop leadership, technical skills, self-awareness, character and stewardship. Student leadership is a priority for the program and many of our outdoor trips are student-led. Graduates who were a part of the Outdoor Program often leave Westminster having weeks of valuable field experience, advanced certifications, and an understanding of how lessons learned in the outdoors can apply to other areas of college, career, and everyday life.

Westminster students, faculty, staff, alumni, and their guests are welcome to participate in Outdoor Program trips and events with priority given to current students. We’re committed to supporting anyone who is interested in getting involved regardless of skill level, previous experience, and equipment needs. Whether you’re joining us for an evening hike or a weekend in the backcountry you’ll most likely learn something new, meet interesting people, and spend time in awe-inspiring places.
Visit www.westminstercollege.edu/outdoorrec to see what events, trips, certifications, and courses we offer.

**Food Service**

Food services are provided by Bon Appetit. All residential students are required to participate in a meal plan, unless they are living in Villa Darvi, Century or Westminster on the Draw. Students are able to choose one of two meal plans. If dietary issues arise in relation to food services, contact the Office of Residence Life at 801-832-2245 for information on procedures.

All residential students must use their ID card to access food services. Food services will not accept your number verbally. If your ID card is lost or stolen, report it immediately to Food Services, 801-832-2707, the Dean of Students, 801-832-2230, and/or the Director of Residence Life, 801-832-2245. Food services will activate your new and/or replacement card before it can be used. Meal plans are non-transferable (see residential housing contract).

Commuting students can place monies on a food card, and incentives are even provided. Contact the Bon Appetit Food Services Office in Shaw Center for details.

**HIV/AIDS**

Westminster College’s primary response to AIDS is education. The most important goals for the college are increasing the awareness of HIV/AIDS infection and providing education to prevent further spread of HIV. Current medical evidence indicates that no actual risks of HIV/AIDS infection are created in a normal academic or employment setting. The School of Nursing Student Handbook provides guidelines for clinical experiences and the prevention of HIV transmission.

Individuals concerned about contagious disease and the institution’s commitment to public safety and access to education, including information about HIV infection and AIDS-related issues, may also contact the Student Health Services Center.

**Identification Card**

Students are required to obtain an official student identification card within one week of enrollment at Westminster. Students are required to carry the card at all times and present it when requested by any College official including Campus Patrol and Food Service staff members. If a card is lost or stolen, please contact the Dean of Students Office. You may obtain your ID and current year sticker at the Eccles Health, Wellness and Athletic Center. This service is available during Eccles HWAC hours of operation. A replacement card is available for the fee of $10.

Your ID card is needed to use the Giovale Library, your meal plan at the Shaw Center, the Eccles HWAC, and all college and university libraries in the state. It is also required to be in your possession while in the residence halls, and fines may even be imposed if you are without your card there. Your ID card with the UTA logo on the back also serves as your UTA pass which will allow you on all buses, Trax, and front runner trains. The UTA pass is not valid on ski busses. It will also entitle you to student discounts at Westminster theatre productions, movie theaters, Utah Symphony concerts, and other places that offer student discounts. Please note that your UTA pass
is only valid during the semesters that you are enrolled in classes, working and/or living on campus.

The alteration or misuse of a student identification card is prohibited. This includes possessing, presenting or using another person’s card or card number without permission. Students must surrender their identification card to a College official upon request.

**Information Services**

The Information Services (IS) department is committed to providing a technologically engaging learning experience to students, faculty and staff.

At Westminster, students learn best when actively engaged both inside and outside the classroom. To that end, many of our courses use computer technology that requires instant access to web-based materials. A new “Westminster Anywhere” technology platform will provide students with access to the College’s network anywhere there is adequate internet access. And with expanded and enhanced campus Wi-Fi, connecting in the classrooms and common areas should be a snap.

Westminster’s approach to education is based on the development of close personal relationships with professors and peers. But it is also designed to encourage you to enrich those relationships by using all the resources that technology-assisted learning provides. Ensuring that all students have a laptop on campus is an integral part of our educational model and a critical component of the unique learning environment we offer. Information about our laptop minimum requirements can be found online at [www.westminstercollege.edu/mobilecomputing](http://www.westminstercollege.edu/mobilecomputing).

All Westminster students are required to own or have access to a laptop computer. Not all faculty require the use of laptops in the classroom but do have that option if they so choose.

Westminster College is committed to providing excellent computer support and has created a unique platform to enhance classroom flexibility and achieve innovative instruction - Westminster Anywhere, which provides access to all programs available to you on a Westminster campus computer.

Westminster College currently hosts presentation classrooms, various media labs, and seventeen computer classrooms with the potential for every classroom on campus to convert into a computer classroom. Our residence halls are networked and wireless-capable, and have a printer at the front desk for residential use.

The IS department will help students connect to our wireless network. Each student is responsible to maintain and repair their personal laptop. The IS department also maintains a support website where users can find information, download instructional documentation, and reference guidelines and policies.

The General Computing Lab, located on the lower level of the Giovale Library, provides access to computer workstations, scanners, short-term laptop rental, and color-printing.

If you have technical questions, please contact the Information Services Department at 801-832-2023 or online at [www.westminstercollege.edu/support](http://www.westminstercollege.edu/support).
Insurance

Students are encouraged to carry health and accident insurance. Many plans carry students on their parents’ coverage if they are under the age of 27. Westminster’s website has a list of many plans, as there are different options and rates available to students. Cost may vary somewhat due to the student's age. Please contact the Dean of Students Office for more information. All international students and student athletes attending Westminster College are required to carry insurance coverage. Students admitted to the nursing program are required to provide evidence of health insurance coverage. All students traveling on a college trip (May Term, Retreats, Conferences, Study Abroad, etc.) are required to carry health insurance.

Intercollegiate Athletics

The Westminster College Intercollegiate Athletics program is an integral part of campus life serving more than 250 student-athletes annually. The athletic program has experienced both regional and national success over the years, with national championships, national tournament appearances, conference titles, All-Conference and All-American academic and athletic honors. The athletic program has a rich tradition, storied history and many athletic alumni dating back to 1928.

Beginning with the 2015-16 academic year Westminster College will depart the Frontier Conference of the National Association of Intercollegiate Athletics (NAIA) and join the Rocky Mountain Athletic Conference (RMAC) as a provisional member and begin transitioning towards eventual membership within NCAA Division II. Westminster College was previously a member of the RMAC from 1967 to 1979. The Rocky Mountain Athletic Conference is a premier NCAA Division II conference located in the states of Colorado, Nebraska, New Mexico, South Dakota, and Utah. The RMAC currently competes in 22 NCAA Division II sports and has earned 52 NCAA Division II national championships and 44 national runner-ups since 1992. Founded in 1909, the RMAC is the most historic athletic conference headquartered in the western United States and also in Division II.

The RMAC will serve as the primary athletic conference for the following men’s and women’s sports; basketball, cross country, golf, lacrosse, soccer, track and volleyball. Men's and Women's Skiing will continue to compete as members of the Rocky Mountain Intercollegiate Ski Association (RMISA), while our Snowboard teams will remain as members of the United States Collegiate Ski and Snowboard Association (USCSA). Westminster students receive FREE Admission to all home athletic events with their WC Student ID Card – Go Griffins! Our website is www.westminstergriffins.com.

Library

The Giovale Library has a dynamic and growing collection of books, access to more than 47,000 journals, educational materials, and reference sources, approximately 85 databases, and an outstanding collection of popular and academic DVDs. Library privileges include access to materials at any academic library in Utah. Librarians are available to students via email, phone and online chat, as well as for in-person consultations. Students can get help from the librarians for all aspects of college research projects, from developing a topic to finding resources, to
managing citations and bibliographies. In addition to library resources and professional librarians, the Giovale Library provides a variety of study spaces: group rooms, group workstations, quiet areas, and collaborative areas.

Students can borrow materials using their Westminster College ID card. Fines are billed at $0.25 per day up to $10.00. If an item is lost, students will owe the full replacement cost plus fines. A balance of $25.00 or more will block library accounts, campus accounts, graduation and registration. The library will accept cash, check or credit card for fines, or students can donate canned goods in lieu of fines at the rate of $1.00 per can, up to $10.00. Detailed information about policies, hours, services, online searching, tutorials, electronic forms and more can be accessed at: http://www.westminstercollege.edu/library

Manford A. Shaw Center

The Shaw Center, named in honor of the college’s 10th president, is the focal point of on-campus student activities at Westminster. The college dining facility and Follett’s William J. Clark, Jr. Bookstore are located in the Shaw Center, as well as student computer labs, the ASWC offices, lost and found, the Dean of Students Office, the Counseling Center, the Office of Residence Life, the Campus Concierge, the Student Health Services Center and the Career Resource Center.

Motor Vehicles

All motor-driven vehicles must display a current Westminster College parking permit (sticker), if they are operated on college property. There is a fee for these permits. Students, faculty, and staff are not permitted to park in the following lots: visitor-only and admissions-reserved parking. Failure to properly display the parking permit, or violations of posted parking regulations, will result in a citation. Fines are paid at the Cashier’s Window during regular business hours.

Orientation

Orientation is held the week before school begins every fall semester and is an opportunity to become familiar with faculty in your major area of study, identify key resource staff members, and meet other new students at Westminster. First Year Student Orientation spans the four days with the first two days on campus with parents and students. The following two days provide first year students the opportunity to experience Salt Lake City and the local Sugar House area with a number of activities.

All new transfer and non-traditional adult students participate in a separate orientation and are invited on campus in order to meet academic deans and faculty, staff, and peer advisors. Each orientation offers a short workshop on student computer account access, library research resources, and campus involvement. There is also plenty of time to do everything you need to get done before school starts. Please call the Dean of Students Office at 801-832-2230 or check the FYSO website for dates and more information.

Physical Plant Department
The Physical Plant Department maintains the college buildings and grounds with concern for safety and security. It inspects campus facilities regularly and promptly makes repairs affecting safety and security hazards, such as broken windows, locks, campus lighting, and shrubbery. The Westminster Campus Patrol assists Physical Plant personnel by reporting potential safety and security hazards. Students as well as faculty and staff may call Physical Plant at 801-832-2516 to report any safety or security hazards.

Registrar’s Office

The Registrar’s Office is located in Bamberger Hall just across from the Financial Aid Office. Students may visit this office for enrollment verifications, transcripts, grade report copies, address changes, registration changes, to obtain degree audits and to answer just about any question you may have. They oversee registration and notify students via email when it is their turn to register for classes each semester. This office processes all transfer credit, AP scores, and CLEP credits. When it comes time to graduate, your application for graduation is turned into this office and you are personally tracked until completion by the staff.

Office of Residence Life

Westminster views living on campus as an integral part of the educational experience. Residential experiences provide opportunities for students to develop socially and emotionally as well as academically. Residents also share in the development of a community and its governance. The College requires all freshmen and sophomores to live in Campus Housing for the entire academic year, unless they are residing with their parents, close family relatives or legal guardians, or they qualify for veterans’ benefits. The College may waive this requirement in the event Campus Housing is unavailable. Residents may expect a living environment that promotes courtesy, honesty, privacy, study time, and consideration of one’s values and needs. In return, the residents are expected to be willing to create the same conditions for other members of the living unit. A complete description of residential policies and procedures can be found in the Campus Housing Handbook. For more information about residence life, contact Residence Life at 801-832-2245.

Resident Advisors

Resident Advisors are trained student staff members who live on each floor of the residence halls. It is their job to help students enjoy their Westminster experience and to make sure students get involved socially and academically. The RAs are available for students no matter what time of day or night. It is also their responsibility to see that the rules and policies are enforced. They report to the Residence Life staff.

Spiritual Life

Spiritual Life, located in the lower level of the Shaw Center, is a place to explore various expressions of spirituality as well as a place to have your own spiritual journey affirmed. Spiritual Life provides diverse dialogue and study groups, spiritual retreats, social awareness service projects, wilderness adventures, concerts, interfaith religious celebrations and more.
* Promotes dialogue and understanding among students with diverse beliefs.
* Nurtures spiritual and moral development.
* Celebrates spiritual diversity and individuality.
* Helps students integrate their faith into action.
* Encourages self expression.
* Affirms all persons regardless of religion, race, color, gender, sexual orientation, age, or ability.

Spiritual Life events are posted on the web, on bulletin boards around Westminster, and via email. The Director of Spiritual Life can be reached at 801-832-2232.

**Student Health Services**

The Student Health Services Center provides quick, convenient, and affordable access to health care right on campus. SHS is staffed by two Nurse Practitioners who can diagnose and treat patients for common health problems, as well as make referrals to other health care providers when necessary. All services are confidential. SHS is located in the lower level of the Shaw Center. Appointments can be made in advance by calling 801-832-2239, but walk-ins are also accepted. Hours are limited. For a basic office visit, the cost is just $15 – labs, vaccinations, and some services may be more. SHS additionally provides health and wellness programming for students throughout the academic year.

For any emergency situation, students should go to an urgent care center or a hospital emergency room. Additionally, Campus Patrol has first aid supplies and can be reached at 801-832-2525.

**Study Abroad**

The International Center provides advising and support for students interested in education abroad programs, including program selection, credit transfer, financial resources, health and safety, pre-departure preparation and re-entry programs. Westminster offers a wide-variety of study abroad programs during fall, spring, and summer semester all around the world. In addition, every year, faculty lead May Term and Summer Study Experiences, to a variety of countries, which provide a unique experiential learning opportunity and allow students to explore themes and topics from an international perspective. Students are encouraged to select a program based on their academic interests and future career goals. Students who participate in a study abroad program will work closely with their faculty advisor(s) and the Registrar’s Office to ensure the courses taken transfer back to Westminster. Study abroad programs vary in cost and can often be similar in price to a semester at Westminster and sometimes less expensive.

For more information on program options, funding for study abroad, and scheduling an appointment with a study abroad advisor, visit [www.westminstercollege.edu/global](http://www.westminstercollege.edu/global). The International Center is located in Walker One next to Hogle Hall.

**START Center**
The START Center coordinates new student advising and related student support services as follows:

**Academic Advising and Registration**

The START Center coordinates new first-year and transfer student advising and registration. Peer advisors from each academic school are available for individual consultation by appointment in the center. The staff also helps students choose or change their major and connect to faculty advisors once they have selected one. Each student is responsible for meeting with his/her advisor, who will aid in determining the student’s course(s) of study and scheduling classes.

**Declaring a Major**

All students must formally declare a major no later than the completion of 60 credit hours, but are encouraged to do so as soon as they have a decision. This important junior year advising process includes being assigned a faculty advisor, meeting with your faculty advisor and completing major-declaration forms. Students may request a faculty advisor through the school office of their major. Students who do not complete the major declaration process by the time they are second semester juniors will have a hold placed on any upcoming registrations.

**Academic Probation**

START Center staff advisors meet with students who have been placed on academic probation to evaluate their academic programs and develop specific plans to ensure a successful return to good standing.

**Testing (Math Placement testing only)**

Math placement testing is available through the START Center in Carleson Hall. If you are unsure which level of math to begin with or need proof of prerequisites, call 801-832-2280 for more information or to schedule a testing appointment.

NOTE: Information regarding national graduate examinations such as the GRE, MCAT, GMAT, and LSAT is available in the Career Center. Call 801-832-2590 or visit the Career Center for details. College Level Examination Program (CLEP) tests are available on campus through the Testing Center located in Gore B14. Call 801-832-2672 for procedures and to schedule a test.

**Academic Support Services**

Free tutoring is available in many subjects. Tutors are fellow students, recommended by professors, who received at least a 3.5 GPA in the course they are tutoring. More information is available at the START Center, Carleson Hall, 801-832-2280, or in the Math Lab, 801-832-2405.
Individual academic coaching is also available for a wide range of skills such as: studying, time management, test taking, as well as other general academic challenges. Call the START Center at 801-832-2280 for more information.

Veterans’ Services

The Center for Military and Veterans Services, located in Walker Hall, supports all service members, Veterans, dependents, and cadets. Visit the center with questions about using VA education benefits, learn about campus and community resources, or to socialize with fellow student Veterans. Sylvia O’Hara is the director and can be reached at 801-832-2202. She can also connect you to the Westminster Military Association, a student club sponsored through ASWC.

Writing Center

The Writing Center provides free assistance in writing to all Westminster College students with the goal of helping students become better writers. Trained writing consultants are available to work with writers at all levels of experience, from all disciplines, at any stage of the writing process. Services include one-on-one and small group writing consultations in areas such as

• generating, organizing, and developing ideas
• citing and quoting sources responsibly
• writing persuasively
• conducting research
• proofreading your own work effectively

To see a consultant as soon as possible, stop by the Writing Center in the Bassis Center. We also offer a limited number of appointments each hour. To make an appointment, visit us online at www.westminstercollege.edu/writing_center or call 801-832-2271. Additional information about the Writing Center, including hours of operation for the current semester, is available at the Writing Center’s website.

Other Policies and Procedures

Academic Honesty

Westminster College operates on the assumption that all academic work is the honest product of each student’s own endeavors. The faculty and staff at Westminster expect such integrity from the students, and violations are cause for disciplinary action, including suspension, probation, loss of credit, or expulsion from the college. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and furnishing false or misleading information to any faculty or staff member.

Cheating on examinations includes, but is not restricted to, copying from another student’s exam paper, using unauthorized notes during an examination, arranging for a substitute to take an examination, or giving or receiving unauthorized information prior to the exam.
Cheating on written assignments includes plagiarism, collaboration with others, or submitting the same material for more than one class without the permission of the instructors.

Plagiarism includes borrowing information or ideas, whether directly quoted or paraphrased, from any source beyond one’s firsthand experience and not acknowledging the source. The student must give credit for the material by identifying the source and using one of the generally accepted citation methods.

Initially, sanctions are the responsibility of the class instructor. The instructor may simply reprimand the student, or demand the work be repeated, or give a failing grade for the assignment or exam in question, or give a failing grade for the entire course. In each case, a short report of the incident will be filed with the appropriate academic dean.

In the case of repeated or more serious violations, the faculty member may recommend to the dean of that school that the student be suspended or expelled from the college. The dean’s recommendation will then be sent to the Dean of Students.

**ADA Grievance Process**

Students who are working with the disability advisor in the START Center because of documented disability have the responsibility to maintain contact with the center and to let their advisor know how they are doing in the classroom, whether the accommodation being used is providing the student with access, and if the professor is implementing the accommodation consistently and appropriately. Should students experience difficulties related to their disability or accommodation, they are to inform the START Center disability advisor immediately so the advisor can assist in resolving the problem as it is occurring. Such early resolution is in the best interests of the students and the faculty.

If the student believes that the disability advisor has been unsuccessful in resolving issues, or if the student is experiencing difficulty with their START disability advisor, the student’s first step is to contact the ADA/504 coordinator. The coordinator will meet with the parties involved and attempt to resolve the issues. Jason Sweat is the ADA Coordinator and can be reached at 801-832-2565 or jsweat@westminstercollege.edu.

If, after working with the coordinator to resolve the issues, the student remains dissatisfied, the student may file a grievance and request a review before a panel of the Disability Resource Committee (DRC). The student must take the following steps:

1. The student shall file a written grievance with the ADA coordinator that sets forth the issues, the procedures taken thus far, and the supporting facts. The student may attach any pertinent supporting documents. The student must also sign a statement giving their consent to the DRC panel to review the student’s file, including confidential materials, and to permit the DRC panel to request additional information from the student, the START Center, or the student’s health care providers, as the DRC deems necessary.

2. Within five academic days from the receipt of the student’s grievance, the coordinator will appoint a panel composed of members of the DRC to hear the grievance. A list of the proposed names shall be provided to the student, who shall have five academic days to request a change in
the panel members by filing with the coordinator a written request for the removal or substitution of any of the panel members and setting forth the reasons for the requested change. The coordinator shall then make the final decision as to who will serve on the panel and will provide the names of the panel members to the student.

3. Within 10 academic days of the receipt of the grievance, the coordinator shall prepare and file with the DRC panel a summary of the issues, the actions taken thus far, and any supporting facts. The student will also receive a copy.

4. The student will have five academic days in which to file a written response to the coordinator’s summary, if the student so wishes.

5. The DRC panel shall review the student’s written statement, the coordinator’s written summary, any supporting documents, and any other documents the panel deems necessary in order to be informed about the issue.

6. Within 10 academic days of the receipt of the coordinator’s written summary, the DRC panel shall meet privately and independently with the student, the coordinator, and any faculty, staff, or administration members who may have information or expertise, or who may have been involved with the issue at hand.

7. The DRC panel has the discretion and authority to invite individuals outside of the college who are experts on the issue(s) involved to provide information or to sit on the panel as nonvoting members to provide counsel and advice to the DRC panel.

8. Within 10 academic days after the DRC panel has completed its review, it shall prepare a written report of its findings and recommendations. The panel will provide a copy of its report to the coordinator and to the student.

9. The student will have five academic days to appeal the report of the panel, as set forth in the Appeals Process. If the student does not file an appeal, the recommendations of the panel will be final. The coordinator will oversee the implementation of any recommendations made by the panel.

Any retaliation against a person involved in the ADA grievance process is strictly prohibited. It is also a violation of this policy to make a false accusation or knowingly provide false information pertaining to a grievance. Any student, staff or faculty member who engages in either retaliation or in providing false information will be subject to disciplinary action, up to and including expulsion or termination. Those who believe they are a victim of retaliation should contact the Associate Provost for Student Development/Dean of Students.

**ADA Appeals Process**

Students who wish to appeal the findings and recommendations of the DRC panel may do so by taking the following steps:

1. The student must file the appeal within five academic days from the date the panel report was issued. The appeal shall be filed with the coordinator and must state the following:
a. the portions of the report with which the student disagrees
b. the reasons the student disagrees
c. the supporting evidence for the student’s disagreement
d. the outcome the student is seeking by appealing

2. The coordinator will send to the college provost the student’s appeal file, which shall contain
   the student’s appeal, the DRC panel report, the coordinator’s summary, the student’s response,
   and any supporting documents or evidence reviewed by the DRC panel.

3. Within 10 academic days of receipt of the appeal and the report, the president will convene an
   appeal panel consisting of the college president and two members of the executive team who have
   not been involved in any prior proceedings or discussions regarding the student. If the president is
   unable to participate, the president or provost may appoint another member of the executive team
   to act in place of the president.

4. The appeals panel may, at its discretion and in any order, meet with the student, the DRC panel,
   the coordinator, and/or any of the outside experts that the panel may have consulted.

5. The appeals panel will prepare and issue a written decision addressing the issues raised by the
   student in their appeal. A copy of the decision will be provided to the student and the coordinator,
   who will inform the DRC panel of the decision.

6. The decision of the appeals panel will be final.

Behavior Intervention

If a student exhibits behavior or engages in conduct that threatens or impacts their safety or well-
being or the safety or well-being of others, the Dean of Students or designated agent will intervene
and take action as they believe is necessary to protect the student, other people, or the faculty,
staff, and property of the college. Such action may include, but is not limited to, referring the
student to counseling, requiring the student to leave the residence halls, requiring the student to
leave school, and notifying law enforcement. Further, the college reserves the right to notify a
student’s parents/guardians, with or without the permission of the student and regardless of the
student’s age or status, when, in the judgment of the college, the student or others may be at risk.
Westminster also utilizes the TABIC (Threat Assessment and Behavior Intervention Committee)
group to actively promote safety on campus and review situations where safety is at issue.

Missing Residential Student Policy

In accordance to 34 C.F.R. 668.46 (h) (l) (iv), when the Dean of Students Office receives a report
from friends, family members or associates that a student who resides in campus housing may be
missing, the Director of Campus Security and the Dean of Students will initiate an investigation
once a student has been deemed missing for 24 hours. The Dean of Students will notify the
person(s) listed on the student's emergency contact form and the appropriate law enforcement
agency regarding the situation within 24 hours once the College declares the student missing. If a
student would like someone other than those listed on his/her emergency contact form to be
informed in this instance, he/she must notify the Dean of Students Office within two weeks of the
start of each semester. Please note this contact information will be registered confidentially, will
be accessible only to authorized campus officials with significant responsibility, and may not be
disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
The list of authorized campus officials includes: President, Provost, Dean of Students, Director of
Campus Security, Assistant Dean of Students, Director of Residence Life, Assistant Director of
Residence Life, Registrar, ADA Coordinator, Director of Athletics, Coaches, Assistant Coaches,
Director of Human Resources and the Title IX Coordinator. If the student is under the age of 18,
the Dean of Students will automatically contact the student's parents/guardian.

Parental Notification of Alcohol/Substance Abuse and Emotional Issues

When a student is involved in campus policy violations where alcohol or substance abuse is
present, the Dean of Students may notify the student’s parents. Where possible, the Dean will also
inform the student that their parents will be notified. Parents may also be contacted when the
Dean of Students has reason to believe that a student is engaging in behavior that threatens their
health or safety or the health or safety of others. This is in accordance to the Family Educational
Right and Privacy Act of 1979.

Damage to Personal Property

All students are responsible for the security and safety of their personal property. Westminster
College is not responsible for the theft, loss or damage, whether intentional or accidental, to the
personal property owned by students. We encourage all students to purchase appropriate insurance
and make a list, including descriptions, make, model and registration numbers for valuable items.
In addition, we strongly encourage all residential students to purchase rental insurance and to take
appropriate steps to keep personal property safe. Students are encouraged to reports incidents of
theft or damage to the police and/or the college's campus patrol; if the student believes another
student is responsible for the theft or damage, the student may make a report as described in the
Student Disciplinary Policy. While the college will take action as set forth in the disciplinary
policy, the college will not enforce criminal or civil orders related to damages or restitution; nor
will the college attempt to collect any monies on behalf of one student against another student,
whether court-ordered or agreed to informally or through mediation or arbitration.

Responsible Use of Information Technology Policy

The full Responsible Use of Information Technology Policy is online at:
www.westminstercollege.edu/support. All students are responsible for reading, understanding,
and adhering to the policy.

Westminster College provides its students, faculty, staff, and approved guests with information
technology resources for enhancing and facilitating teaching and learning and for the institutional
administration of the college. These resources include, but are not limited to, hardware,
applications software, library and information resource databases, consulting time and expertise of
staff, and Internet and networking resources.

The college’s computers and networks provide users with access to resources on and off campus
and give them the ability to communicate with other users worldwide. This open access requires
users to act responsibly and adhere to legal and ethical standards. Users should be considerate of
the needs of others, do nothing purposefully or carelessly to impede anyone else’s ability to use the computer and network resources, and observe all relevant laws and regulations. All users are expected to follow the guidelines of this policy.

The following list, though not covering every situation, specifies some of the conduct that violates the responsible use of information technology policy:
• intentional damage to hardware, software, security devices, or codes or the creation or distribution of viruses, worms, or other forms of electronic mayhem
• unauthorized configuration and operation of any kind of server such as a Web server, FTP server, or file server
• creating, displaying, or transmitting threatening, racist, sexist, obscene, abusive, or harassing language or materials
• unauthorized use of a computer account or distribution of a password
• using electronic mail to harass or threaten others, including sending repeated, unwanted e-mail to another user
• sending personal announcements or advertisements to all faculty, staff, or students via the college electronic mail system
• commercial, for-profit activities, unless officially sanctioned by the college
• unauthorized Internet access to computers at other locations
• violation of local, state, or federal laws; copyright laws; or institutional rules

Failure to comply with the guidelines for acceptable use will result in disciplinary action. Serious or multiple infractions may cause the user to be denied access to college computers and networks. The use of any college information technology resource implies acceptance of all current operational policies. It is the responsibility of each individual to be familiar with and abide by all current operational policies.

Smoking on Campus

Westminster College is committed to working toward a cleaner and more sustainable environment by reducing air pollution on campus. We abide by the Utah Clean Air Act.

Smoking (including electronic cigarettes) is prohibited in all facilities, buildings, offices, residence halls, apartments, and any other enclosed spaces on campus. Although people may smoke outside on campus, they are not permitted to smoke within 25 feet of any building entrance, exit or window.

Because smoking negatively impacts the health of others, smokers must refrain from smoking in areas through which non-smokers must pass; they must extinguish their cigarettes or move away when asked to do so by any visitor, employee, or student.

Individuals who violate this policy are subject to state-mandated fines, college fines, and other disciplinary action. Employees and students are encouraged to hold each other accountable and may report any violations to the Dean of Students Office.
DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT POLICY

What To Do If You Have Been Sexually Assaulted

- Get to a safe place as soon as you can. Call 911 if you are in immediate danger.

- Contact someone you trust to be with you for support. The Rape Recovery Center provides 24 hour support, 801-467-7273.

- Incidents that occur on campus may be reported to campus patrol at 801-832-2525. If desired, campus patrol officers will assist you in filing a complaint with the Salt Lake City Police Department.

- Incidents that occur off campus may be reported to the Salt Lake City Police Department at 801-799-3000. Reporting to the police doesn’t mean that you have to press charges although if a minor is involved or this is a domestic violence situation, the police will file charges with or without your consent.

- You may also contact the Title IX Coordinator, Jason Schwartz-Johnson, at 801-832-2262 or jsj@westminstercollege.edu, to report a sexual assault and/or obtain information about resources, protective measures, accommodations, and college disciplinary procedures. Click here for further resources.

- Do your best to preserve all physical evidence, even if you don’t know if you want to report the assault or press charges.

- Do not shower, bathe, eat, brush your teeth, or wash your hands.

- Don’t change your clothing if possible, but if you need to change, put everything you were wearing into a paper bag and take them to your medical exam.

- If the assault took place in your room or home, do not rearrange or clean up anything until you have decided whether or not to file a report.

- Write down as much as you can remember about the assault, including a description of the assailant.
• Seek medical care as soon as possible. The Rape Recovery Center (phone) has a 24-hour Hospital Response Team; a member can meet you at the hospital or Family Justice Center to provide information and support throughout the process. They can be reached at 801-467-7273.

• To preserve forensic evidence, ask the hospital/facility Center to conduct a rape kit exam. Costs for this exam will be covered by Crime Victim Reparations. You can receive this exam whether or not you choose to involve the police.

• If you suspect you have been drugged, ask that a urine sample be collected.

• Even if you have no apparent injuries and you know that you will never report, it is important to get medical attention to determine the risks of STDs and pregnancy and receive appropriate prophylaxis medication if desired.

• Get support. Many survivors of sexual assault experience a wide range of emotions following the assault, including shock, anger, self-blame, shame, helplessness, denial, fear, and mood swings among others. These can occur immediately after an assault or weeks, months or even years later.

• **Know your rights under this policy.**

**The following resources on or close to campus can offer much needed support:**

**Confidential Resources:**
Westminster Counseling Center, Shaw Center, Lower Level
Lisa Jones, 801-832-2237
Michelle Call, 801-832-2246
Cory Shipp, 801-832-2273
Rape Recovery Center, 2035 South 1300 East, SLC, 801-467-7273 (24-hour crisis line)
Coalition Against Sexual Abuse Rape and Sexual Assault Hotline, 801-746-0404
National Sexual Assault Hotline, 1-800-656-4673 (24-hour crisis line)

**Non-confidential Resources (these have an obligation to report to the college – see below):**
Dean of Students Office, Shaw Center, 801-832-2230
Spiritual Life, Shaw Center Lower Level, 801-832-2232
Westminster Student Health Services, Shaw Center, Lower Level, 801-832-2239
Your RA or a Residential Life staff member
Faculty, Adjunct Faculty, and Full Time Staff
To Report Confidentially
If you are unsure you want to report the assault or know that you want to keep the incident completely confidential, we encourage you to contact the college’s counseling department or off-campus mental health or rape crisis resources, including counselors or clergy, for additional support. The resources listed in the “Confidential Resources” section above can all keep your information confidential.

Reporting to the College
Westminster encourages anyone who has experienced a sexual assault to report the incident to the college Title IX Coordinator or a Deputy Title IX Coordinator (see the list below). You can also report to an RA, or a faculty, adjunct faculty or full time staff member. Faculty, adjunct faculty and full time staff members must report any sexual assault and sexual violence (including domestic violence, dating violence, and stalking) to a Title IX Coordinator or Deputy Coordinator, and the college has a duty to investigate and respond to any report. If you want your information to remain confidential, you can talk with one of the resources listed above. You have the option to report sexual assault to the college, to law enforcement, or not at all.

The Title IX Coordinators will also work with you to determine if we need to take any immediate actions to ensure your safety and well-being—these are called “interim measures.” Interim measures could include changing campus living arrangements, issuing no-contact orders, or changing work or class schedules. Where applicable, the college will make efforts to ensure that orders of protection, no contact orders, restraining orders, stalking injunctions or similar lawful orders issued by a criminal, civil or tribal court are enforced on campus property. Title IX Coordinators can also refer you to a campus advisor who will provide information and support throughout the process. The Dean of Students Office can contact your faculty if you are having difficulty going to class or keeping up with course work; they can do this without providing specific information about what happened.

Title IX Coordinator
Jason Schwartz-Johnson 801-832-2262 jsj@westminstercollege.edu

Deputy Title IX Coordinators
Mark Ferne 801-832-2233 mferne@westminstercollege.edu
Shelley Jarrard 801-832-2340 sjarrard@westminstercollege.edu
Rodney Glore 801-832-2025 rglore@westminstercollege.edu
Saeed Rezai 801-832-2567 srezai@westminstercollege.edu
Scott Gust 801-832-2449 sgust@westminstercollege.edu
Julie Freestone 801-832-2573 jfreestone@westminstercollege.edu

Anonymous Reporting
Anonymous reporting can be made to the college through our Anonymous report form.

Policy
Westminster College strives to create and maintain an environment in which people are treated with dignity, courtesy, and respect; where there is freedom of inquiry and expression, and the absence of intimidation, oppression and exploitation; and where people are able to work and learn in a safe environment. Westminster College students, staff, faculty, as well as guests and visitors, have the right to be free from acts of discrimination, harassment, or sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Therefore, the college will not tolerate unlawful discrimination, harassment, or sexual misconduct of any kind. When an allegation of wrongdoing pursuant to this policy is brought to an appropriate administrator’s attention, and a respondent is found to have committed a violation, serious steps will be taken to provide recourse for those individuals whose rights have been violated and to reasonably prevent repeated occurrences.
Westminster College offers primary prevention and awareness programs that promote education about rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual misconduct, and stalking.

PURPOSE: This policy addresses the requirement of Title IX of the Education Amendments of 1972 (“Title IX”), which is a federal law that prohibits gender discrimination in federally funded education programs and activities. Title IX states, in pertinent part:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Discrimination on the basis of gender (sex) includes sexual harassment—including gender based bullying and harassment of LGBTQ students who do not conform to gender stereotypes and those with gender identity beyond the gender binary—sexual assault, and sexual misconduct. Title IX prohibits gender (sex) discrimination in both the educational and employment settings.

Related Local and Federal Laws

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in federally funded programs, such as education. Title IX of the Education Amendments of 1972 prohibits sex discrimination in education institutions. The Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities that receive federal financial assistance. Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment race, color, or national origin, religion, or gender in employment. The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. The Age Discrimination in Employment Act prohibits discrimination based on age in employment and the Equal Pay Act prohibits discrimination based on sex in the payment of wages. The Campus Sexual Violence Elimination Act (SaVE Act or act) was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). The Campus Sexual Violence Elimination Act of 2013 amends the Clery Act reporting requirements to include domestic violence, dating violence, and stalking and extends training requirements and required policies and procedures on these topics.

Utah’s Antidiscrimination Act found in Utah State Code 34A-5-106 states it is a discriminatory or prohibited employment practice to refuse to hire, promote, discharge, demote, or terminate any person, or to retaliate against, harass, or discriminate in matters of compensation or in terms, privileges, and conditions of employment against any person otherwise qualified, because of: race, color, sex, pregnancy, childbirth, or pregnancy-related conditions; age, if the individual is 40 years of age or older; religion, national origin; or disability.

The Family Educational Rights and Privacy Act (FERPA) protects a student’s right to privacy concerning their academic records and information. The college will not disclose any information with the written consent from the student, with some exceptions as stated by FERPA. FERPA regulations give privacy protection to all students’ educational records. Educational records are broadly defined as “those records that are directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution”. FERPA continues to apply in the context of Title IX enforcement, but if there is a direct conflict between the requirements of FERPA and the requirements of Title IX, such that enforcement of FERPA would interfere with the primary purpose of Title IX to eliminate sex-based discrimination in schools, the requirements of Title IX override any conflicting FERPA provisions.

All of these laws, as well as this policy prohibit retaliation. Retaliation exists when action is taken against a complainant or participant in the complaint process that a) adversely affects the individual’s employment,
academic status, or ability to access education and activities, and b) is motivated in whole or in part by the individual’s participation in the complaint process.

**Legally-Mandated Reporting Obligations**

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (Clery Act), specific college employees have an obligation to report crimes, including certain acts of sexual misconduct, to the Director of Campus Security for publication in the college’s weekly Crime log and its annual Campus Security Report. All personally identifiable information is kept confidential, but statistical information such as type of incident and general location will be reported. The college employees who must report crimes include all student services personnel, campus patrol officers, coaches, the athletic director, human resources staff, advisors to student organizations, athletic training staff, and other employees with significant responsibility for students and campus activities. For more information regarding the Clery Act see the Annual Security Report found on the [Campus Patrol](#) web page.

In addition, the college is required to issue immediate and timely warnings to the campus community regarding incidents that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The names of victims are withheld from timely warnings.

Under Utah law, the college is required to report to law enforcement or an office of the division of family services any incident where the college has reason to believe that physical or sexual abuse of a child has occurred. (Utah State Code 62A-4a-403). Westminster College does host minors on campus through camps, conferences, etc.

**Title IX Coordinator and Deputy Coordinators**

The Title IX Coordinator will coordinate the College’s response to reports of sexual misconduct. This includes:

- Making information regarding the Sexual Misconduct Policy and related services available to students in print and via the website
- Assist complainants and respondents in understanding their rights
- Recommend necessary remedial short-term actions to provide appropriate support and safety. This would include facilitating requests for safe housing, negotiating academic accommodations and providing referrals to on and off campus resources
- Assist students who choose to report an incident of sexual misconduct to the Salt Lake City Police Department or other law enforcement agencies
- Investigating reports of alleged sexual misconduct involving students
- Issuing no-contact and no-trespass directives
- Overseeing the adjudication process and if necessary the appeal procedures

The Title IX Coordinator for Westminster College is ultimately responsible for implementing and monitoring compliance on behalf of the college. Responsibilities include, but are not limited to, coordinating college-wide training, dissemination of this policy, state/federal reporting, and administration of the grievance procedures for the handling of complaints alleging violations of this policy.

Westminster College has Deputy Title IX Coordinators who are responsible for supporting the Title IX Coordinator in implementing and monitoring compliance on behalf of the college. This support includes
notifying the Title IX Coordinator of any alleged or suspected violations of this policy and the resolution of such alleged or suspected violations, regardless of whether or not a complaint is filed. Deputy Title IX Coordinators will assist individuals who have experienced sexual harassment or other acts of sexual assault in contacting local law enforcement authorities.

The Title IX Coordinator and Deputy Coordinators receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct disciplinary processes that protect victim safety and promote accountability.

**Duty To Investigate**
Westminster College is committed to investigate all possible violations of this policy about which the school knows or reasonably should know regardless of whether a complaint alleging violations of this policy has been filed. While the ability to investigate in a particular situation, or the extent of the investigation in any given situation may be affected by any number of factors, including whether the complainant is willing to file a complaint, the location where the alleged conduct occurred, and the College’s access to information relevant to the alleged or suspected violation of this policy, Westminster is committed to investigate all alleged and suspected violations of this policy to the fullest extent possible under the circumstances. At Westminster College all “responsible employees” must report all possible violations of this policy to the Title IX Coordinator or a Deputy Coordinator. A “responsible employee” is any employee who has authority to take action to redress sexual violence; who has been given the duty of reporting incidents to the Title IX coordinator or designee; or whom a student could reasonably believe has this authority or duty. “Responsible employees” include but are not limited to Title IX Coordinators and Deputy Coordinators; Campus Patrol Officers; Resident Advisors; Resident Directors; Vice Presidents; Deans; Provost; President; Associate Provosts; General Counsel; Athletic Director; and Faculty, Adjunct Faculty and full time Staff.

**To Report Confidentially**
Individuals desiring to keep the incident completely confidential, including the fact that such an incident occurred, should contact the college’s counseling department or off-campus mental health or rape crisis resources, including counselors or clergy. These are people who can and will maintain complete confidentiality, unless they receive information that would cause them to believe that the reporting individuals are in danger of harming themselves or others. This type of reporting does not preclude the college from conducting an investigation into the alleged incidents.

**Privacy**
To the extent permitted by law, the privacy of all parties involved in the investigation and resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the college’s ability to conduct an investigation and take any corrective action it deems appropriate.

**Definitions**

**Consent**
The College defines consent as a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. It is the responsibility of the initiator of the sexual activity to ensure that they have the other person’s consent to engage in sexual activity. Consent must be present throughout the sexual activity by all parties involved. At any time, a participant can communicate that they no longer consent to continuing the activity and revoke their consent. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. In order to give effective consent, one must be of legal age. Consent must be clear, knowing and
voluntary. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent may never be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol.

Individuals who are incapacitated for any reason lack the capacity to give knowing consent. Incapacitation is a state where someone cannot make rational, reasonable decisions; for example, they are unable to understand the “who, what, when, where, why or how” of their sexual interaction. A person may be incapacitated due to mental disability, sleep, involuntary physical restraint, alcohol, prescription drugs, illegal substances, or from the taking of rape drugs, such as Rohypnol, Ketamine, GHB, Burundanga, etc. More information on these drugs can be found at [http://www.911rape.org/](http://www.911rape.org/). Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated constitutes a violation of this policy. Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

*Force* is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. Coercion is unreasonable pressure for sexual activity; coercion is not seductive behavior. When individuals make it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure for sex can constitute coercion.

While there is no requirement that a party resist, fight, or yell out, this resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Forced sexual activity is, by definition, non-consensual; but non-consensual sexual activity is not by definition “forced.”

For a non-exhaustive list of situations in which consent has not been given, see Utah Code Ann. Sec. 76-5-406.

**Proceeding**

Proceeding means all activities related to a non-criminal resolution of a disciplinary complaint, including, but not limited to, fact-finding, investigations, formal or informal meetings, and hearings.

**Result**

Result means any initial, interim, and final decision by any official authorized to resolve disciplinary matters within the college. The result includes any sanctions imposed by the college, as well as the rationale for the result and the sanctions. The result is provided to both parties to the proceeding at the same time.

**Conduct Prohibited By This Policy**

Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as all types of sexual assault. Sexual harassment, which includes sexual assault and sexual misconduct, may take many forms.

**Gender-Based Misconduct**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct, which threatens or endangers the health or safety of any person.

2. Implied threats and intimidation that cause a reasonable fear of harm in another person.

3. Stalking or repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community, or the safety of any of the immediate family of members of the community.
4. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment).

**Discrimination**
Discrimination is any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual’s actual or perceived gender, gender identity, race, color, age, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, genetic information, religion, or sexual orientation that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with or deprives someone of the ability to participate in or benefit from the college’s educational programs and/or activities.

**Discriminatory Harassment**
Harassment is a form of discrimination that consists of detrimental actions based on an individual’s actual or perceived gender, gender identity, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, genetic information, religion or sexual orientation that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with or deprives someone of the ability to participate in or benefit from the college’s educational programs and/or activities. This behavior may be based on power differentials (such as *quid pro quo*), the creation of a hostile environment, or retaliation.

**False Reports**
If any member of the campus community knowingly makes a false report of a violation of this policy, that person will be subject to disciplinary action, including but not limited to suspension, expulsion and/or termination from employment.

**Retaliatory Harassment**
Retaliatory harassment is any intentional action taken by an accused individual or allied third party, without legitimate non-discriminatory purposes, to the detriment of the individual as reprisal for filing or participating in a civil rights grievance proceeding.

**Sexual Misconduct**
Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can occur between persons of the same or different genders.

The list of prohibited conduct under this policy includes, but is not limited to, the following:

- Unwelcome sexual advances or propositions that interfere with a student’s education or employee’s opportunities
- Using electronic devices or technology (e.g., cell phone, camera, email, Internet sites or social networks) to record or transmit nudity or sexual acts without a person’s knowledge and/or permission
- Intentionally observing nudity or sexual acts of another person without the person’s knowledge or permission (voyeurism)
• Unwanted touching of the genitals, buttocks, or breasts that is intentional or other unwanted touching or groping

• Forcing/coercing someone to touch you or someone else in a sexual manner

• Threatening to sexually harm someone

• Initiating sexual activity with a person who is incapacitated and unable to provide consent due to alcohol and/or drug consumption or other condition

• Inducing incapacitation for the purpose of sexual exploitation

• Ignoring a sexual limit that has been communicated

• Coercing or intimidating someone into sexual behavior

• Sexual assault, including unwanted penetration of an orifice (anal, vaginal, oral) with the penis, finger or objects

**Sexual Harassment**

Unwelcome sexual advances or propositions that interfere with or deny a student’s access to education or participation in educational activities. For employees, sexual harassment is unwelcome sexual advances or propositions that interfere with or deny access to employment.

**Domestic Violence**

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected under domestic or family violence laws, or anyone else protected under domestic or family or violence law.

**Dating Violence**

Violence committed by a person (A) who is or has been a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined 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**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

**Sexual Assault**

The federal definition of sexual assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Under Utah law, sexual assault takes many forms, including the following:

**Forcible Sexual Abuse**, per Utah Code 76-5-404, refers to the touching of another person’s private areas and/or taking indecent sexual liberties with another, or causes another to take indecent liberties with the actor or another, with the intent to cause substantial emotional or body pain or to gratify the sexual desire of any person, without the consent of the other.
Rape, per Utah Code 76-5-402, occurs when an individual has sexual intercourse with another person without that person’s consent. This code applies whether or not the actor is married to the victim.

Westminster College Definition – consistent with the FBI’s updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System as taken from www.fbi.gov/about-us/cjis/ucr/new-rape-fact-sheet:

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

Object Rape, per Utah Code 76-5-402.2, occurs when a person, without the victim’s consent causes the penetration of the genital or anal opening of another, by any foreign object, substance, instrument or device, including a part of the human body other than the mouth or genitals, with intent to cause substantial emotional or bodily pain to the victim or with the intent to arouse or gratify the sexual desire of any person.

Forcible Sodomy, per Utah Code 76-5-403, occurs when the actor engages in any sexual act with another involving the genitals of one person and mouth or anus of another person, without the other’s consent.

Other sexual conduct prohibited by state law, refer to Utah State Code, Offenses Against the Person.

Sexual Exploitation
Sexual exploitation means taking the advantage of person in a sexual nature to make a personal gain or profit. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes.

Sanction Statement
Westminster College may impose a number of sanctions or protective measures following a final determination of a violation of this policy. Protective measures include re-assigning students to new residence hall rooms (should they live on campus), examining the academic schedule and moving students into different sections, banning students from specific buildings on campus, and issuing “no-contact orders” which limit communication between students. Sanctions could include, but are not limited to, warning, community service, suspension, or expulsion. This depends on the severity of the violation and taking into account any previous violation of the Student Code of Conduct. Findings of rape or acquaintance rape will result in suspension or expulsion. Findings of domestic violence, dating violence, sexual assault or stalking could result in suspension or expulsion. The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The initial hearing officers or any appeals body or officer may deviate from the range of recommended sanctions, but only if compelling justification exists to do so. If a student is suspended or expelled for violation of this policy, a notation will be made on the student's Academic Transcript of Non-Academic Suspension or Non-Academic Expulsion.

Prevention and Education

Ongoing Prevention Awareness Campaigns
Westminster College recognizes the importance of educating our entire community on the topics of sexual violence, sexual assault, and gender discrimination. Awareness programs are community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. They are in place to annually address these myriad of factors that our community members should be versed in to halt the pattern of violence and discrimination on our campus. Annual programs include Title IX Policy training at New Student Orientation; bystander intervention training; online training for all campus students and
employees; and a campus climate survey to collect data regarding sexual misconduct and awareness on
campus.

**Bystander Intervention**
The Bystander effect is a social science model that predicts most people are unlikely to help others in
certain situations perceived to be unsafe. A bystander is anyone who observes an emergency or a situation
that is concerning. They must then decide if they are comfortable stepping in and offering assistance.

Bystander Intervention programs teach people to overcome their resistance to checking in and
assisting/intervening. These programs have been found to be very helpful on college campuses to thwart
sexual assault, abusive alcohol consumption, campus damages, and concerns about suicide, depression and
eating disorders.

Westminster College provides annual bystander intervention training at New Student Orientation, and for
student leaders involved in the Associated Students of Westminster College, Student Activities
Commission, and Inter-Club Council, including all clubs and organizations funded by ASWC.

**Online Training**
Westminster College provides online training for all undergraduate, graduate, and college employees on
Title IX Policy, sexual misconduct, reporting, and resources at the beginning of the Fall semester and
Spring semester for new students and employees.

**Campus Climate Survey**
Westminster College administers an annual campus climate survey to collect data regarding occurrences of
sexual misconduct and gender discrimination on campus, understanding of policy, myths, and perceptions
regarding sexual violence and gender discrimination, and knowledge of policy and resources available
under Title IX at the institution. This data is collected to further inform our training and education
processes to best support the campus for the future.

**Primary Prevention Programs**
Programming, initiatives and strategies informed by research or assessed for value, effectiveness or
outcomes that are intended to stop dating violence, domestic violence, sexual assault, and stalking before
they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful
relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social
norms in healthy and safe directions. Participants in Westminster’s educational programs are informed of
the college’s prohibition of domestic violence, dating violence, sexual assault, and stalking; Utah’s
definitions of these prohibited behaviors and of consent; safe and positive options for bystander
intervention; and risk reduction to recognize warning signs of abusive behavior and how to avoid potential
assaults.

**Risk Reduction**
Risk reduction strategies allow for safe consideration and alternative opportunities to mitigate risk in
unsafe situations.

**Rights**

Students involved in an incident of sexual misconduct have the right to:

- **A safe environment:** The College will take whatever measures it deems reasonable and feasible
to protect the safety of the campus community, and the well-being and rights of students.
• **Respect:** All parties involved in an incident of sexual misconduct will be treated with dignity, respect and fairness.

• **Be taken seriously:** The College will treat all complaints seriously and will investigate all allegations of sexual misconduct.

• **Access to College resources and support:** All parties will have full access to campus services designed to assist in such cases, including the Dean of Students’ office, the Counseling Center, and Health Center.

• **Be fully informed:** All parties will receive information about the nature, rules and procedures of the investigative process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions.

• **A fair conduct process:** The College will conduct a prompt, fair and impartial investigation and adjudication.

• **An advisor:** The College will offer trained advisors to provide information, resources and support throughout the process.

• **Receive written notice of the outcome and sanctions**

• **Freedom from retaliation:** The College will not tolerate any form of harassment, retaliation, and/or intimidation of the complainant or the respondent, or of those supporting either party. Any retaliatory action taken against a complainant or respondent or against their friends, acquaintances or other persons cooperating in the investigation of a charge of sexual misconduct is a violation of College policy.

**Privacy**

The written statements submitted by both parties are educational documents protected by the Family Educational Rights and Privacy Act.

**The Role of the Advisor**

• The complainant and respondent have the right to have an advisor who will help them as they go through the adjudication process.

• The Title IX Coordinator will recommend faculty or staff members who are qualified to advise the parties involved.

• Students may choose to have no advisor or they may choose an advisor other than one that is recommended by the Title IX Coordinator.

• Advisors recommended by the Title IX Coordinator will have completed the College’s Title IX training.

• The advisor’s role is to provide support and to give advice based on their knowledge of the college process.

• Advisors do not assume a lawyerly role nor should they interrupt or interfere with the adjudication process.

• The advisors may not contact witnesses, the advisor for the other party, or the other
Advisors must not have a conflict of interest with either party. The Title IX Coordinator or their designee will determine whether a conflict exists.

**Reporting Discrimination, Harassment, or Sexual Misconduct**

**Reporting**

1. The College encourages any member of the campus community who witnesses or experiences acts they believe to constitute discrimination, harassment, retaliation, or sexual misconduct in violation of College policy to report the incident to the Title IX Coordinator or a Deputy Title IX Coordinator.
   
   a. Timely reporting (within 24-48 hours) is encouraged. There is no specific time limit to report.
   
   b. The complainant may report in person to the Title IX Coordinator, Deputy Coordinators, or any Responsible Employee of the college.
   
   c. The complainant is encouraged to provide as much information possible. A complaint intake form can be found on the [Title IX web page](#) for your convenience.
   
   d. An anonymous report form can be found on the [Title IX web page](#) for your convenience. If you as a student survivor or reporter wish to remain anonymous, fill out this Anonymous Report Form. The college will use this information for statistical purposes (as required by Federal law), to better understand the scope of sexual violence on campus, and to develop and implement preventive efforts. If you fill this form out with a college employee, the report will no longer be anonymous.

   The college is required to investigate allegations of sexual misconduct to the best of its ability. As a result, the college will follow up on any specific, identifying information provided in this anonymous report.

   e. Alternative options for reporting include maintaining confidentiality of the reporter, if requested, to the highest degree possible, based on the circumstances of the report. Reporters are always encouraged to voice their concerns and participate only to the degree that they feel comfortable in an investigation process. The Title IX Coordinator or their designee will evaluate whether the college can honor a reporter’s request that their name not be disclosed to the respondent.

   f. At times a reporter may request that no investigatory or disciplinary action be taken. The college is required to investigate allegations of sexual misconduct to the best of its ability. The Title IX Coordinator or their designee will evaluate and determine if the college can honor a request for no action to be taken. The College’s response to a reporter’s request for confidentiality may limit the institution’s ability to investigate. The College may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the complainant. This may include providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing the institution’s
policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

2. The Title IX Coordinator or their designee will consult with the complainant to determine what interim actions (addressing immediate concerns) are warranted by the college, and the complainant will be provided in writing information regarding accommodations and protective measures available.

   a. These interim actions could include, but are not limited to: suspension, administrative leave, modifications of living arrangements, changing an academic or work schedule, or removing a student from housing, classes, athletic or school-related teams or groups, or issuing a “no-contact” or “no-trespass” directive. These interim actions may or may not be permanent depending on the outcome of the investigation.

3. The complainant will be provided written notice of resources available, including counseling and mental health providers, disability services, victim advocacy organizations, legal assistance, assistance with visas and immigration, assistance with financial aid, and other services available on and off campus.

4. To encourage students to report incidents of sexual misconduct the College will refrain from disciplining a reporting student for violating rules pertaining to alcohol or drug usage. A reporting student’s conduct may be addressed as a health or welfare concern but will not be addressed as a punitive or disciplinary matter. Amnesty does not apply to a respondent who may have provided alcohol or dangerous substances in violation of the Westminster College code of conduct or Utah law.

Investigative Process

1. The Title IX Committee will initiate an immediate review to determine the course of the investigation.

2. The Title IX Coordinator or their designee will assign an investigator(s) to conduct a prompt, fair, and impartial investigation. Investigations may be internally conducted or externally conducted depending on the nature of the complaint and/or allegations being made. Investigators receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects victim safety and promotes accountability. Investigators will have no conflict of interest or any bias towards either party.

   a. The investigator(s) will develop an “investigation strategy” and timeline not to exceed 60 days.
   b. The respondent will be made aware of the investigation and is expected to participate in the process.
   c. The complainant and respondent will have individual interviews with the investigators. Advisors of the parties’ choosing may attend these interviews but are not allowed to participate in the interview process. If applicable, the investigators may also interview witnesses who have information pertaining to the case.
   d. The parties will receive timely notice of meetings to which they are invited to participate.
   e. The parties will have timely and equal access to information obtained through the investigation at the discretion of the Title IX Coordinator.
f. The investigator(s) will make a determination based on preponderance of the evidence—a requirement that more than 50% of the evidence points to a finding of violation or not.

g. Within 10 days of the investigation determination, the parties will receive simultaneous written notice of the following:
   i. The outcome of the investigation (whether or not there was a determination of a policy violation);
   ii. The college’s appeal procedures;
   iii. Any change to the results before the results are final;
   iv. When the results become final; and
   v. Information about how the college will protect the complainant’s confidentiality, including how publicly available records will be kept confidential without disclosing their identity, to the extent permissible by law.

h. If there is a “no evidence” finding, the parties will be notified and the case closed.

i. The Title IX Coordinator or their designee meets with respondent and complainant to go over the determination.

3. The determination will be turned over to the appropriate administrator for sanctions and/or disposal of complaint. Both parties will receive timely notice in writing of any sanctions imposed.

Appeal Process
A decision reached or a sanction imposed by the appropriate administrator may be appealed by accused students or complainants to an appellate board within five (5) school days of the parties’ receipt of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students or their designee.

Permitted grounds for appeal shall be:

- To determine whether the original investigation was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures.
- To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to show that a violation of the Student Code had more likely than not occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.
- To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original investigation, because such evidence and/or facts were not known to the person appealing at the time of the original investigation.

Notifications of decisions made by the appeal board must be made to both parties in writing within 10 days of the determination.

If an appeal is upheld by the appellate board, the matter shall be remanded to the Title IX Coordinator or their designee for reopening of the investigation for reconsideration of the original determination and/or sanction(s).

Appeal board members receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an appeal process that protects victim safety and promotes accountability. Appeal board members will have no conflict of interest or any bias towards either party.
Nothing in this policy prohibits individuals from going to outside agencies including the police to pursue these matters.

For further information about resources from outside agencies click here.

Student Code of Conduct and Disciplinary Policy

Westminster College expects all students to conduct themselves as responsible members of the academic community and to respect the rights of other students, faculty, and staff. All members of the college community are responsible for maintaining an environment where behavior is guided by respect, reason, and honesty. Students living off-campus are also members of this community and are representatives of the college to the community at large. The college expects students to demonstrate respect for all members of the local community.

The following Student Code of Conduct applies to behavior on college property, at all college-sponsored activities held on or off campus, and to students’ off-campus behavior when such behavior violates college policies or federal, state, or local laws and negatively impacts the college, the college community, or the college’s neighborhood, interferes with the relationship of the college to others, or harms the reputation of the college.

All students are expected to abide by applicable federal, state, and local laws. Individuals in violation of any laws are subject to prosecution by appropriate authorities, regardless of whether the behavior occurs on or off campus. In situations involving the use, possession, or distribution of narcotics or other controlled substances, the matter will be reported to outside authorities. Regardless of whether outside authorities pursue prosecution, the student may be subject to disciplinary action under this code.

Please note that alleged violations of Westminster’s Harassment, Discrimination and Sexual Misconduct Policy will proceed through the Title IX Complaint Process as described earlier in the Student Handbook.

Article I: Definitions

A. The term “college” means Westminster College in Salt Lake City, Utah.
B. The term “student” includes all persons taking courses at the college, both full time and part time, pursuing undergraduate, graduate, or professional studies, and those who attend educational institutions other than Westminster but reside in the college’s residence halls. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the college are considered “students.”
C. The term “code” refers to the Student Disciplinary Code, unless otherwise specified.
D. The term “faculty member” means any person hired by the college to conduct classroom activities.
E. The term “college official” includes any person employed by the college who performs assigned administrative or professional responsibilities.
F. The term “staff” includes any person other than faculty who is an employee of the college.
G. The term “member of the college community” includes any person who is a student, faculty member, college official, staff, or any other person employed by the college. A person’s status in a particular situation shall be determined by the Dean of Students.

H. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college, including adjacent streets and sidewalks.

I. The term “organization” means any number of persons who have complied with the formal requirements for college recognition.

J. The term “judicial body” means any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

K. The term “judicial advisor” is the Dean of Students or a college official authorized to act as a judicial advisor on a case-by-case basis. The judicial advisor has the authority to investigate alleged violations of the Student Code, to serve as the sole or one of the members of a judicial body, and to impose sanctions upon students found to have violated the Student Code. Nothing shall prevent the same judicial advisor from imposing sanctions in all cases.

L. The term “appellate board” means any person or persons authorized by the Dean of Students to consider an appeal from a judicial body’s determination that a student has violated the Student Code or from the sanctions imposed by the judicial body.

M. The term “shall” is used in the imperative sense.

N. The term “may” is used in the permissive sense.

O. The term “Dean of Students” is that person designated by the college president to be responsible for the administration of the Student Code.

P. The term “policy” is defined as the written regulations of the college as found in, but not limited to, the Student Code, Campus Housing Handbook, and Graduate/Undergraduate Catalogs.

Q. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

R. The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or academic materials.

**Article II: Judicial Authority**

A. The judicial advisor shall determine the composition of judicial bodies and appellate boards and determine which judicial body, judicial advisor, or appellate board shall be authorized to hear each case.

B. The judicial advisor shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.

C. Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.
D. A judicial body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

Article III: Standards of Conduct

A. Jurisdiction of the College – College jurisdiction and discipline applies to conduct that occurs (1) on campus; (2) on college-owned and/or operated property or facilities; (3) in connection with college activities or events held on or off the campus; and (4) that adversely affects the college community and/or its mission and objectives. While off-campus, students are expected to uphold the policies of the Student Code of Conduct. Behavior that is detrimental to the College or its students, faculty, or staff in their roles as members of the campus community is governed by this code. Westminster reserves the right to take actions that address the violations through educational intervention or sanctions.

B. Any student who violates college policies or procedures, city, state, or federal laws, or who engages in any of the conduct described below is subject to disciplinary action.

1. Acts of dishonesty, including, but not limited to, the following:
   a. cheating, plagiarism, or other forms of academic dishonesty.
   b. furnishing false information to any college official, faculty member, or office.
   c. forgery, alteration, or misuse of any college document, record, or instrument of identification.
   d. tampering with the election of any college-recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public-service function on or off campus, or other authorized non-college activities, when the act occurs on college premises.

3. Physical abuse, verbal abuse, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.

4. Inappropriate or disrespectful language or conduct that is disruptive or intended to harass a member of the college community, including college faculty, administration, and staff. Lack of respect for college officials or other members of the college community.

5. Attempted or actual theft of and/or intentional damage to property of the college or property of a member of the college community or other personal or public property.

6. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
7. Failure to comply with direction of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself with ID to these persons when requested to do so. Additionally, failure to exit a building during a fire drill.

8. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises.

9. Violation of published college policies, rules, or regulations.

10. Violation of federal, state, or local law on college premises or at college-sponsored or supervised activities.

11. Use, possession, distribution or manufacture of narcotic or other controlled substances or other illegal substances except as expressly permitted by law. Smoking or ingesting a substance not intended for consumption. Use, possession or distribution of Salvia and/or Spice. Hookahs/Bongs/Grinders/Pipes/etc. are not allowed anywhere on campus, as the College deems it drug paraphernalia.

12. Use, possession, distribution or manufacture of alcoholic beverages, except as expressly permitted by the law and college regulations, or public intoxication. Possession of an open container or consumption of alcoholic beverages in any area (other than individual rooms of students of legal age) is prohibited. Additional residence life policies regarding alcohol are found in the Campus Housing Handbook.

13. Illegal or unauthorized possession of firearms, ammunition, explosives, incendiary devices, other weapons, or dangerous chemicals on college premises.

14. Unauthorized use of equipment or vehicles on campus property, including but not limited to, bicycles, skateboards, longboards, scooters, in-line skates, segues, carts, automobiles, etc.

15. Participation in a campus demonstration that disrupts the normal operation of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

16. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.

17. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace of college premises or at functions sponsored by, or participated in by, the college.

18. Theft or other abuse of computer time, including, but not limited to:
   a. unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
b. unauthorized transfer of a file.
c. unauthorized use of another individual’s identification or password.
d. use of computing facilities to interfere with the work of another student, faculty member, or college official.
e. use of computing facilities to send obscene, threatening, or abusive messages.
f. use of computing facilities to interfere with normal operation of the college computing system.

19. Abuse of the Student Disciplinary System, including, but not limited to:

a. failure to obey the summons of the disciplinary board or college official.
b. falsification, distortion, or misrepresentation of information before a disciplinary body.
c. disruption of or interference with the orderly conduct of a judicial proceeding.
d. institution of a judicial proceeding knowingly without cause.
e. attempting to discourage an individual’s proper participation in, or use of, the judicial system.
f. attempting to influence the impartiality of a member of the disciplinary system prior to, and/or during the course of, the disciplinary proceedings.
g. harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a disciplinary proceeding.
h. failure to comply with the sanction(s) imposed under the Student Code of Conduct.
i. influencing or attempting to influence another person to commit an abuse of the judicial system.
j. using the judicial system for the purpose of harassing, threatening, or retaliating against another person.

20. Making or attempting to make an audio or video recording of any person(s) on College premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recordings.

21. Public postings or displays of information pertaining to and/or in direct violation of College policy; this includes but is not limited to websites, facebook, twitter, snapchat, yikyak, blogs, online messaging, and other sources on or off line.

22. Behavior or the threat of behavior that jeopardizes one’s health or safety or the health or safety of others.

23. Trespassing; Please note in nearly every case of individuals on roofs of buildings, Salt Lake City Police will be notified.

C. Violation of Law and College Discipline—

1. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code, for example, if both violations result from the same factual situation, without regard to pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code
may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

2. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. However, if the alleged offense is also the subject of a proceeding before a disciplinary board under the Student Code, the college may advise off-campus authorities of the existence of the Student Code and how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, staff members, and faculty members, acting in their personal capabilities, remain free to interact with governmental representatives as they deem appropriate.

**Article IV: Judicial Policies**

A. Charges and Hearings—

1. If anyone reasonably believes that a student has violated college policies or may have engaged in misconduct, that person may contact the judicial advisor (which is the Dean of Students or a college official authorized to act as the judicial advisor) to register a charge by meeting personally with the judicial advisor. Any charge should be submitted as soon as possible after the event or circumstances occurred.

2. Upon hearing the complaint, the judicial advisor may request that the charge be put in writing.

3. The judicial advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the judicial advisor. Such disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.

4. If the charges cannot be disposed of by mutual consent, the judicial advisor shall prepare a written statement of the charges and shall deliver to all parties a copy of the statement. Each party may respond in writing to the charge, but is not required to do so.

5. The judicial advisor shall set a place and time for a hearing, not less than five (5) or more than fifteen (15) calendar days after any defending student has been notified.

6. Hearings shall be conducted by a judicial body according to the following guidelines:

   a. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor.
b. In hearings involving more than one accused student, the chairperson of the judicial body, at their discretion, may permit the hearings concerning each student to be conducted separately.

c. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The complainant and/or the accused is responsible for presenting their own case, and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.

d. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses. All cross-examination shall be conducted by the judicial body.

e. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.

f. All procedural questions are subject to the final decision of the chairperson of the judicial body.

g. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code that the student is charged with violating.

h. The judicial body’s decision shall be based on the preponderance of the evidence.

7. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The records shall be the property of the college.

8. Except in cases of a student charged with failing to obey the summons of a judicial body or college official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered before making a decision.

B. Sanctions—

1. When the judicial advisor or a judicial body has determined that any student has violated college policies, the following sanctions may be imposed:

   a. Warning. A notice in writing that the student has failed to meet the college’s standards of conduct and that other violations of college regulations will result in more severe disciplinary sanctions.

   b. Probation. A written reprimand for violations of specified regulations. Probation will be for a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. The notice of probation will include any conditions that must be met while on probation, such as limited participation in
extracurricular activities. The ability to sign up for housing is also affected when on probation.

c. Loss of Privileges. Denial of specified privileges for a designated period of time.

d. Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

e. Discretionary Sanctions. The judicial body may impose any other requirements or conditions, such as fines, work assignments, or referrals to counseling or evaluation.

f. Residence Hall Suspension. Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

g. Loss of Federal Student Aid. Should this occur, a student may request to regain eligibility no less than six months after the sanction occurs. The request must be in writing to the Dean of Students.

h. Residence Hall Expulsion. Permanent separation of the student from the residence hall.

i. College Suspension. Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Deferred Suspension can also occur.

k. College Expulsion. Permanent suspension of the student from the college.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than college expulsion, disciplinary sanction(s) shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. Upon graduation, the student’s confidential record may be deleted of disciplinary actions other than residence hall expulsion, college suspension, or college expulsion, upon application to the judicial advisor. Cases involving the imposition of sanctions other than residence hall expulsion, college suspension, or college expulsion shall, at the request of the student, be deleted from the student’s confidential record three (3) years after final disposition of the case.

4. The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above in Section B1 (a through e)

b. Deactivation. Loss of all privileges, including college recognition, for a specified period of time
5. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the judicial advisor. In cases in which persons other than or in addition to the judicial advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the judicial advisor in determining and imposing sanction(s). The judicial advisor is not limited to sanction(s) recommended by members of the judicial body. Following the hearing, the judicial body and the judicial advisor shall advise the accused in writing of this determination and of the sanction(s) imposed, if any.

6. A student who is found responsible for violating the Student Code of Conduct, but withdraws or graduates from Westminster before imposition or completion of a sanction may be subject to (1) temporary withdrawal or permanent revocation of any degree awarded, or (2) having the sanction imposed as a condition of re-enrollment at Westminster, or both.

C. Interim Suspension—
In certain circumstances, the Associate Provost for Student Development, the Dean of Students, or a designee, may confiscate property, impose a college or residence hall suspension, or take any other reasonable action prior to the hearing before a judicial body.

1. Interim suspensions may be imposed only (a) to ensure the safety and well-being of members of the college community or preservation of college property; (b) to ensure the student’s own physical or emotional safety and well-being; or (c) if the student poses a definite threat or disruption of or interference with the normal operations of the college.

2. During the interim suspension, the student shall be denied access to the residence hall and/or to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Associate Provost for Student Development, the Dean of Students, or a designee may determine to be appropriate.

D. Appeals—

1. A decision reached or a sanction imposed by the judicial body or the judicial advisor may be appealed by accused students or complainants to an appellate board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the judicial advisor or their designee.

2. Except as required to explain the basis of new evidence, an appeal shall be for one or more of the following purposes:

   a. to determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations
b. to determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to show that a violation of the Student Code had more likely than not occurred

c. to determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed

d. to consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing

3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and judicial advisor for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s).

4. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the appellate board may result in more severe sanction(s) for the accused student. Following an appeal, the judicial advisor may, upon review of the case, reduce, increase or keep the sanctions originally imposed.

5. In cases involving appeals by persons other than students accused of violating the Student Code, the appellate board may, upon review of the case, reduce or increase the sanctions imposed by the judicial body or the judicial advisor or remand the case to the original judicial body and judicial advisor.

Article V: Interpretation and Revision

A. Any question of interpretation regarding the Student Code shall be referred to the Dean of Students or his/her designee for final determination.

B. The Student Code of Conduct shall be reviewed every three (3) years under the direction of the Dean of Students acting in their capacity as judicial advisor.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA, sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records, which identifies the obligations of educational institutions, primarily in the areas of release of and access to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. The FERPA policy is intended to ensure students have: the right to inspect and review their education records: the right to amend their education records as appropriate: and the right to control access to their educational records which are maintained by an educational institution.

Westminster College has adopted the following Education Records Policy to protect the privacy of education records maintained by the institution. The Education Records Policy will be published annually in the Student Handbook and may be amended from time to time to conform to
any changes in the governing law. Students will be informed of this policy and any amendments through their Westminster College e-mail account. In addition, the policy will reside on the Westminster College website at www.westminstercollege.edu.

Definitions

Student – The word “student” applies to all individuals attending the institution and includes those enrolled in continuing education, individuals auditing courses, and people participating in distance learning educational experiences.

In attendance – Westminster College defines “in attendance” as “students who are enrolled to take classes as of the first day of classes for a given term.” Prospective students or applicants, are not considered “in attendance” at the time they apply or even if they pre-register for classes.

School official – A “school official” is any person employed by the college in an administrative, supervisory, academic, research or support staff position, a person elected to the Board of Trustees, a student serving on an official college committee, or a person employed by or under contract to the college to perform a specific task.

Legitimate educational interest – A school official is considered to have a “legitimate educational interest” whenever they are performing a task that is specified in their position, description, or by a contract agreement: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family (such as health care, counseling, job placement, food services, or financial aid); or disclosing information in response to a judicial order or legally issued subpoena. (NOTE: At Westminster College all subpoenas are first reviewed by the Office of General Counsel.)

Education record – “Education records” are defined as records, files, documents, and other materials in handwriting, print, tape, film, electronic, or other media that contain information that is directly related to a student and is maintained by Westminster College, or by a party acting for the college.

Directory information – a subset of educational records defined by FERPA as … “information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed” (1988 final regulations).

Education records do not include:

- Personal possession records - i.e., records/notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person except a temporary substitute for the maker of the record. (Personal possession records might include notes an instructor makes while providing career/professional guidance to a student);

- Medical treatment records - includes but are not limited to records maintained by physicians, psychiatrists, psychologists and social workers;
• **Employment records** - records other than student worker records, i.e. a record of an individual whose employment is not contingent on the fact that they are a student, provided the record is used only in relation to the student’s employment;

• **Law enforcement records** - created and maintained by Westminster’s Campus Security Office for safety and policy enforcement considerations. Such records are not given to other officials of Westminster College but may be given to other public safety agencies for law enforcement purposes;

• **Alumni records** - post-attendance records, i.e., information about a person that was obtained when the person was no longer a student and does not relate to the person as a student. This would include annual giving reports and private donations;

• **Parent’s financial records** - Students do not have the right to inspect financial information submitted by or about their parents unless this information is part of a student aid application form, which the student has signed;

• **Records** containing information about more than one student (however, the institution must permit access to that part of the records which pertains only to the inquiring student);

• **Confidential letters and statements of recommendation** used for purposes of Admission to any school or program of instruction at the college.

**The Right to Inspect and Review Educational Records**

**Where to Find Education Records**

The College holds various types of education records in various locations on campus. The records and their typical locations are as follows:

<table>
<thead>
<tr>
<th>Types of Records</th>
<th>Location of Records</th>
<th>Custodian of Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Records (includes all undergraduate and</td>
<td>Office of the Registrar Bamberger Hall Second Floor</td>
<td>Registrar</td>
</tr>
<tr>
<td>graduate Admissions records except those programs with separate Admissions procedures below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions—Nursing</td>
<td>School of Nursing Eccles Health Wellness Athletic Center</td>
<td>Dean of the Westminster College School of Nursing and Health Sciences</td>
</tr>
<tr>
<td>Admissions—Education</td>
<td>School of Education Malouf Hall Basement</td>
<td>Dean of the School of Education</td>
</tr>
<tr>
<td>Career Center and Internship Records</td>
<td>Career Center Shaw Center</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Disciplinary and Student Conduct Records</td>
<td>D.O.S. Office, Shaw Center</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Financial Aid Office Bamberger Hall Second Floor</td>
<td>Director of Financial Aid</td>
</tr>
</tbody>
</table>
Disability Records | START Center  
| Carleson Hall  
| Director, Disability Services Coordinator  
Student Tuition Account Records | Accounts Receivable Office  
| Bamberger Hall First Floor  
| Accounts Receivable Manager  

**Procedure to Inspect and Review Education Records**

Students may inspect and review their education records upon request to the appropriate records custodian (see above). Students should submit their request in writing. The request should identify, as precisely as possible, the records they wish to inspect. The custodian will make the needed arrangements for access as promptly as possible and will notify the student of the time and place where the records may be inspected. If the College is unable to locate the requested records, it must notify the student within 45 days and explain what efforts have been made to locate the records in question and what, if any, additional action will be taken in an effort to locate them. Access to records in the College’s possession must be granted within 45 days after the receipt of the written request except as noted below.

**Right of the College to Refuse Access**

Under FERPA policy, Westminster College reserves the right to refuse to permit a student to inspect the following records:

- The financial statement(s) of the student's parents.
- Letters and statements of recommendation for which the student has waived their right of access.
- Records connected with an application to attend Westminster College if that application was denied.
- Education records containing information about more than one student, in which case Westminster will permit access only to that part of the record which pertains to the inquiring student.
- Those records which are excluded from the FERPA definition of education records.

**Right of the College to Refuse to Provide Copies**

Westminster College reserves the right to deny copies of multiple educational records including transcripts if the following conditions apply:

- The student has unpaid financial obligations to the College.
- There is an unresolved disciplinary or academic dishonesty action against the student.
• The student lives within commuting distance of Westminster and the request is for documents other than the official transcript (student can physically come and inspect records).

• The education record requested is an exam or set of standardized test questions.

The Right to Amend Education Records
If students believe that any information contained in their education records is inaccurate, misleading or in violation of their privacy rights, they may request in writing that the office, which contains those records, amend them.

Procedures for Amending Records:

• A student must submit a request in writing to the appropriate Westminster College official or records custodian, specifying the part of the record to be amended and indicating clearly why they believe it is inaccurate, misleading or in violation of their privacy rights.

• Westminster College has the right to comply or not comply with the request. The college official will inform the student in writing of the decision, normally within five work-days. The decision will include a summary of the information presented and reasons for the decision.

• If the decision is not to amend the record, the student has the right of appeal by hearing. Students must make the request for a formal hearing in writing to the College Provost within five school days of the denial. The Provost will then appoint a hearing officer and inform the student of the date, place, and time of their hearing, normally within ten school days. At the hearing, the student may present evidence relevant to the issues raised and may be assisted or represented by one or more persons of their choice.

• Decisions of the hearing officer are considered final by the college and will be rendered in writing to all relevant parties. If the decision is to amend the records based on the evidence presented by the student, then the records will be amended by the appropriate college official and students will be so informed. If the decision is not to amend the record, students have the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

The Right to Control Access to Educational Records

Westminster College requires each record-keeping office to establish and maintain procedures and practices that will uphold the principles of confidentiality described in this policy.

Disclosure of Education Records or Release of Records Without Consent
Westminster College will disclose information from a student's education records only with the written consent of the student, except in the following cases:

- To the student.
- To anyone if the college has obtained the prior written consent of the student.
- To school officials who have a legitimate educational interest in the records (See previous definitions).
- To officials from other colleges or universities in which a student seeks or intends to enroll.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, and Department of Veterans Affairs in connection with certain state or federally supported education or assistance programs.
- To agencies or individuals requesting information in connection with a student's application for, or receipt of, financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To agents acting on behalf of the institution (e.g., clearinghouses, degree/enrollment verifiers).
- To organizations conducting certain studies for or on behalf of the College.
- To accrediting organizations to carry out their functions.
- To parents who claim the student as a dependent for income tax purposes.
- To parents/legal guardians when their children (under age 21) are found to have violated the alcohol or drug policy of the institution (Warner Amendment).
- To comply with a judicial order or a lawfully issued subpoena. At Westminster College, all subpoenas are first reviewed by the Office of General Counsel.
- To an alleged victim of any crime of violence or the results of a disciplinary action regarding the alleged perpetrator of that crime with respect to that crime.
- To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment).
- To the Immigration and Naturalization Service (INS) for purposes of the Coordinated Interagency Partnership Regulating International Students.
- To military recruiters who request “Student Recruiting Information” for recruiting purposes only (Solomon Amendment). Student Recruiting Information is name, address, telephone listing, age (or year of birth), level of education, and major (conditions exist).
- To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.
- To appropriate parties to protect the health and safety of students and other persons or to assist in resolving an emergency.
• To anyone in response to requests for directory information (see below).

**Directory Information**

Westminster College is authorized under provisions of FERPA to define certain information called “directory information” and release such information without the student’s written consent. Westminster takes great care when providing any information about students and takes a very conservative approach. For example, we do not sell student directories on campus or provide student directories to third parties such as credit card companies or other solicitors. We do not give information over the phone if there does not appear to be a legitimate educational interest on the part of the individual calling. As a matter of practice, we do not release information to parents unless the student is listed as a dependent under IRS tax code.

As mandated under FERPA, directory information can never include the following: Student ID number, social security number, race, ethnicity, nationality, or gender.

Westminster currently defines "directory information" to mean the following:

- Student Name
- Student Address and telephone number(s)
- Hometown of students and parents
- Class Standing (senior, junior etc.)
- Enrollment status (full or part time) and current status
- Major field of study
- Degrees and/or certificates earned including conferral dates
- Dates of attendance
- Names of previous institutions attended
- Awards and honors including Dean’s List and other academic honors
- Participation in officially recognized co-curricular activities (e.g. music, sports)
- Height and weight of members of athletic teams as required by the sport
- Photograph*
- Expected date of graduation
- Age

*Use of Student Photographs:*

Photographers employed or contracted by the college regularly take photographs of students to illustrate or describe various aspects of the college and campus life. These photographs will be taken at public venues such as athletic events and concerts and/or in other organized campus photo shoots where the subjects will have given verbal consent to be photographed. Individuals who are photographed while attending a public event or who verbally agree to participate in a photo shoot will be understood to have authorized Westminster to use their likeness in print and electronic materials to promote the college. The college will retain the usage rights to the photographs in perpetuity.

**How is Directory Information Typically Used?**
As stated previously, Westminster College practices caution with the release of any information related to students and their educational records. For example, despite trends to the contrary at other institutions, we still require a student’s signature to release transcripts to anyone. There are cases, however, where release of information without consent is common practice. Here are some examples:

- The Westminster Women’s Board would like to provide birthday cakes to residence hall students on their birthdays so they ask for information related to their service.

- The Psychology department wants to send a mailing to all Social Science and Psychology majors to advertise an event coming up on campus.

- The Office of Communications wants to send information about those who have made the Dean’s List to hometown newspapers.

- An outside agency wants to offer a fantastic scholarship opportunity to Nursing students.

- Graduating seniors would like their name in the Commencement Program.

**Examples of Requests for Information that Would Not Be Granted:**

- A Credit Card company wants a directory of all our students so they can push their credit cards.

- A local business wants student email addresses so they can solicit business via email.

- A man appears in the Registrar’s Office claiming to be a student’s landlord, or uncle, or a friend and wants to know what class the student is attending right now so he can find the student.

- Someone calls the Registrar’s Office and wants us to give identifying information such as birth date and Social Security information for a student to them over the phone.

**Restricting the Release of Directory Information**

According to FERPA, a currently enrolled student can request that the institution not release any directory information about him/her and the institution must comply with the request. To restrict the release of information, written notification must be returned to the Office of the Registrar at: Westminster College/Registrar’s Office; 1840 South 1300 East; Salt Lake City, UT 84105. Directory Information will then be withheld indefinitely until the Office of the Registrar receives in writing a revocation of the request for nondisclosure.

Students who wish to restrict directory information should realize that their names will not appear in the commencement program, on the published (campus only) Dean’s List, and other university publications. Also, employers, loan agencies, scholarship committees and the like will be denied any of the student's directory information. Usually, it is to the student’s advantage to have information related to their education available to these important constituents.
Filing a Complaint Related to FERPA

Students have the right to file a complaint with the Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605.

Questions

Questions related to our Educational Records Policy should be directed to the Office of the General Counsel at 801-832-2565 or mflores@westminstercollege.edu.

Other Laws and Policies Affecting Student Rights

Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

These laws guarantee students with disabilities access to educational opportunities. This means the college must provide reasonable accommodations for qualified disabled students. The campus ADA coordinator can be reached at 801-832-2565 or at jsweat@westminstercollege.edu.

Clery Act

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campus. Detailed information about crime on and near Westminster College’s campus can be found at the end of this document. It also may be found on the college’s website at www.westminstercollege.edu/campus_patrol.

Fair Labor Standards Act

Also called the Wages and Hours Bill, the Fair Labor Standards Act applies to employees engaged in interstate commerce or employed by an enterprise engaged in commerce or in the production of goods for commerce, unless the employer can claim an exemption from coverage. The FLSA established a national minimum wage, guaranteed time and a half for overtime in certain jobs and prohibited most employment of minors in oppressive child labor, a definition described in the statute.

Higher Education Opportunity Act

Formally known as the Higher Education Act of 1965, the Higher Education Opportunity Act was signed into law in 2008. The original law was intended to strengthen the educational resources of our colleges and universities and to provide financial assistance for students in postsecondary and higher education. It increased federal money given to universities, created scholarships, gave low-interest loans for students, and established a National Teachers Corps. The financial assistance for students is covered in Title IV of the HSA.

Non-Discrimination Policy
Westminster College strives to create and maintain an environment in which people are treated with dignity, decency, and respect; where there is freedom of inquiry and expression, and the absence of intimidation, oppression and exploitation; and where people are able to work and learn in a safe, yet stimulating atmosphere. Therefore, the College will not tolerate unlawful discrimination or harassment based on a person’s race or ethnicity, religion, national origin, sex, age, sexual orientation, gender identification, disabilities, genetic information, status as a veteran or any other category or classification protected by applicable federal, state, or city laws. The College’s intent through its policies and procedures, as well as specific education programming, is to prevent, correct, and discipline such unlawful behavior.

**Title IX of the Education Amendments of 1972**

This law assures students that they cannot be discriminated against on the basis of sex or excluded from participation in any educational program that receives federal financial assistance.

**Title VI of the Civil Rights Act of 1964**

This law assures students that they cannot be discriminated against on the basis of race or national origin. This law also assures students cannot be excluded from participation in any educational program that receives federal financial assistance.

If you have any questions about these or other federal regulations, contact the Office of the General Counsel at 801-832-2565.

**Westminster College Persistence Rates for Full-Time 2013 Freshmen Cohort**

1. **Cohort**

   Number of first-time, degree-seeking undergraduates (traditional and non-traditional) entering fall or spring: 446

   Number of allowable exclusions (students who entered the armed forces, church missions, or U.S. foreign aid services): 12

   Final number in cohort (1a minus 1b): 434

2. **Persistence**

   Number of cohort who re-enrolled the following fall: 311

   Optional Information: Number in cohort who re-enrolled in a term other than fall: 0

   Number in cohort on leave (expected to return): unknown

3. **Persistence Rate**
Number in cohort who re-enrolled the following fall divided by the final number in cohort (311/434) \(72\%\)

4. **Transfers**

Number in cohort who transferred to a higher-level program \(\text{NA}\)

Number in cohort who transferred to other programs \(\text{NA}\)

5. **Graduates**

Number in cohort who earned degree within 150 percent interval \(\text{NA}\)

6. **Projected Graduation Rate**

Number in cohort who re-enrolled following fall, received degree or certificate, or transferred to higher-level program within 150 percent interval divided by final number in cohort (311/434) \(72\%\)
July 22, 2015

GEN-15-16

Subject: Implementation of the VAWA Final Regulations

Summary: This letter summarizes the final regulations implementing statutory changes to the Clery Act.

Dear Colleague:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended, 20 U.S.C. § 1092(f), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). In May 2013, the U.S. Department of Education (Department) initiated a negotiated rulemaking process to develop regulations to implement the amendments to the Clery Act made by VAWA. The negotiated rulemaking committee held three negotiating sessions in January, February, and March of 2014. Ultimately, the committee reached consensus on a set of draft regulations. The Department published a Notice of Proposed Rulemaking for public comment on June 20, 2014, and after completing its review of the comments received, it published final regulations on October 20, 2014. Those final regulations, which will appear in 34 CFR 668.46, went into effect July 1, 2015.

The preamble to the NPRM noted that the changes made to the Clery Act by VAWA did not affect in any way Title IX of the Education Amendments of 1972 (Title IX), its implementing regulations, or associated guidance issued by the Department's Office for Civil Rights (OCR). Nothing in the Clery Act, as amended by VAWA, alters or changes an institution's obligations or duties under Title IX as interpreted by OCR.

Below is a list of the major changes that have been made to the Clery Act regulations and information regarding the 2015 Campus Safety and Security Survey, the instrument that institutions of higher education use to report campus crime statistics to the Department. Note that this letter provides only an overview of the changes made to the regulations and to the Campus Safety and Security Survey. Detailed information is provided in the final regulations, and screenshots of the 2015 Campus Safety and Security Survey that will be available through the survey website in early August. Institutions should review both of these documents to ensure compliance with the new requirements.
Summary of the Major Changes to the Clery Act Regulations

The final regulations-

- Require institutions to collect and report information regarding incidents of dating violence, domestic violence, sexual assault, and stalking that occur on an institution's Clery Geography and are reported to a Campus Security Authority or to local law enforcement agencies;

- Require institutions to disclose statistics of such incidents in their Annual Security Reports (ASRs) and the Campus Safety and Security Survey and to maintain credible documentation that substantiates the institution's crime statistics;

- Require institutions to have policies and procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the institution's crime statistics;

- Clarify the very limited circumstances in which an institution may remove reports of crimes that have been "unfounded" by law enforcement officials and require institutions to report to the Department and disclose in the ASR the number of crimes that were "unfounded" and subsequently withheld from their crime statistics;

- Revise the definition of "rape" to reflect the Federal Bureau of Investigation's (FBI) updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object that are used in the UCR National Incident-Based Reporting System;

- Revise the categories of bias for the purposes of Clery Act hate crime reporting to add gender identity and to separate ethnicity and national origin into different categories;

- Require institutions to provide information on culturally relevant, inclusive prevention awareness programs to incoming students and new employees, as well as describe these programs in their ASRs. These programs must include: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; the definitions of these terms in the applicable jurisdiction; the definition of "consent," in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution's policies and procedures after a sex offense occurs;

- Require institutions to provide, and describe in their ASRs, ongoing prevention and awareness campaigns for students and employees. These campaigns must
include the same information as the institution's primary prevention and awareness program;

- Define the terms "awareness programs," "bystander intervention," "ongoing prevention and awareness campaigns," "primary prevention programs," and "risk reduction";

- Require institutions to describe each type of disciplinary proceeding used by the institution in cases of alleged dating violence, domestic violence, sexual assault, or stalking; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking; and the standard of evidence that will be used during the disciplinary proceeding;¹

- Require institutions to list all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking;

- Require institutions to describe the range of protective measures that the institution may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking;

- Require institutions to provide students or employees who report being victims of dating violence, domestic violence, sexual assault or stalking 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, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community, and the availability of changes to academic, living, transportation, and working situations, or protective measures regardless of whether the victim reports to law enforcement;

- Require institutions to provide for a prompt, fair, and impartial disciplinary proceeding in cases of alleged dating violence, domestic violence, sexual assault, or stalking in which: (1) officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused; (2) the accuser and the accused have equal opportunities to have others present, including an advisor of their choice; (3) the accuser and the accused receive simultaneous notification, in

¹ An institution of higher education can comply with both Title IX and the Clery Act by using a preponderance of evidence standard in disciplinary proceedings regarding Title IX complaints and by disclosing this standard in the ASR required by the Clery Act.
writing, of the result of the proceeding and any available appeal procedures; (4) the proceeding is completed in a reasonably prompt time frame; (5) the accuser and accused are given timely notice of meetings at which one or the other or both may be present; and (6) the accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings;

- Define the terms “proceeding” and “result”; and


**2014 ASRs and Statistics for the 2013 Calendar Year**

For their 2014 ASRs, institutions were required to make a good-faith effort to include incidents of dating violence, domestic violence, sexual assault, and stalking in the crime statistics for calendar year 2013. Institutions also were required to make a good-faith effort to ensure that the statistics for the new crime categories were accurate and complete in their ASRs with the understanding that institutions may not have complete statistics for 2013.

**The 2015 Campus Safety and Security Survey**

The Clery Act requires institutions to disclose and report crime statistics for the three most recent calendar years. As we have done in the past, we will phase in the new statistical requirements by collecting data until three years are represented, beginning with an institution’s statistics for the 2014 calendar year. To ease the burden on institutions and to help ensure accuracy, the Department will not collect data on incidents of dating violence, domestic violence, sexual assault, and stalking for the 2013 calendar year, although, as stated above, institutions were expected to include 2013 statistics for these incidents in their 2014 ASRs. In addition, the final regulations require institutions to report the number of crimes determined to be “unfounded” in both the 2015 ASRs and the 2015 Campus Safety and Security Survey. Institutions must still report three years of statistics for all other crime categories. Further, institutions will be required to report the contact information of their lead Title IX coordinator in the 2015 Campus Safety and Security Survey. For more detail on what is included in the ASRs and data collections, please refer to the chart below.
Reporting of New Statistical Requirements in the ASR and Online Data Collection

<table>
<thead>
<tr>
<th></th>
<th>Calendar Year 2013</th>
<th>Calendar Year 2014</th>
<th>Calendar Year 2015</th>
<th>Calendar Year 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASR issued by October 1, 2014</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASR issued by October 1, 2015</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>ASR issued by October 1, 2016</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ASR issued by October 1, 2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Data Collection October 2014
Data Collection October 2015
Data Collection October 2016
Data Collection October 2017

We thank you for your cooperation in the implementation of the new Clery Act regulations necessitated by VAWA. If you have any questions about the information provided in this letter, please direct them to: Ashley.Higgins@ed.gov.

Sincerely,

[Signature]
Lynd B. Mahaffie
Deputy Assistant Secretary for
Policy, Planning, and Innovation
Office of Postsecondary Education
Contents Annual Security Report
The Policy on Reporting the Annual Disclosure of Crime Statistics.................................8
The Department of Campus Security.................................................................9
Campus Security Legal Authority...........................................................................9
How to Report a Crime.......................................................................................10
Campus Security Authorities.............................................................................10
Confidential Reporting Procedures.......................................................................11
Timely Warning Policy ......................................................................................12
Procedure...........................................................................................................13
Emergency Notification System........................................................................13
Emergency Response and Evacuation Procedures..............................................15
Campus Crime and Fire Log .............................................................................16
Westminster Building Access Policy .................................................................17
Preventing and Responding To Sexual Assault, Stalking, Dating Violence and Domestic...18
Substance and Alcohol Abuse Policy .................................................................24
Interpretation, Administration, and Enforcement..............................................24
Risks of and Penalties for Using Alcohol ..........................................................25
Utah Alcohol Laws ..........................................................................................25
Distribution or Manufacture of Drugs or Drug Paraphernalia ................................27
Risks of and Penalties for Using Other Drugs ..................................................27
Drug and Alcohol Abuse Prevention Program..................................................29
Weapon Policy..................................................................................................31
Missing Residential Student Policy ...................................................................31
Procedures for a Missing Student.................................................................31
Campus Security Awareness, Education and Prevention Programs..................32
Sex Offender Registry.......................................................................................32
Campus Safety.................................................................................................33
Campus Security Escorting................................................................................33
Emergency Telephones....................................................................................33
Personal Safety.................................................................................................33
Violence on Campus........................................................................................34
Definitions........................................................................................................34
Crime Statistical Disclosure...............................................................................42

Contents Campus Fire Report
Annual Fire Safety Report..................................................................................58
Fire Safety Education and Training....................................................................58
Procedures........................................................................................................59
In Case of Fire or Fire Alarm.............................................................................59
How to Report a Fire........................................................................................60
General Fire Safety..........................................................................................60
Fire Drills.........................................................................................................60
Use of Fire Extinguishers..................................................................................60
Westminster College Residential Housing Fire Safety Systems.........................61
Policies.............................................................................................................62
Smoking.............................................................................................................62
Open Flame.......................................................................................................62
Appliances........................................................................................................62
The following items and activities are not permitted in residence halls................62
Plans for Future Improvements in Fire Safety..................................................63
Daily Fire and Alarm Log..................................................................................63
Fire Statistical Disclosure Definitions...............................................................63
Fire Statistics....................................................................................................64
Policy on Reporting the Annual Disclosure of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act), is a federal law that requires colleges and universities that receive federal financial assistance to disclose annually certain information about campus crime and safety and security policies.

This Annual Security and Fire Safety Report contains crime and fire statistics for the three previous calendar years and information on safety and security, crime prevention, and campus security. The College’s Office of Environmental Health and Safety prepares and distributes this report. They receive cooperation from other college departments, including the Division of Student Services, Athletics, General Counsel and Risk Management, Security, and outside law enforcement agencies. The crime statistics contained in this report include statistics for Clery Act crimes (identified in the Westminster College Crime Statistics Section) that were identified by or reported to Campus Security, designated “Campus Security Authorities” (including, for example, athletic coaches, deans, advisors to student clubs and organizations, and resident advisors), or local law enforcement agencies. A written request for Clery Act crime statistics is made annually to all Campus Security Authorities. The Office of Environmental Health and Safety request crime statistics from law enforcement agencies with jurisdiction over non-campus buildings and properties that are owned or controlled by the college, used in direct support of its educational purposes, and frequently used by students. This report also contains statistics for weapons, drug, and liquor law violations that resulted in arrest or referral to College officials who initiated a disciplinary action (provided a record was kept and the proceeding may have resulted in the imposition of a sanction). The Dean of Students and/or Assistant Dean of Students and the Executive Director of Human Resources report disciplinary referral statistics to the Department of Campus Security.

The College’s Annual Security and Fire Safety Report is published by October 1 each year. The report is available online at http://www.westminstercollege.edu/EHS. Copies of this report may also be obtained from the Office of Environmental Health and Safety (801-832-2312) or (801-832-2567), the Department of Security (801-832-2525), the Dean of Students (801-832-2230) at 1840 South 1300 East, Salt Lake City, UT 84105. All enrolled students, faculty and staff are notified by email of the report’s availability prior to October 1. Prospective faculty and staff may obtain a copy of the report from Human Resources, Bamberger Hall, 1840 South 1300 East, Salt Lake City, UT 84105, or by calling (801) 832-2570. A link to this report is also available on the Office of Environmental Health and Safety web page at http://www.westminstercollege.edu/EHS. Prospective students can obtain this report via the website at http://www.westminstercollege.edu/EHS. Or can request a copy from the Office of Admissions. Availability of this report, a description of its contents, and the opportunity to request a copy is available to faculty, staff, students, prospective faculty, staff, students or by member of the public but must be submitted in writing to the Office of Environmental Health and Safety. In compliance with the Clery Act, the College annually discloses crime and fire statistics to the United States Department of Education. Additional information about safety and security is available online at http://www.westminstercollege.edu/EHS.
Department of Campus Security
With serious events that have occurred on college and university campuses over the past several years, we act with extreme seriousness when it comes to the wellbeing of our campus community. It is a priority of Westminster College Campus Security to provide a safe environment for the students, faculty, and staff to work and gain an education. In addition to the Director, there is an Assistant Director of Parking Services. Campus Security has a total of nine (9) full-time officers who oversee the security of Westminster campus 24 hours a day, 7 days a week. The department of Campus security maintains security patrols, on and around campus by foot, bicycle, and/or motor vehicle. There are three (3) part time students that walk the campus to observe general goings on and report suspicious activity to Campus Security. There are two (2) part-time students who assist Parking Services on campus. Westminster College’s Campus Security department cooperates well and works closely with the Salt Lake City Police Department. Our officers are trained in; submitting accurate information to law enforcement agencies and are willing to be of assistance when a victim or witness needs support in filing a report, patrolling with purpose, and controlled access as well as safety and evacuation procedures as it relates to student residential facilities and other on campus buildings.

To further facilitate the safety of our campus community we have a full time Safety Director and Fire Marshal that works tirelessly to train and prepare our community for emergencies. Campus Security also works closely with Student Services and the Communications office so that we can communicate readily with our community about situations they need to be aware of. To that end we have an emergency notification system that sends out e-mail, text and phone messages to recipients concerning events on campus. The campus also has emergency phone (blue light phones) stations located throughout the campus which contacts campus security officers. Campus security also offers to escort students, faculty, and staff and guests to any location on campus if they want protection as they travel.

This report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965. This is a federal law that requires colleges and universities to disclose information about campus crime and security policies to faculty, staff, students, prospective students and potential employees.

All members of the Westminster College community should take an active role in their own safety and security. With everyone’s cooperation in following the campus policies and taking an active role in their personal safety, we can create an environment that will enhance educational and work experience at Westminster College.

Campus Security’s Legal Authority
Utah State Code 76-8-702 clarifies the power vested in the governing board of each private or state institution of higher education to regulate, conduct, and enforce law and order on property owned or controlled by it. Campus Security receives its authority from the governing board of Westminster College.

Campus Security officers are not sworn police officers and do not possess arrest power. Their authority is restricted to the time they are performing their duties on Westminster College Campus. Officers are governed by the department policy and procedures manual and all other requirements set forth by Westminster College. Campus Security Officers have the authority to ask persons for identification and to determine whether the individuals have
lawful business at Westminster College. Campus Security officers have the authority to issue parking tickets and detain persons who have committed criminal offenses on campus.

Westminster College is located in Salt Lake City. The City of Salt Lake Police Department has primary law enforcement jurisdiction of all property owned, leased, or under the control of Westminster College; therefore a Memorandum of understanding is being established with the Salt Lake City Police Department to investigate any serious criminal incidents or situations which occur on any property owned, leased, or under the control of the College. These incidents will include violent felony offenses, missing persons or other situations that may affect the safety of persons on the campus or in the city. Campus Security cooperates well and works closely with both the Salt Lake City Police Department and Salt Lake County Unified Police Department. (Formerly, Salt Lake County Sheriff’s Department)

All crime victims and witnesses are strongly encouraged to accurately report all crimes and public safety related incidents to the Campus Security Office and Salt Lake City Police Department in a timely manner. The Campus Security Department will help all victims of crime report the crime to Salt Lake City Police Department. Prompt reporting will assure timely warning notices on campus and timely and accurate disclosure of crime statistics on our crime log and in our annual Security Report.

**To Report a Crime or Emergency**
Westminster College encourages accurate and prompt reporting of all crimes through the Department of Campus security at 801-832-2525.
Student, faculty, staff, and guests are encouraged to report all crimes, emergencies, and public safety related incidents to Westminster College Campus Security in a timely manner. Campus Security can be reached anytime of the day or night. To report a crime or request assistance call 801-832-2525 from a cell phone or off campus phone. When using a campus phone dial 2525 or 911 for emergencies. You may also report a crime to the following areas:

1. The Dean of Students Office 801-832-2230
2. The Director of Residence Life 801-832-2245
3. Assistant Director of Residence Life 801-832-5301
4. Assistant Dean of Students 801-832-2230
5. Students who are living on campus should also report crimes or emergencies to the resident advisor assigned to their floor.
6. Campus Security Authorities (Listed below)

### Campus Security Authorities

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President Office</td>
<td>Emmalee Szwedko</td>
<td>Bamberger 231</td>
<td>801-832-2551</td>
</tr>
<tr>
<td>Academic Vice President/Provost</td>
<td>Lisa Gentile</td>
<td>Bamberger 211</td>
<td>801-832-2582</td>
</tr>
<tr>
<td>General Counsel/Risk Management</td>
<td>Melissa Flores</td>
<td>Gore 219</td>
<td>801-832-2565</td>
</tr>
<tr>
<td>Dean (School of Arts and)</td>
<td>Lance Newman</td>
<td>Foster 217</td>
<td>801-832-2301</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Office</td>
<td>Phone</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Dean of Students Office</td>
<td>Mark Ferne</td>
<td>Shaw 105</td>
<td>801-832-2230</td>
</tr>
<tr>
<td>Dean (Gore School of Business)</td>
<td>Melissa Koerner</td>
<td>Gore 225</td>
<td>801-832-2601</td>
</tr>
<tr>
<td>Dean (School of Education)</td>
<td>Peter Ingle</td>
<td>Malouf 105</td>
<td>801-832-2474</td>
</tr>
<tr>
<td>Dean (School of Nursing)</td>
<td>Sheryl Steadman</td>
<td>HWAC 341</td>
<td>801-832-2164</td>
</tr>
<tr>
<td>Fitness, Wellness, &amp; Recreation</td>
<td>Traci Siriprathane</td>
<td>HWAC 210</td>
<td>801-832-2862</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Julie Freestone</td>
<td>Bamberger 106</td>
<td>801-832-2573</td>
</tr>
<tr>
<td>Department Director of Athletics</td>
<td>Shay Wyatt</td>
<td>HWAC 108</td>
<td>801-832-2344</td>
</tr>
<tr>
<td>Athletics Head Trainer</td>
<td>Rick Hackford</td>
<td>Payne 103</td>
<td>801-832-2355</td>
</tr>
<tr>
<td>Career Resource</td>
<td>Rebecca Richard</td>
<td>Shaw 101</td>
<td>801-832-2594</td>
</tr>
<tr>
<td>Center Information Services</td>
<td>Robert Allred</td>
<td>021</td>
<td>801-832-2013</td>
</tr>
<tr>
<td>Library</td>
<td>Amy Kelly</td>
<td>Giovale Lib 107</td>
<td>801-832-2252</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>Darlene Dilley</td>
<td>Converse Ad</td>
<td>801-832-2206</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>Mindy Wennergren</td>
<td>Bamberger 215</td>
<td>801-832-2186</td>
</tr>
<tr>
<td>Director of Residence Life</td>
<td>Vacant</td>
<td>Shaw LL6</td>
<td>801-832-2245</td>
</tr>
<tr>
<td>Assistant Dean of Students</td>
<td>Karnell Black</td>
<td>Shaw 105</td>
<td>801-832-2230</td>
</tr>
<tr>
<td>Assistant Director of Resident Life</td>
<td>Collin Wallace</td>
<td>Shaw LL6</td>
<td>801-832-5301</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>Jason Schwartz-Johnson</td>
<td>Malouf 107</td>
<td>801-832-2262</td>
</tr>
</tbody>
</table>

*Westminster College Campus Security is the primary contact to report all campus crimes as well as other incidents that occur on the campus property, or incidents occurring off campus involving members of the campus community that could have an impact on the college. Any off campus incident involving college property should also be reported.*

Emergency phones (blue light) are also available. They ring directly to Campus Security cell phones. Emergency phones are located in the following areas on Westminster’s campus.

1. Athletic Field Parking North East Corner
2. Athletic Field South East Corner
3. Athletic Field South West Corner
4. Parking Structure Lower Level East Wall
5. Parking Structure Main Level East Wall
6. Parking Structure Top Level South East Corner
7. Shaw South West Corner of Building
8. East Side of Nunemaker
9. Women’s Locker Room Payne Gym (regular telephone that rings directly to Campus Security)

All members of the campus community are strongly encouraged to report suspicious behavior and crimes to campus security as soon as possible. This will allow a quick response to deal with the problem and take a report.

**Confidential Reporting Procedures**
The College offers several ways to report criminal activity while preserving privacy. If you are a victim of a crime and do not want to pursue action within Westminster College’s system or the criminal justice system, you may still want to consider making a confidential report. With your permission the Director of Campus Security or a designee of Campus Security can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regards 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 crimes statistics for the institution.

Individuals may also report Sexual Misconduct and Relationship Violence to the Title IX Coordinator. The Title IX Coordinator will protect the privacy and confidentiality of the individuals involved in any report to the extent appropriate and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the College’s responsibility to provide a safe and nondiscriminatory environment to all members of its community. The Title IX Coordinator is Jason Schwartz-Johnson and can be reached at jsj@westminstercollege.edu, or 801-832-2262.

Crimes may be reported anonymously using the general Campus Security e-mail at campuspatrolanonymous@westminstercollege.edu

Timely Warning Policy
Whenever there is an incident on or off campus that constitutes an ongoing or continuing threat a timely warning will be given. The warning will be issued through the college e-mail system to students, faculty and staff. Names of victims are held in confidentiality. A Threat Assessment Behavior Intervention Committee (TABIC) is responsible for reviewing incidents and issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq. Anyone with information that possibly warrants a timely warning should report the circumstances to Campus Security immediately.

The decision to issue a timely warning shall be decided on a case by case basis in compliance with the Act and considering all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Timely warnings are usually issued for the following classifications when they become a threat to the campus community:

- arson
- burglary
- robbery
- aggravated assault
- criminal homicide
- motor vehicle theft
- sex offenses
- any other crimes as deemed necessary

Procedure for convening TABIC
When any serious incident occurs a member of TABIC will immediately call a meeting to discuss the incident. When possible and if time allows, at least three members of TABIC should meet to review the incident and make the decision if a timely warning is necessary. TABIC will then decide what information needs to be included in the timely warning and arrange for the appropriate media distribution of the warning, which may include, email, bull horn, notification to safety personnel for disbursement, or by printed material. If TABIC cannot meet or cannot come to a consensus on the message the Dean of Students and Director of Campus Security can issue a communication regarding the emergency or incident. The executive team also can instigate a school wide emergency notification.

The TABIC committee is comprised of the following Westminster College staff members:

- **Dean of Students Office**
  - Mark Ferne
  - Shaw 105
  - 801-832-2233

- **General Counsel/Risk Management**
  - Melissa Flores
  - Gore 219
  - 801-832-2565

- **Human Resources**
  - Julie Freestone
  - 106
  - 801-832-2573

- **Counseling Services**
  - Lisa Jones
  - Shaw LL7A
  - 801-832-2237

- **Director of Campus Security**
  - Blake Smith
  - Meldrum 488
  - 801-832-2527

- **Director Office of Environmental Health and Safety**
  - Blake Smith
  - Meldrum 488
  - 801-832-2312

- **Assistant Dean of Students**
  - Karnell Black
  - Shaw 105
  - 801-832-2235

In addition, if a major catastrophe or disaster occurs at Westminster College, the college may provide timely information regard the incident(s) using postings, flyers, student newsletters, and public service announcements with local television and radio stations. Warnings may also be issued using the schools Emergency Notification System which sends; e-mail, texts and phone messages.

The decision to issue an emergency response or dangerous situation announcement shall be decided on a case-by-case basis considering all available facts surrounding the campus community, whether the situation is considered a serious or a continuing threat to students, faculty, staff, and visitors.

The warning may include, but is not limited to, the following information:

- type of crime
- location of occurrence
- available suspect information
- Emergency Response and evacuation procedures

When a determination has been made confirming a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff, and visitors on or off campus, the campus community will be immediately notified unless issuing a notification will compromise efforts to contain the emergency.

The announcement may include, but is not limited to, the following information:

- type of situation, location of occurrence, and any other available information

**Emergency Notification System**
Westminster College uses Blackboard Connect as its Emergency Notification System (ENS). The Blackboard Connect service is used to transmit brief urgent messages to a large segment of an institution’s population as quickly as possible. The service disseminates messages via email, voicemail and text messaging. This system is tested annually.

Emergency Notification System includes a campus email, text messaging faculty, staff and students cell phones and an outdoor siren with voice messaging capability that can be heard over the entire campus. This system provides crisis or time sensitive events, pertinent information, breaking developments, instructions, and appropriate response measures. The system may be activated at the order of the President, the Academic Vice President, or the Director of Campus Security or Director of the Office of Environmental Health and Safety. The Emergency Notification System has policies that govern its use and maintenance cycles. For more information contact the Office of Communications at 801-832-2680 or the Office of Environmental Health and Safety at 801-832-2312.

The purpose of the service is to inform the Westminster community of emergency situations on campus. For this reason, it is strongly recommended that all faculty, staff, and students keep their contact information updated in Webadvisor to ensure they receive any emergency notifications.

Emergency notifications may include but are not limited to:

- Bomb threats or other imminent violent threats
- Fire alarms, natural gas leaks and hazardous spills affecting the entire campus
- Building evacuations and lock downs affecting the entire campus
- Biological or pandemic emergency notifications
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Unexpected campus closures

**EMERGENCY NOTIFICATION SYSTEM - FREQUENTLY ASKED QUESTIONS**

**How do I sign up for the ENS service?**

All Westminster faculty, students and staff will automatically be signed up for this service. We encourage everyone to update their personal information via Webadvisor to ensure all emergency messages are sent to the correct phone numbers and email addresses.

**How do I update my personal information?**

Go to the My Westminster page of the college website and click on “Update – Contact Info.” There you can add up to six telephone numbers for contact, one additional email address and one phone number for text messages. Your Westminster phone and email addresses will automatically be included.

**Can I “opt out” of ENS notifications? If so, how?**
Yes, you will be allowed to “opt out” of the ENS system with your personal phone number and email. However, for security reasons, you will NOT be able to “opt out” of your official Westminster College email address. You can “opt out” using Webadvisor by following the log in procedures described above.

**Why should I update my information in the ENS System?**

You have the option - it is highly recommended that our campus community add their cell phone and personal emails, as well as phone contact information for their emergency contact, to be informed in the event of an emergency.

**How many contact numbers can I input into the ENS service?**

You are allowed to input 1 phone number for text messaging, 6 phone numbers for voicemails, and 2 email addresses (1 personal and the official WC address).

**Can I sign up for only one form of communication?**

You will automatically be signed up for your official Westminster College email, but you have the option of including 1 additional email address and 6 phone numbers. You are not required to sign up for the voicemail and text messaging options.

Will I get “spam” messages from ENS?

No, the ENS service is used for emergency messages ONLY. On occasion, test messages may be sent out to ensure the system works, but you will not receive any spam mail.

**Can I include my parents’ information in the system?**

The ENS system allows students to input up to 6 phone numbers. You may include your parents’, spouse’s, etc., numbers if you want.

**Important Message for All T-Mobile customers**

All T-Mobile customers who subscribe to voicemail or text messaging through the ENS service will receive an initial text message which will require a confirmation. It is important that customers respond to that message confirming that you wish to receive emergency messages.

**Emergency Response and Evacuation Procedures and Testing**

Westminster College maintains a College Emergency Operations Plan. The Emergency Operations Plan provides directions and procedures as they relate to responding to campus emergencies such as fire, weather disturbances, bomb threats, and acts of violence. The plan is evaluated and updated every 5 years. The current plan is under evaluation and is going through revision.

When communicating a disaster or significant emergency involving an immediate threat to the health or safety of students, faculty, staff, and visitors on or off campus, the campus community will be immediately notified. The announcement may include, but is not limited to, the following information: type of situation, location of occurrence, and any other available information. An outdoor siren with voice messaging capability that can be heard over the entire campus may be employed depending on the situation. This system provides
crisis or time sensitive events, pertinent information, breaking developments, instructions, and appropriate response measures.

The Emergency Notification System can be employed for emergency response as well as a warning system. The Emergency Notification System includes a campus email, text messaging faculty, staff and students.

The Campus Safety Director in conjunction with the Director of Campus Security will conduct emergency evacuation tests at least once each calendar year. The results of the evacuation test will be tracked and recorded by the Director of Campus Safety.

If the Office of Environmental Health and Safety or Campus Security or any city first responding agencies determines that a building or area must be evacuated. The Office of Environmental Health and Safety or Campus Security initiates and supervises the evacuation with the cooperation of the Facilities Department, the Events Management Office, and/or the Office of Student Services. When an evacuation alarm sounds, individuals should evacuate the building calmly and quietly to a distance of at least 500 feet from the building and out of the way of emergency personnel. Individuals should not use the elevators because they may become inoperative. If possible, abled individuals should assist disabled individuals in exiting the building or to the closest stairwell (and should notify Office of Environmental Health and Safety or Campus Security officers of the disabled person’s location). Disabled individuals who cannot use stairs should proceed to the closest stairwell and wait until help arrives. Individuals should not return to the building until instructed to do so by Office of Environmental Health and Safety or Campus Security officers or authorized personnel.

In compliance with state regulations, the Office of Environmental Health and Safety, in conjunction with Student Life/Housing, conducts fire drills (evacuations) a minimum of two times annually. Each semester, the Office of Environmental Health and Safety also conducts one fire drill in academic and administrative buildings. Drills shall be held at random and are conducted during all hours of the day to avoid distinction between drills and actual fires. Westminster College requires all occupants to evacuate the buildings during the fire drills. Individuals who ignore fire alarms and required evacuations may face disciplinary charges. Fire drill documentation is maintained by the Safety Department.

**Campus Crime and Fire Log**

The Director of Campus Security maintains a daily Campus Crime Log that records all crimes reported to Campus Security, including crime reports from the Salt Lake City Police Department and the Salt Lake County Unified Police, as received. This log contains the nature, date, time, and general location of each crime and the disposition of the complaint, if it is known. The log does not contain the names of the victims or the alleged perpetrators. The log also contains pertinent Clery information such as Clery designation as defined and counts of incidents dictated by the Clery Act. These logs are archived and kept at least seven years.

Whenever the college becomes aware of a crime that constitutes a threat to the college community, such information is disseminated as appropriate via electronic mail to students, faculty, and staff, in addition to being reported in the log, it may be published in The Forum, and included in the annual Crime Statistics Report.
The Campus Crime Log is open to public perusal within two business days of the initial report being made to Campus Security. It can be located on the bulletin board in the lower level of Bamberger Hall next to the Human Resource Department or on the Campus Security website [http://www.westminstercollege.edu/EHS](http://www.westminstercollege.edu/EHS). If disclosure of such information is prohibited by law, would jeopardize the confidentiality of the victim, jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee, or result in the destruction of evidence, the information will be withheld until the possible damage is no longer likely. The decision of when to release Crime Log information to the public is at the sole discretion of the director of Campus Security.

In addition to disclosing fire statistics to the US Department of Education and in its Annual Fire Safety Report, the Office of Environmental Health and Safety maintains a combined Daily Fire/Alarm Log that includes all fire-related incidents that are reported to or identified by Campus Security. The Log includes the date the incident was reported, the date and time the incident occurred, the nature of the incident, the general location of the incident, cause of alarm, location of alarm, number of injuries that required treatment at a medical facility, number of deaths related to a fire, value of property damage caused by fire and case number. The Daily Fire/Alarm Log for the most recent 60-day period is available for public inspection, upon request, during normal business hours at the Safety office, Behnken Hall 3. The Daily Fire/Alarm Log can also be found online at [http://www.westminstercollege.edu/EHS](http://www.westminstercollege.edu/EHS). Portions of the Logs that are older than 60 days will be made available within two business days of a request. These logs are archived and kept at least seven years.

**Westminster Building Access Policy**

During business hours, the college will be open to students, parents, faculty, staff, contractors, guests and invitees. During non-business hours access to all college facilities is by a controlled access system, issued keys, or by admittance via Campus Security. In case of periods of extended closing, the college will admit only those persons with prior approval.

Residence halls, the Meldrum Science Center, Information Services and practice rooms in the music department are secured via a controlled access card system. Residence halls also use the Controlled Access card system but are secured 24 hours a day. Each residential student has access only to his or her hall. This is done through student services. Each student has an individual door and mailbox key. For campus residence halls, two resident advisors are on duty each night from 5pm to 8am on weekdays and all day Saturday/Sunday. In addition, there is a hall monitor posted at the locked entrance of each residence hall during evening hours. Resident advisors conduct at least two rounds of each student housing building each night. The resident advisors are also available by cell phone in case of an emergency. The cell phone numbers are posted in each hall. Resident advisors, and hall monitors work closely with Campus Security to ensure the safety of students and to further control individuals entering residency halls. Over extended breaks the doors of all halls will be secured around the clock, with all key cards deactivated until the students return.

Research and music students have access to research areas or practice rooms via the key card system but only those that have been given access can use and/or gain entry into those areas. During extended breaks the doors to research areas are secured perpetually and all key cards are deactivated until students return. Access into laboratories or practice rooms is granted via
request by the mentor professor on behalf of their research student to the laboratory director which grants access to laboratory areas or Campus Security for access to music rooms.

It is the intention of Westminster College to expand the key card system to extend to Art Studios and other areas. This is a priority as controlled access is an efficient way for monitoring use, and maintaining secure locations.

The Facilities Department maintains the buildings, grounds, and utility systems for the campus. Security service needs (including, but not limited to, inoperable doors, burned out lights, malfunctioning smoke alarms, and broken windows) receive priority. Emergencies and after-hours safety issues are reported to the Security Department. The Security Department routinely survey campus lighting and identify/report any deficiencies found, such as inadequate illumination and defective fixtures, to the appropriate personnel for corrective action.

Preventing and Responding To Sexual Assault, Stalking, Dating Violence and Domestic Violence Prevention and Education and Sexual Assault Policy

Below is Westminster College’s Discrimination, Harassment and Sexual Misconduct Policy

DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT POLICY

What To Do If You Have Been Sexually Assaulted

• Get to a safe place as soon as you can. Call 911 if you are in immediate danger.

• Contact someone you trust to be with you for support. The Rape Recovery Center provides 24 hour support, 801-467-7273.

• Incidents that occur on campus may be reported to campus patrol at 801-832-2525. If desired, campus patrol officers will assist you in filing a complaint with the Salt Lake City Police Department.

• Incidents that occur off campus may be reported to the Salt Lake City Police Department at 801-799-3000. Reporting to the police doesn’t mean that you have to press charges although if a minor is involved or this is a domestic violence situation, the police will file charges with or without your consent.

• You may also contact the Title IX Coordinator, Jason Schwartz-Johnson, at 801-832-2262 or jsj@westminstercollege.edu, to report a sexual assault and/or obtain information about
resources, protective measures, accommodations, and college disciplinary procedures. Click here for further resources.

- Do your best to preserve all physical evidence, even if you don’t know if you want to report the assault or press charges.

- Do not shower, bathe, eat, brush your teeth, or wash your hands.

- Don’t change your clothing if possible, but if you need to change, put everything you were wearing into a paper bag and take them to your medical exam.

- If the assault took place in your room or home, do not rearrange or clean up anything until you have decided whether or not to file a report.

- Write down as much as you can remember about the assault, including a description of the assailant.

- Seek medical care as soon as possible. The Rape Recovery Center (phone) has a 24-hour Hospital Response Team; a member can meet you at the hospital or Family Justice Center to provide information and support throughout the process. They can be reached at 801-467-7273.

- To preserve forensic evidence, ask the hospital/facility Center to conduct a rape kit exam. Costs for this exam will be covered by Crime Victim Reparations. You can receive this exam whether or not you choose to involve the police.

- If you suspect you have been drugged, ask that a urine sample be collected.

- Even if you have no apparent injuries and you know that you will never report, it is important to get medical attention to determine the risks of STDs and pregnancy and receive appropriate prophylaxis medication if desired.

- Get support. Many survivors of sexual assault experience a wide range of emotions following the assault, including shock, anger, self-blame, shame, helplessness, denial, fear, and mood swings among others. These can occur immediately after an assault or weeks, months or even years later.

- Know your rights under this policy.
The following resources on or close to campus can offer much needed support:

**Confidential Resources:**
Westminster Counseling Center, Shaw Center, Lower Level
Lisa Jones, 801-832-2237
Michelle Call, 801-832-2246
Cory Shipp, 801-832-2273
Rape Recovery Center, 2035 South 1300 East, SLC, 801-467-7273 (24-hour crisis line)
Coalition Against Sexual Abuse Rape and Sexual Assault Hotline, 801-746-0404
National Sexual Assault Hotline, 1-800-656-4673 (24-hour crisis line)

**Non-confidential Resources (these have an obligation to report to the college – see below):**
Dean of Students Office, Shaw Center, 801-832-2230
Spiritual Life, Shaw Center Lower Level, 801-832-2232
Westminster Student Health Services, Shaw Center, Lower Level, 801-832-2239
Your RA or a Residential Life staff member
Faculty, Adjunct Faculty, and Full Time Staff

**To Report Confidentially**
If you are unsure you want to report the assault or know that you want to keep the incident completely confidential, we encourage you to contact the college’s counseling department or off-campus mental health or rape crisis resources, including counselors or clergy, for additional support. The resources listed in the “Confidential Resources” section above can all keep your information confidential.

**Reporting to the College**
Westminster encourages anyone who has experienced a sexual assault to report the incident to the college Title IX Coordinator or a Deputy Title IX Coordinator (see the list below). You can also report to an RA, or a faculty, adjunct faculty or full time staff member. Faculty, adjunct faculty and full time staff members must report any sexual assault and sexual violence (including domestic violence, dating violence, and stalking) to a Title IX Coordinator or Deputy Coordinator, and the college has a duty to investigate and respond to any report. If you want your information to remain confidential, you can talk with one of the resources listed above. You have the option to report sexual assault to the college, to law enforcement, or not at all.

The Title IX Coordinators will also work with you to determine if we need to take any immediate actions to ensure your safety and well-being—these are called “interim measures.” Interim measures could include changing campus living arrangements, issuing no-contact orders, or changing work or class schedules. Where applicable, the college will make efforts to ensure that orders of protection, no contact orders, restraining orders, stalking injunctions or similar lawful orders issued by a criminal, civil or tribal court are enforced on campus property. Title IX Coordinators can also refer you to a campus advisor who will provide information and support throughout the process. The Dean of Students Office can contact your faculty if you are having difficulty going to class or keeping up with course work; they can do this without providing specific information about what happened.
Title IX Coordinator
Jason Schwartz-Johnson 801-832-2262 jsj@westminstercollege.edu

Deputy Title IX Coordinators
Mark Ferne 801-832-2233 mferne@westminstercollege.edu
Shelley Jarrard 801-832-2340 sjarrard@westminstercollege.edu
Rodney Glore 801-832-2025 rglore@westminstercollege.edu
Saeed Rezai 801-832-2567 srezai@westminstercollege.edu
Scott Gust 801-832-2449 sgust@westminstercollege.edu
Julie Freestone 801-832-2573 jfreestone@westminstercollege.edu

Anonymous Reporting
Anonymous reporting can be made to the college through our Anonymous report form.

Policy

Westminster College strives to create and maintain an environment in which people are treated with dignity, courtesy, and respect; where there is freedom of inquiry and expression, and the absence of intimidation, oppression and exploitation; and where people are able to work and learn in a safe environment. Westminster College students, staff, faculty, as well as guests and visitors, have the right to be free from acts of discrimination, harassment, or sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Therefore, the college will not tolerate unlawful discrimination, harassment, or sexual misconduct of any kind. When an allegation of wrongdoing pursuant to this policy is brought to an appropriate administrator’s attention, and a respondent is found to have committed a violation, serious steps will be taken to provide recourse for those individuals whose rights have been violated and to reasonably prevent repeated occurrences.

Westminster College offers primary prevention and awareness programs that promote education about rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual misconduct, and stalking.

PURPOSE: This policy addresses the requirement of Title IX of the Education Amendments of 1972 (“Title IX”), which is a federal law that prohibits gender discrimination in federally funded education programs and activities. Title IX states, in pertinent part:

\[
\text{No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.}
\]

Discrimination on the basis of gender (sex) includes sexual harassment—including gender based bullying and harassment of LGBTQ students who do not conform to gender stereotypes and those with gender identity beyond the gender binary—sexual assault, and sexual misconduct. Title IX prohibits gender (sex) discrimination in both the educational and employment settings.

Related Local and Federal Laws

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in federally funded programs, such as education. Title IX of the Education Amendments of 1972 prohibits sex discrimination in education institutions. The Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities that receive federal financial assistance. Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment race, color, or national origin, religion, or gender in employment. The Rehabilitation Act of 1973 and the Americans
with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. The Age
Discrimination in Employment Act prohibits discrimination based on age in employment and the
Equal Pay Act prohibits discrimination based on sex in the payment of wages. The Campus Sexual
Violence Elimination Act (SaVE Act or act) was passed in March 2013 as part of the Violence Against
Women Reauthorization Act (VAWA). The Campus Sexual Violence Elimination Act of 2013 amends
the Clery Act reporting requirements to include domestic violence, dating violence, and stalking and
extends training requirements and required policies and procedures on these topics.

Utah’s Antidiscrimination Act found in Utah State Code 34A-5-106 states it is a discriminatory or
prohibited employment practice to refuse to hire, promote, discharge, demote, or terminate any person,
or to retaliate against, harass, or discriminate in matters of compensation or in terms, privileges, and
conditions of employment against any person otherwise qualified, because of: race, color, sex,
pregnancy, childbirth, or pregnancy-related conditions; age, if the individual is 40 years of age or
older; religion, national origin; or disability.

The Family Educational Rights and Privacy Act (FERPA) protects a student’s right to privacy concerning their academic records and information. The college will not disclose any information with the written consent from the student, with some exceptions as stated by FERPA. FERPA regulations give privacy protection to all students’ educational records. Educational records are broadly defined as “those records that are directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution”. FERPA continues to apply in the context of Title IX enforcement, but if there is a direct conflict between the requirements of FERPA and the requirements of Title IX, such that enforcement of FERPA would interfere with the primary purpose of Title IX to eliminate sex-based discrimination in schools, the requirements of Title IX override any conflicting FERPA provisions.

All of these laws, as well as this policy prohibit retaliation. Retaliation exists when action is taken against a complainant or participant in the complaint process that a) adversely affects the individual’s employment, academic status, or ability to access education and activities, and b) is motivated in whole or in part by the individual’s participation in the complaint process.

Legally-Mandated Reporting Obligations
Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (Clery Act), specific college employees have an obligation to report crimes, including certain acts of sexual misconduct, to the Director of Campus Security for publication in the college’s weekly Crime log and its annual Campus Security Report. All personally identifiable information is kept confidential, but statistical information such as type of incident and general location will be reported. The college employees who must report crimes include all student services personnel, campus patrol officers, coaches, the athletic director, human resources staff, advisors to student organizations, athletic training staff, and other employees with significant responsibility for students and campus activities. For more information regarding the Clery Act see the Annual Security Report found on the Campus Patrol web page.

In addition, the college is required to issue immediate and timely warnings to the campus community regarding incidents that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The names of victims are withheld from timely warnings.

Under Utah law, the college is required to report to law enforcement or an office of the division of family services any incident where the college has reason to believe that physical or sexual abuse of a child has occurred. (Utah State Code 62A-4a-403). Westminster College does host minors on campus through camps, conferences, etc.

Title IX Coordinator and Deputy Coordinators
The Title IX Coordinator will coordinate the College’s response to reports of sexual misconduct. This includes:

- Making information regarding the Sexual Misconduct Policy and related services available to students in print and via the website
- Assist complainants and respondents in understanding their rights
- Recommend necessary remedial short-term actions to provide appropriate support and safety. This would include facilitating requests for safe housing, negotiating academic accommodations and providing referrals to on and off campus resources
- Assist students who choose to report an incident of sexual misconduct to the Salt Lake City Police Department or other law enforcement agencies
- Investigating reports of alleged sexual misconduct involving students
- Issuing no-contact and no-trespass directives
- Overseeing the adjudication process and if necessary the appeal procedures

The Title IX Coordinator for Westminster College is ultimately responsible for implementing and monitoring compliance on behalf of the college. Responsibilities include, but are not limited to, coordinating college-wide training, dissemination of this policy, state/federal reporting, and administration of the grievance procedures for the handling of complaints alleging violations of this policy.

Westminster College has Deputy Title IX Coordinators who are responsible for supporting the Title IX Coordinator in implementing and monitoring compliance on behalf of the college. This support includes notifying the Title IX Coordinator of any alleged or suspected violations of this policy and the resolution of such alleged or suspected violations, regardless of whether or not a complaint is filed. Deputy Title IX Coordinators will assist individuals who have experienced sexual harassment or other acts of sexual assault in contacting local law enforcement authorities.

The Title IX Coordinator and Deputy Coordinators receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct disciplinary processes that protect victim safety and promote accountability.

**Duty To Investigate**
Westminster College is committed to investigate all possible violations of this policy about which the school knows or reasonably should know regardless of whether a complaint alleging violations of this policy has been filed. While the ability to investigate in a particular situation, or the extent of the investigation in any given situation may be affected by any number of factors, including whether the complainant is willing to file a complaint, the location where the alleged conduct occurred, and the College’s access to information relevant to the alleged or suspected violation of this policy, Westminster is committed to investigate all alleged and suspected violations of this policy to the fullest extent possible under the circumstances. At Westminster College all “responsible employees” must report all possible violations of this policy to the Title IX Coordinator or a Deputy Coordinator. A “responsible employee” is any employee who has authority to take action to redress sexual violence; who has been given the duty of reporting incidents to the Title IX coordinator or designee; or whom a student could reasonably believe has this authority or duty. “Responsible employees” include but are not limited to Title IX Coordinators and Deputy Coordinators; Campus Patrol Officers; Resident
Advisors; Resident Directors; Vice Presidents; Deans; Provost; President; Associate Provosts; General Counsel; Athletic Director; and Faculty, Adjunct Faculty and full time Staff.

**To Report Confidentially**
Individuals desiring to keep the incident completely confidential, including the fact that such an incident occurred, should contact the college’s counseling department or off-campus mental health or rape crisis resources, including counselors or clergy. These are people who can and will maintain complete confidentiality, unless they receive information that would cause them to believe that the reporting individuals are in danger of harming themselves or others. This type of reporting does not preclude the college from conducting an investigation into the alleged incidents.

**Privacy**
To the extent permitted by law, the privacy of all parties involved in the investigation and resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the college’s ability to conduct an investigation and take any corrective action it deems appropriate.

**Definitions**

**Consent**
The College defines consent as a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. It is the responsibility of the initiator of the sexual activity to ensure that they have the other person’s consent to engage in sexual activity. Consent must be present throughout the sexual activity by all parties involved. At any time, a participant can communicate that they no longer consent to continuing the activity and revoke their consent. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. In order to give effective consent, one must be of legal age. Consent must be clear, knowing and voluntary. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent may never be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol.

Individuals who are incapacitated for any reason lack the capacity to give knowingly consent. Incapacitation is a state where someone cannot make rational, reasonable decisions; for example, they are unable to understand the “who, what, when, where, why or how” of their sexual interaction. A person may be incapacitated due to mental disability, sleep, involuntary physical restraint, alcohol, prescription drugs, illegal substances, or from the taking of rape drugs, such as Rohypnol, Ketamine, GHB, Burundanga, etc. More information on these drugs can be found at [http://www.911rape.org/](http://www.911rape.org/). Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated constitutes a violation of this policy. Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

*Force* is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. Coercion is unreasonable pressure for sexual activity; coercion is not seductive behavior. When individuals make it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure for sex can constitute coercion.
While there is no requirement that a party resist, fight, or yell out, this resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Forced sexual activity is, by definition, non-consensual; but non-consensual sexual activity is not by definition “forced.”

For a non-exhaustive list of situations in which consent has not been given, see Utah Code Ann. Sec. 76-5-406.

**Proceeding**
Proceeding means all activities related to a non-criminal resolution of a disciplinary complaint, including, but not limited to, fact-finding, investigations, formal or informal meetings, and hearings.

**Result**
Result means any initial, interim, and final decision by any official authorized to resolve disciplinary matters within the college. The result includes any sanctions imposed by the college, as well as the rationale for the result and the sanctions. The result is provided to both parties to the proceeding at the same time.

**Conduct Prohibited By This Policy**
Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as all types of sexual assault. Sexual harassment, which includes sexual assault and sexual misconduct, may take many forms.

**Gender-Based Misconduct**

5. Threatening or causing physical harm, extreme verbal abuse, or other conduct, which threatens or endangers the health or safety of any person.

6. Implied threats and intimidation that cause a reasonable fear of harm in another person.

7. Stalking or repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community, or the safety of any of the immediate family of members of the community.

8. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment).

**Discrimination**
Discrimination is any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual’s actual or perceived gender, gender identity, race, color, age, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, genetic information, religion, or sexual orientation that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with or deprives someone of the ability to participate in or benefit from the college’s educational programs and/or activities.

**Discriminatory Harassment**
Harassment is a form of discrimination that consists of detrimental actions based on an individual’s actual or perceived gender, gender identity, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, genetic information, religion or sexual orientation that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with or
deprives someone of the ability to participate in or benefit from the college’s educational programs and/or activities. This behavior may be based on power differentials (such as *quid pro quo*), the creation of a hostile environment, or retaliation.

**False Reports**
If any member of the campus community knowingly makes a false report of a violation of this policy, that person will be subject to disciplinary action, including but not limited to suspension, expulsion and/or termination from employment.

**Retaliatory Harassment**
Retaliatory harassment is any intentional action taken by an accused individual or allied third party, without legitimate non-discriminatory purposes, to the detriment of the individual as reprisal for filing or participating in a civil rights grievance proceeding.

**Sexual Misconduct**
Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can occur between persons of the same or different genders.

The list of prohibited conduct under this policy includes, but is not limited to, the following:

- Unwelcome sexual advances or propositions that interfere with a student’s education or employee’s opportunities
- Using electronic devices or technology (e.g., cell phone, camera, email, Internet sites or social networks) to record or transmit nudity or sexual acts without a person’s knowledge and/or permission
- Intentionally observing nudity or sexual acts of another person without the person’s knowledge or permission (voyeurism)
- Unwanted touching of the genitals, buttocks, or breasts that is intentional or other unwanted touching or groping
- Forcing/coercing someone to touch you or someone else in a sexual manner
- Threatening to sexually harm someone
- Initiating sexual activity with a person who is incapacitated and unable to provide consent due to alcohol and/or drug consumption or other condition
- Inducing incapacitation for the purpose of sexual exploitation
- Ignoring a sexual limit that has been communicated
- Coercing or intimidating someone into sexual behavior
- Sexual assault, including unwanted penetration of an orifice (anal, vaginal, oral) with the
Sexual Harassment
Unwelcome sexual advances or propositions that interfere with or deny a student’s access to education or participation in educational activities. For employees, sexual harassment is unwelcome sexual advances or propositions that interfere with or deny access to employment.

Domestic Violence
Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is 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 violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected under domestic or family violence laws, or anyone else protected under domestic or family or violence law.

Dating Violence
Violence committed by a person (A) who is or has been a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined 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
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Sexual Assault
The federal definition of sexual assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Under Utah law, sexual assault is defined as actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:

**Forcible Sexual Abuse**, per Utah Code 76-5-404, refers to the touching of another person’s private areas and/or taking indecent sexual liberties with another, or causes another to take indecent liberties with the actor or another, with the intent to cause substantial emotional or body pain or to gratify the sexual desire of any person, without the consent of the other.

**Rape**, per Utah Code 76-5-402, occurs when an individual has sexual intercourse with another person without that person’s consent. This code applies whether or not the actor is married to the victim.

Westminster College Definition – consistent with the FBI’s updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System as taken from www.fbi.gov/about-us/cjis/ucr/new-rape-fact-sheet:

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

**Object Rape**, per Utah Code 76-5-402.2, occurs when a person, without the victim’s consent causes the penetration of the genital or anal opening of another, by any foreign object, substance, instrument or device, including a part of the human body other than the mouth or genitals, with intent to cause substantial emotional or bodily pain to the victim or with the intent to arouse or gratify the sexual desire of any person.
Forcible Sodomy, per Utah Code 76-5-403, occurs when the actor engages in any sexual act with another involving the genitals of one person and mouth or anus of another person, without the other’s consent.

Other sexual conduct prohibited by state law, refer to Utah State Code, Offenses Against the Person.

Sexual Exploitation
Sexual exploitation means taking the advantage of person in a sexual nature to make a personal gain or profit. It is the abuse of a position of vulnerability, differential power, or trust for sexual purposes.

Sanction Statement
Westminster College may impose a number of sanctions or protective measures following a final determination of a violation of this policy. Protective measures include re-assigning students to new residence hall rooms (should they live on campus), examining the academic schedule and moving students into different sections, banning students from specific buildings on campus, and issuing “no-contact orders” which limit communication between students. Sanctions could include, but are not limited to, warning, community service, suspension, or expulsion. This depends on the severity of the violation and taking into account any previous violation of the Student Code of Conduct. Findings of rape or acquaintance rape will result in suspension or expulsion. Findings of domestic violence, dating violence, sexual assault or stalking could result in suspension or expulsion. The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The initial hearing officers or any appeals body or officer may deviate from the range of recommended sanctions, but only if compelling justification exists to do so. If a student is suspended or expelled for violation of this policy, a notation will be made on the student's Academic Transcript of Non-Academic Suspension or Non-Academic Expulsion.

Prevention and Education

Ongoing Prevention Awareness Campaigns
Westminster College recognizes the importance of educating our entire community on the topics of sexual violence, sexual assault, and gender discrimination. Awareness programs are community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. They are in place to annually address these myriad of factors that our community members should be versed in to halt the pattern of violence and discrimination on our campus. Annual programs include Title IX Policy training at New Student Orientation; bystander intervention training; online training for all campus students and employees; and a campus climate survey to collect data regarding sexual misconduct and awareness on campus.

Bystander Intervention
The Bystander effect is a social science model that predicts most people are unlikely to help others in certain situations perceived to be unsafe. A bystander is anyone who observes an emergency or a situation that is concerning. They must then decide if they are comfortable stepping in and offering assistance.

Bystander Intervention programs teach people to overcome their resistance to checking in and assisting/intervening. These programs have been found to be very helpful on college campuses to thwart sexual assault, abusive alcohol consumption, campus damages, and concerns about suicide, depression and eating disorders.
Westminster College provides annual bystander intervention training at New Student Orientation, and for student leaders involved in the Associated Students of Westminster College, Student Activities Commission, and Inter-Club Council, including all clubs and organizations funded by ASWC.

Online Training
Westminster College provides online training for all undergraduate, graduate, and college employees on Title IX Policy, sexual misconduct, reporting, and resources at the beginning of the Fall semester and Spring semester for new students and employees.

Campus Climate Survey
Westminster College administers an annual campus climate survey to collect data regarding occurrences of sexual misconduct and gender discrimination on campus, understanding of policy, myths, and perceptions regarding sexual violence and gender discrimination, and knowledge of policy and resources available under Title IX at the institution. This data is collected to further inform our training and education processes to best support the campus for the future.

Primary Prevention Programs
Programming, initiatives and strategies informed by research or assessed for value, effectiveness or outcomes that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Participants in Westminster’s educational programs are informed of the college’s prohibition of domestic violence, dating violence, sexual assault, and stalking; Utah’s definitions of these prohibited behaviors and of consent; safe and positive options for bystander intervention; and risk reduction to recognize warning signs of abusive behavior and how to avoid potential assaults.

Risk Reduction
Risk reduction strategies allow for safe consideration and alternative opportunities to mitigate risk in unsafe situations.

Rights
Students involved in an incident of sexual misconduct have the right to:

- **A safe environment:** The College will take whatever measures it deems reasonable and feasible to protect the safety of the campus community, and the well-being and rights of students.

- **Respect:** All parties involved in an incident of sexual misconduct will be treated with dignity, respect and fairness.

- **Be taken seriously:** The College will treat all complaints seriously and will investigate all allegations of sexual misconduct.

- **Access to College resources and support:** All parties will have full access to campus services designed to assist in such cases, including the Dean of Students' office, the Counseling Center, and Health Center.

- **Be fully informed:** All parties will receive information about the nature, rules and procedures of
the investigative process and to timely written notice of all allege violations within the complaint, including the nature of the violation and possible sanctions.

- **A fair conduct process**: The College will conduct a prompt, fair and impartial investigation and adjudication.

- **An advisor**: The College will offer trained advisors to provide information, resources and support throughout the process.

- **Receive written notice of the outcome and sanctions**

- **Freedom from retaliation**: The College will not tolerate any form of harassment, retaliation, and/or intimidation of the complainant or the respondent, or of those supporting either party. Any retaliatory action taken against a complainant or respondent or against their friends, acquaintances or other persons cooperating in the investigation of a charge of sexual misconduct is a violation of College policy.

**Privacy**

The written statements submitted by both parties are educational documents protected by the Family Educational Rights and Privacy Act.

**The Role of the Advisor**

- The complainant and respondent have the right to have an advisor who will help them as they go through the adjudication process.

- The Title IX Coordinator will recommend faculty or staff members who are qualified to advise the parties involved.

- Students may choose to have no advisor or they may choose an advisor other than one that is recommended by the Title IX Coordinator.

- Advisors recommended by the Title IX Coordinator will have completed the College’s Title IX training.

- The advisor’s role is to provide support and to give advice based on their knowledge of the college process.

- Advisors do not assume a lawyerly role nor should they interrupt or interfere with the adjudication process.

- The advisors may not contact witnesses, the advisor for the other party, or the other party.

- Advisors must not have a conflict of interest with either party. The Title IX Coordinator or their designee will determine whether a conflict exists.

**Reporting Discrimination, Harassment, or Sexual Misconduct**

**Reporting**
5. The College encourages any member of the campus community who witnesses or experiences acts they believe to constitute discrimination, harassment, retaliation, or sexual misconduct in violation of College policy to report the incident to the Title IX Coordinator or a Deputy Title IX Coordinator.

   a. Timely reporting (within 24-48 hours) is encouraged. There is no specific time limit to report.
   b. The complainant may report in person to the Title IX Coordinator, Deputy Coordinators, or any Responsible Employee of the college.
   c. The complainant is encouraged to provide as much information possible. A complaint intake form can be found on the Title IX web page for your convenience.
   d. An anonymous report form can be found on the Title IX web page for your convenience. If you as a student survivor or reporter wish to remain anonymous, fill out this Anonymous Report Form. The college will use this information for statistical purposes (as required by Federal law), to better understand the scope of sexual violence on campus, and to develop and implement preventive efforts. If you fill this form out with a college employee, the report will no longer be anonymous.

   The college is required to investigate allegations of sexual misconduct to the best of its ability. As a result, the college will follow up on any specific, identifying information provided in this anonymous report.

   e. Alternative options for reporting include maintaining confidentiality of the reporter, if requested, to the highest degree possible, based on the circumstances of the report. Reporters are always encouraged to voice their concerns and participate only to the degree that they feel comfortable in an investigation process. The Title IX Coordinator or their designee will evaluate whether the college can honor a reporter’s request that their name not be disclosed to the respondent.

   f. At times a reporter may request that no investigatory or disciplinary action be taken. The college is required to investigate allegations of sexual misconduct to the best of its ability. The Title IX Coordinator or their designee will evaluate and determine if the college can honor a request for no action to be taken. The College’s response to a reporter’s request for confidentiality may limit the institution’s ability to investigate. The College may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the complainant. This may include providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing the institution’s policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

6. The Title IX Coordinator or their designee will consult with the complainant to determine what interim actions (addressing immediate concerns) are warranted by the college, and the complainant will be provided in writing information regarding accommodations and protective measures available.

   a. These interim actions could include, but are not limited to: suspension, administrative leave, modifications of living arrangements, changing an academic or work schedule,
or removing a student from housing, classes, athletic or school-related teams or
groups, or issuing a “no-contact” or “no-trespass” directive. These interim actions
may or may not be permanent depending on the outcome of the investigation.

7. The complainant will be provided written notice of resources available, including counseling
and mental health providers, disability services, victim advocacy organizations, legal
assistance, assistance with visas and immigration, assistance with financial aid, and other
services available on and off campus.

8. To encourage students to report incidents of sexual misconduct the College will refrain from
disciplining a reporting student for violating rules pertaining to alcohol or drug usage. A
reporting student’s conduct may be addressed as a health or welfare concern but will not be
addressed as a punitive or disciplinary matter. Amnesty does not apply to a respondent who
may have provided alcohol or dangerous substances in violation of the Westminster College
code of conduct or Utah law.

Investigative Process

4. The Title IX Committee will initiate an immediate review to determine the course of the
investigation.

5. The Title IX Coordinator or their designee will assign an investigator(s) to conduct a prompt,
fair, and impartial investigation. Investigations may be internally conducted or externally
conducted depending on the nature of the complaint and/or allegations being made.
Investigators receive annual training on issues related to domestic violence, dating violence,
sexual assault, and stalking, as well as how to conduct an investigation that protects victim
safety and promotes accountability. Investigators will have no conflict of interest or any bias
towards either party.

a. The investigator(s) will develop an “investigation strategy” and timeline not to exceed
60 days.

b. The respondent will be made aware of the investigation and is expected to participate
in the process.

c. The complainant and respondent will have individual interviews with the
investigators. Advisors of the parties’ choosing may attend these interviews but are
not allowed to participate in the interview process. If applicable, the investigators may
also interview witnesses who have information pertaining to the case.

d. The parties will receive timely notice of meetings to which they are invited to
participate.

e. The parties will have timely and equal access to information obtained through the
investigation at the discretion of the Title IX Coordinator.

f. The investigator(s) will make a determination based on preponderance of the
evidence- a requirement that more than 50% of the evidence points to a finding of
violation or not.

g. Within 10 days of the investigation determination, the parties will receive
simultaneous written notice of the following:

i. The outcome of the investigation (whether or not there was a determination of
   a policy violation);
ii. The college’s appeal procedures;
iii. Any change to the results before the results are final;
iv. When the results become final; and
v. Information about how the college will protect the complainant’s confidentiality, including how publicly available records will be kept confidential without disclosing their identity, to the extent permissible by law.
h. If there is a “no evidence” finding, the parties will be notified and the case closed.
i. The Title IX Coordinator or their designee meets with respondent and complainant to go over the determination.

6. The determination will be turned over to the appropriate administrator for sanctions and/or disposal of complaint. Both parties will receive timely notice in writing of any sanctions imposed.

Appeal Process
A decision reached or a sanction imposed by the appropriate administrator may be appealed by accused students or complainants to an appellate board within five (5) school days of the parties’ receipt of the decision. Such appeals shall be in writing and shall be delivered to the Dean of Students or their designee.

Permitted grounds for appeal shall be:

- To determine whether the original investigation was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures.
- To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to show that a violation of the Student Code had more likely than not occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed.
- To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original investigation, because such evidence and/or facts were not known to the person appealing at the time of the original investigation.

Notifications of decisions made by the appeal board must be made to both parties in writing within 10 days of the determination.

If an appeal is upheld by the appellate board, the matter shall be remanded to the Title IX Coordinator or their designee for reopening of the investigation for reconsideration of the original determination and/or sanction(s).

Appeal board members receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an appeal process that protects victim safety and promotes accountability. Appeal board members will have no conflict of interest or any bias towards either party.

Nothing in this policy prohibits individuals from going to outside agencies including the police to pursue these matters.

*For further information about resources from outside agencies click here.*
Substance and Alcohol Abuse Policy
Westminster College prohibits the unlawful use, possession, manufacture, transportation, promotion, or distribution (by either sale or gift) of illegal drugs or otherwise legal but illicitly used substances, including prescribed and/or over-the-counter drugs not being used for their intended or authorized purposes on the campus of Westminster College or as part of any of its activities. Possession of paraphernalia (including, but not limited to, hookahs and bongs) associated with the use, possession, or manufacture of a controlled or illegal substance is prohibited on the campus of Westminster College or as part of any of its activities.

Except in those instances when prior approval has been obtained from the Westminster College administration, the use, possession, manufacture, transportation, promotion, or distribution (by sale or gift) of alcoholic beverages is prohibited on the campus of Westminster College or as part of any of its activities. Beverage permit applications must be completed by individuals or groups responsible for an event where alcoholic beverages may be served. Westminster College will make a determination for each application, and Westminster College reserves the right to refuse its permission. Beverage permit applications may be obtained from the Office of Risk Management. The Drug-Free Workplace Act of 1988 requires all grantees or contractors of the federal government to certify that they will maintain a drug-free workplace.

Interpretation, Administration, and Enforcement
The administration of Westminster College has adopted rules and regulations in connection with the interpretation, administration, and enforcement of this substance and alcohol abuse policy. Westminster College reserves the right to interpret, apply, and enforce the provisions of this policy, including the determination of whether a violation has occurred. The college also reserves the right to amend this policy as necessary to maintain compliance with applicable local, state, and federal laws or as needed to maintain the objectives of this substance and alcohol abuse policy. Westminster College shall conduct a biennial review of this policy to determine the program’s effectiveness. This substance and alcohol abuse policy shall be distributed annually to all students of Westminster College.

Risks of and Penalties for Using Alcohol
Alcohol is psychologically and physically addictive. The risks of using alcohol also include respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, or hypertension; brain damage; damage to unborn fetus; or impotence at high-dosage levels. Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants often have irreversible physical abnormalities and mental disabilities. Research shows that children of alcoholic parent are at greater risk of becoming alcoholics. High doses of alcohol cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when
combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

**Utah Alcohol Laws**

**Driving Under the Influence (DUI):**

It is illegal to drive or be in physical control of a vehicle, even when parked, while under the influence of alcohol or other drugs. Utah’s Implied Consent Law requires submission to a blood alcohol content (BAC) test. Refusal will result in revocation of your license for one year. You are in violation if your BAC is .08 or greater or the officer judges you to be impaired.

Penalties:

Class B misdemeanor: for the first and second conviction of driving under the influence of alcohol or drugs.

Sentencing:
1. Not less than 48 hours in jail,
2. Serve 48 hours in a compensatory-service work program
3. Pay a fine of not less than $700.00

Class A misdemeanor: for the following:
1. Bodily injury was inflicted upon another person
2. There was a passenger under 16 years of age in the vehicle at the time of the offense; or
3. Was 21 years of age or older and had a passenger under 18 years of age at the time of the offense

Sentencing:
1. Not less than 240 hours in jail
2. Serve 240 hours in a compensatory-service work program
3. Pay a fine of not less than $800.00

Third degree felony: for the following:
1. Inflicts serious bodily injury upon another
2. The person has two or more convictions, each of which is within ten years of the current conviction.
3. If the conviction is at any time after a conviction of automobile homicide that is committed after July 1, 2001

Note: A person is guilty of a separate offense for each victim suffering bodily injury or serious bodily injury or death.

Sentencing: if the court suspends prison time and places the defendant on probation, the court shall impose:
1. A jail sentence of not less than 1500 hours
2. Pay a fine of not less than $1500.00
3. Place under a supervised probation
4. An order requiring the person to obtain a screening and assessment and substance abuse treatment at a substance abuse program providing intensive care or
inpatient treatment and long term care closely supervised follow-through after treatment for not less than 240 hours.

Suspension of driver license
If a person is 21 years of age or older at the time of arrest, The Driver License Division will suspend the operator's license of a person convicted for the first time of an offense committed on or after July 1, 2009; and revoke for a period of two years the license of a person if the person has a prior conviction and the current driving under the influence violation is committed within a period of ten years from the date of the prior violation and on or after July 1, 2009.

Minors in Possession (MIP): It is illegal for minors (under 21) to buy, possess (even hold), or drink alcohol. Penalties: Up to six months imprisonment and/or a $1,000 fine; Class B misdemeanor. When a minor who is at least 18 years old, but younger than 21 years old, is found in violation of this law, the court hearing the case shall suspend the minor's driving privileges.

Not-a-Drop Law: It is illegal for anyone under 21 years of age to operate a vehicle while there is any measurable alcohol (less than .08) in his or her body. Penalties: Loss of license for 120 days or until the person is 21 years old, whichever is longer, required substance abuse assessment, and may face MIP laws. A second offense within ten of a prior denial or suspension and committed on or after July 1, 2009 will result in suspension until the person is 21 or for a period of two years whichever is longer.

Open Container: It is illegal to drink any alcoholic beverage while operating, or as a passenger in, a vehicle (parked or moving), or have an open container in a vehicle. Once a container is opened, one can be arrested for possession. Violating an open container law is a Class B misdemeanor with a maximum penalty of six months imprisonment and/or $1,000 fine.

Minors: It is illegal to sell or supply alcohol to a minor. Penalties: Up to one year imprisonment and/or up to $2,500 fine; Class A misdemeanor.

Intoxication: It is illegal to drink in a public building, park, or stadium or to be so intoxicated that you disturb others or injure yourself or others. Maximum penalty is 90 days imprisonment and/or $750 fine; Class C misdemeanor. It is also illegal to sell or supply to intoxicated persons or to purchase alcohol if intoxicated. Maximum penalty is six months imprisonment and/or $1,000 fine; Class B misdemeanor.

Unlawful Transfer or Use of Identification Card: It is illegal to give or use another’s identification card to (1) procure alcoholic beverages, (2) gain admittance where alcohol is sold or consumed, and (3) obtain employment that requires employees to handle alcoholic products. Maximum penalty: six months imprisonment and/or $1,000 fine; Class B misdemeanor.

Dram Shop Liability: This refers to any person who provides alcoholic beverages illegally to underage persons or who provides alcohol to someone who is apparently intoxicated or, given the circumstances, may be under the influence of alcohol or other drugs. If the intoxicated person causes injury to persons or property while intoxicated, the person who
furnished the alcohol is liable for injuries, property, or support to any third person or their spouse, child, or parent.

**Distribution or Manufacture of Drugs or Drug Paraphernalia**
The penalty for sale, distribution, or manufacture of a controlled, illegal substance or drug paraphernalia on Westminster campus or as part of any of its activities can be permanent expulsion from Westminster College.

**Risks of and Penalties for Using Other Drugs**
Federal and Utah state laws make it illegal to possess or possess with intent to sell, manufacture, or sell and/or deliver any of the following drugs:

Marijuana: Includes THC, hashish, hash oil, and tetrahydrocannabinol. Risks include psychological and physical addiction; increased risk of lung cancer, bronchitis, or emphysema; heart disease; fatigue; paranoia; or psychosis; withdrawal symptoms include insomnia, hyperactivity, suppressed appetite, depressed immune system, decreased sperm count, irregular ovulation, or possible sperm and ovum damage.

Federal penalties:
1. Under 50 kg., five years and $250,000; 50-100 kg., maximum 20 years and $1 million;
2. 100-1,000 kg., maximum five to 40 years and $2 million; more than 1,000 kg., minimum 10 years to life and $4 million.

Utah penalties for possession:
1. Under one oz., up to six months and/or $1,000, Class B misdemeanor;
2. one to 16 oz., up to one year and/or $2,500, Class A misdemeanor;
3. 16 oz. or more, up to five years and/or $5,000, third-degree felony.
4. Utah penalties for intent to distribute: Up to five years and/or up to $5,000; third-degree felony (second-degree felony on campus).

Narcotics 1: Includes heroin, hallucinogens such as LSD and mescaline, and peyote. Risks of use include psychological and physical addiction, depression, withdrawal, convulsion, unpredictable behavior, and damage to unborn fetus.

Federal penalties:
1. five to 40 years imprisonment depending on amount up to 10 years to life; $2-4 million.

State penalties:
1. Up to five (5) years and/or $5,000 for possession; third-degree felony (second-degree felony on campus).
2. From one (1) to 15 years and/or $10,000 for intent to distribute; second-degree felony (first-degree felony on campus).

Narcotics 2: Includes opium, morphine, methadone, or codeine; depressants or some barbiturates; stimulants such as cocaine, some amphetamines, or PCP. Risks include psychological and physical addiction, convulsions, respiratory failure, or damage to unborn fetus; agitation, hallucinations, or convulsions; elevated blood pressure, which can cause irregular heartbeat and death.

Federal penalties:
1. Five to 40 years to 10 years to life with a maximum fine of $2–4 million.

Utah penalties:
1. Up to five years and/or $5,000; third-degree felony for possession (second degree felony on campus).
2. From one to 15 years and/or $10,000; second-degree felony for intent to distribute (first-degree felony on campus).

Stimulants: Includes some amphetamines; depressants, including some barbiturates; and some narcotics. Risks include psychological and physical addiction; potential liver damage, nausea, vomiting, dizziness, disorientation, coma, or damage to unborn fetus; or death; withdrawal symptoms include anxiety, tremors, insomnia, or convulsions.
Federal penalties:
1. Maximum five years and $250,000.

Utah penalties:
1. Up to six months and/or $1,000; Class B misdemeanor for possession (Class A misdemeanor on campus).
2. Up to five years and/or $5,000; third-degree felony for intent to distribute (second-degree felony on campus).

Depressants: Includes the benzodiazepines (valium, librium, dalmane), chloral hydrates, some barbiturates, some stimulants, or some narcotics. Risks include psychological and physical addiction; drowsiness, muscle cramps, anxiety, tremors, insomnia, or convulsions; damage to unborn fetus; or death.
Federal penalties:
1. Maximum three years and $250,000.

Utah penalties:
1. Up to six months and/or $1,000; Class B misdemeanor for possession (Class A misdemeanor on campus).
2. Up to five (5) years and/or $5,000; third-degree felony for intent to distribute (second-degree felony on campus).

Chemical Compounds (in smaller quantities than drugs listed above): Risks include psychological and physical addiction; nausea, gastrointestinal symptoms, or drowsiness; withdrawal symptoms include runny nose, watery eyes, panic, chills, cramps, irritability, nausea, or damage to unborn fetus.
Federal penalties:
1. Maximum one year and $100,000.

Utah penalties:
1. Up to six months and/or $1,000; Class B misdemeanor for possession (Class A misdemeanor on campus).
2. Up to one (1) year and/or $2,500; Class A misdemeanor for intent to distribute (third-degree felony on campus).
Additional Utah Laws
Obtaining or Distributing under False Pretenses: Maximum penalty is five years imprisonment and/or $25,000 fine; third-degree felony.

Paraphernalia: Use, possession or sale of drug-related paraphernalia is illegal with a maximum penalty of five (5) years imprisonment and/or a $5,000 fine; third-degree felony.

Inhalants: Sale or use of psychotropic chemicals (glue, paint, etc.) to get high is illegal with a maximum penalty of six months imprisonment and/or $1,000 fine.

Imitation Controlled Substances: It is illegal to possess, manufacture, or sell imitation controlled substances. Maximum penalty: 90 days and/or $750 for possession (misdemeanor); one year and/or $2,500 for manufacture or sales (Class C misdemeanor). It is also illegal to purchase supplies and equipment necessary for the manufacture, transportation, and distribution of these substances.

**Drug and Alcohol Abuse Prevention Program**
Westminster College has a multi-faceted approach to provide alcohol and drug abuse prevention and education. We implement the Under the Influence Course for our students. All Westminster students are encouraged to complete this course, and those that violate our alcohol policy are required to complete this course. Marijuana 101 is a course that is required for all students that violate our drug policy. Both Under the Influence and Marijuana 101 are provided by 3rd Millennium Classrooms and used by hundreds of colleges and universities nationwide regarding alcohol and drug education.

Another resource at Westminster is the Student Advocates for Balanced Lifestyles (STABL) program. These student volunteers implement a number of alcohol and drug education programs and events throughout the year. The Student Advocates for Balanced Lifestyles are Westminster College students who are committed to making safe and healthy choices about using alcohol and other drugs. This program offers opportunities for students to make healthier and safer choices involving their alcohol/other drug use and related student wellness behaviors. Student Advocates also staff wellness information outreach tables, provide literature on harm reduction and the possible effects of alcohol and other drugs, and can also talk to students one on one about concerns and questions.

Westminster also encourages students to complete the Prime for Life® course through the state of Utah. Prime for Life® is an evidence based, risk reduction drug and alcohol education program — it is not substance abuse treatment. Prime for Life® simply presents straightforward, research based information in a relaxed environment. It is a sixteen-hour course and again can be required for students that violated the Student Code of Conduct.

Specific sanctions are dependent upon if a student has violated Westminster College’s alcohol policy versus the drug policy. A first alcohol offense may include, but is not limited to, a parent phone call, an alcohol education course that includes a $50 fee, additional fees for hosting other students, and a reflective essay. A second alcohol offense may include, but is not limited to, Disciplinary Probation, a parent phone call, an alcohol education course that includes a $100 fee, and additional fees for hosting other students. A third alcohol offense
may include, but is not limited to, extended Disciplinary Probation, a parent phone call, Prime for Life Course that includes a $150 fee, additional fees for hosting other students, and a conversation about possible suspension. A first drug offense may include, but is not limited to, Disciplinary Probation, 25 hours community service, a reflective essay, a parent phone call, a marijuana education course that includes a $50 fee, a fee in line with the Utah Clean Air Act (between $50-$500), additional fees for hosting other students, and possible suspension. A second drug offense may include, but is not limited to, extended Disciplinary Probation, 50 hours community service, a reflective essay, a parent phone call, fees for hosting other students, and possible suspension.

Westminster College also encourages students to utilize our counseling center. Counselors are dedicated to provide confidential resources to assist students who are directly or indirectly affected by alcohol and other drug abuse. They can provide education, referrals, assessment, and support to all campus community members. Westminster promotes standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus, or as any part of college activities.

Westminster offers information, support, and referral assistance to students who have problems/issues related to alcohol/drug use or abuse. Westminster also provides information, support, counseling, and referral for those students affected by substance abuse within their families. Alternative student programs and activities and health-risk education to help prevent abuse of alcohol and the illicit use of other drugs are provided, along with workshops, seminars, and training. The Counseling Center gives support to friends and family who are affected by someone else’s alcohol/drug use and supports other Westminster offices, faculty, and staff with issues relating to alcohol/drug use. Community resources, including local treatment and recovery programs options are also available. More information about alcohol and other drug abuse prevention and education can obtained from the counselors in the Shaw Center at 801-832-2273.

**Behavior Intervention**

If a student exhibits behavior or engages in conduct that threatens or impacts their safety or well-being or the safety or well-being of others, the Dean of Students or designated agent will intervene and take action as they believe is necessary to protect the student, other people, or the faculty, staff, and property of the college. Such action may include, but is not limited to, referring the student to counseling, requiring the student to leave the residence halls, requiring the student to leave school, and notifying law enforcement. Further, the college reserves the right to notify a student’s parents/guardians, with or without the permission of the student and regardless of the student’s age or status, when, in the judgment of the college, the student or others may be at risk. Westminster also utilizes the TABIC (Threat Assessment and Behavior Intervention Committee) group to actively promote safety on campus and review situations where safety is at issue.

**Parental Notification of Alcohol/Substance Abuse and Emotional Issues**

When a student is involved in campus policy violations where alcohol or substance abuse is present, the Dean of Students may notify the student’s parents. Where possible, the Dean will also inform the student that their parents will be notified. Parents may also be contacted when the Dean of Students has reason to believe that a student is engaging in behavior that threatens
their health or safety or the health or safety of others. This is in accordance to the Family Educational Right and Privacy Act of 1979.

**Weapon Policy**
The possession, use, or display of firearms or any other dangerous weapons, including, but not limited to, switchblades, large knives, butterfly knives, hatchets, axes, swords, explosives, chemicals, stun guns, BB guns, or ammunition for weapons, is strictly prohibited on campus or while conducting college business off campus. The possession, storage, display, or use of any hazardous chemical, explosive, or incendiary device (including firecrackers or fireworks) is also prohibited. Each member of the campus community has the responsibility and duty to immediately report any knowledge he or she may have regarding the possession, use, or display of weapons or ammunition on campus. Failure to abide by this policy may result in disciplinary action.

**Missing Residential Student Policy**
In accordance to 34 C.F.R. 668.46 (h) (l) (iv), when the Dean of Students Office receives a report from friends, family members or associates that a student who resides in campus housing may be missing, the Director of Campus Security and the Dean of Students will initiate an investigation once a student has been deemed missing for 24 hours. The Dean of Students will notify the person(s) listed on the student's emergency contact form and the appropriate law enforcement agency regarding the situation within 24 hours once the College declares the student missing. If a student would like someone other than those listed on his/her emergency contact form to be informed in this instance, he/she must notify the Dean of Students Office within two weeks of the start of each semester. Please note this contact information will be registered confidentially, will be accessible only to authorized campus officials with significant responsibility, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

The list of authorized campus officials includes: President, Provost, Dean of Students, Director of Campus Security, Assistant Dean of Students, Director of Residence Life, Assistant Director of Residence Life, Registrar, ADA Coordinator, Director of Athletics, Coaches, Assistant Coaches, Director of Human Resources and the Title IX Coordinator. If the student is under the age of 18, the Dean of Students will automatically contact the student's parents/guardian.

**Campus Security Awareness, Education and Prevention Programs**
An orientation is held for all new students and employees. During the orientation, students and employees are informed about campus security procedures and are encouraged to be responsible for their own security and the security of others. Additional programs designed to inform the campus community on how to prevent crimes are held throughout the year. Programs such as presentations by the Salt Lake Rape Recovery Center, a Health and Wellness Fair, educational programs during National Substance Abuse Week, and a seminar on Freedom Responsibility emphasizing personal choice and accountability are often presented. The college also has screening available for alcohol abuse, eating disorders, and depression.
The College offers security awareness and prevention programs for students, faculty and staff.

Each semester, the Office of Environmental Health and Safety provides evacuation and fire extinguisher training for students, faculty and staff, and shooter on campus training for students, faculty and staff. Other trainings offered upon request are OSHA awareness and safety, chemical hygiene, SDS and NFPA training to name a few. The Department of Campus Security also provides written information to students, faculty and staff concerning crime prevention. Some examples are preventing bicycle theft, vehicle burglary awareness, Run Hide Fight, etc. The Department of Campus Security also trains on Safety in Parking Structures, Safety in Resident Halls, Safety at Night on Campus, Safety Off Campus, Know What to do in Case of Fire. The Department of Campus Security also gives annual training to Resident Advisors regarding alcohol and drug policy as well as what to do in case of incidents.

The Office of Student Services provides annual educational programming concerning alcohol and drug use and abuse, Sexual Misconduct and Relationship Violence, for students. The Fire Marshall provides fire safety training to students several times each year. All students faculty and staff are required to have annual Title IX training offered by General Council.

The Office of Student Services provides annual training for residential student leaders that addresses Sexual Misconduct and Relationship Violence, alcohol, depression, self-harm, suicide, and fire safety and emergency preparedness.

Sex Offender Registry
In accordance with the Federal Crime and Safety Reporting Act, Westminster College provides the Internet address that lists convicted sex offenders’ names. In Utah, the list has been posted since 1998. Offenders’ names will remain on this list from 10 years to life depending on the criminal offense they committed and the date they were convicted.

Information posted on this site includes photos, descriptions, addresses, vehicles, offenses, and the type of victims targeted. Registered sex offenders are also required to report to the state if they are enrolled as a student, or employed by a postsecondary institution.

The Utah website is [www.corrections.utah.gov](http://www.corrections.utah.gov). You can search this site by name and zip code, or you can search by address. To locate any sex offenders near the campus you would use the address of the college which is 1840 South 1300 East, Salt Lake City, Utah 84105. If you live off campus you can enter your home address, city and zip code. When you go to the web site scroll to the bottom of the page and accept the conditions for us of the site. Then go to the top of the page and type in the address information.

Campus Safety
Westminster College Campus Security provides 24 hour service, seven days each week. The Security officers continually patrol the campus grounds, student residence halls, campus buildings, parking lots and classrooms. The rounds are made on foot, in a vehicle, and on a bicycle (weather permitting). The rounds include walking through buildings, campus perimeter and interior checks, and nightly locking/closure procedure. All campus security officers receive ongoing training throughout the year. During patrol security officers monitor all lighting and report any maintenance issues. A few of the subjects trained include crime scene investigation, violence in the work place, active shooter on campus, Utah criminal code, illegal drugs, report writing and many other subjects.

Campus Security Escort
Westminster Campus Security has officers available on the campus 24 hours per day. Anyone walking on campus will be provided an escort from one campus location to another upon request by calling 801-832-2525. When you are approaching campus and you want an escort call campus security in advance of your arrival and they will meet you at the designated location.

**Emergency Telephones**
Emergency telephones are strategically located throughout the campus. They are marked by blue lights and bold lettering.

In an emergency:
- Push the talk button
- There will be a short delay while the phone connects to the campus security cell phone where you will talk personally to a campus security officer.
- An officer will see your location and respond immediately.

It is important to know that all elevators on campus also call the campus security cell phone where you will talk personally to a campus security officer. All emergency phones and elevator intercoms are tested on a monthly basis and are found in a Security Action Report which are available to the community or public upon written request to the Security Director.

**Personal Safety**
The safety of students, faculty and staff on campus is the responsibility of everyone. Following a few simple suggestions can reduce the possibility of you becoming a victim to a criminal event.

1. Remain alert and attentive to your surroundings for potential danger.
2. Report any suspicious persons or activity immediately to campus Security.
3. Don’t take chances by putting yourself at risk.
4. During the evening hours always walk with a companion.
5. Tell a roommate or friend who you will be with, where you are going and when you expect to return.
6. Trust your feelings. If things don’t feel right then things are probably not safe. If you feel threatened or coerced into an activity against your will, get away fast.
7. Do not use alcohol or drugs, they will dull your senses and make you more vulnerable to becoming a victim.
8. Be selective as to whom you date.
9. Avoid meeting/dating people you don’t know.
10. When at a party, do not accept anything to eat or drink from someone you do not know.

**Violence on Campus**
Westminster College is committed to providing a safe environment that will be orderly, civil, and stable for all members of the campus community. Accordingly, violent or harassing behavior of any kind and at any level will not be tolerated. Such behavior includes, but is not limited to, threatening or intimidating words or gestures, throwing or directing objects at or near others, refusal to follow the instructions of Campus Security, and physical contact such as hitting, punching, or wrestling, unless such behavior occurs within an organized and
supervised college activity. Each member of the campus community has the responsibility and duty to immediately report any violent or threatening behavior. Failure to follow this policy is grounds for immediate suspension and/or expulsion. Westminster College has a Workplace Violence Prevention Policy and everyone in the campus community is expected to adhere to it. Training for this policy is the responsibility of Risk Management. Anyone that wishes to see the extent of this policy can contact Risk Management at 801-832-2565 or the Office of Environmental Health and Safety at 801-832-2567.

Crime Definitions
The below listed reports on crime statistics reflect the offenses and arrests reported to Westminster Campus Security and Campus Security Authorities as well as from the local law enforcement agency. The statistics are compiled in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice, and the Federal Bureau of Investigations (FBI), as modified by the Hate Crime Statistics Act.
These statistics may or may not represent the actual crime rates on campus. This is because all crimes may not have been reported to the local law enforcement agency or the Campus Security Authorities of Westminster College. The following definitions are used by the Uniform Crime Reporting System.

CRIMINAL HOMICIDE
MURDER/NON-NEGLIGENCE MANSLAUGHTER: the willful (non-negligent) killing of one human being by another.  
NEGLIGENT MANSLAUGHTER: killing of another person through gross negligence.

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. For sex offenses only, you must use the National Incident-Based Reporting System (NIBRS) Edition of the UCR.

FORCIBLE RAPE: carnal knowledge of a person forcibly and/or against the 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).

FORCIBLE FONDLING: 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 mental incapacity.

The ability of the victim to give consent must be a professional determination by a law enforcement agency.
SEX OFFENSES-NON-FORCIBLE
Unlawful, non-forcible sexual intercourse. For sex offenses only, you must use the National Incident-Based Reporting System (NIBRS) Edition of the UCR.
INCEST: non-forcible intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
NON-FORCIBLE STATUTORY RAPE: non-forcible sexual intercourse with a person who is under the age of consent.

ROBBERY
Taking or attempting to anything of value for 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
ROBBERY WITH A FIREARM: use of any firearm as a weapon or employed as a means of force to threaten the victim or put the victim in fear.
ROBBERY WITH A KNIFE OR CUTTING INSTRUMENT: use of knife, broken bottle, razor, ice pick or other cutting or stabbing instrument as weapon or as a means of force to threaten the victim or put the victim in fear.
ROBBERY WITH OTHER DANGEROUS WEAPON: use of a club, acid, explosive, brass knuckles, mace, pepper spray or other dangerous weapon used or use is threatened.
ROBBERY STRONG ARM: includes muggings and similar offenses where personal weapons such as hands, arms, feet, fists and teeth are used or use is threatened to deprive victim of possessions.

AGGRAVATED ASSAULT
Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
AGGRAVATED ASSAULT WITH A FIREARM: firearm of any type is used or is threatened to be used. Includes revolvers, semi-automatic pistols, shotguns, zip guns, rifles, etc.
AGGRAVATED ASSAULT WITH A KNIFE OR CUTTING INSTRUMENT: assaults wherein weapons such as knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles and ice picks are used as cutting or stabbing objects or when threatened to be used.
AGGRAVATED ASSAULT WITH OTHER DANGEROUS WEAPON: use or threatened use of any object as a weapon in which serious injury does or could result. Weapons include mace, pepper spray, clubs, bricks, jack handles, tire irons, bottles or other blunt objects to club or beat victims. Includes explosives, acid, lye, poisoning, scalding, and burnings.
AGGRAVATED ASSAULT WITH HANDS, FISTS, FEET, AND TEETH: attacks using personal weapons (hands, fists, feet, etc) that result in serious or aggravated injury.

BURGLARY
Unlawful entry of a structure to commit a felony or a theft
BURGLARY FORCIBLE ENTRY: all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. Entry though the use of tools; breaking or forcing windows, doors, transom or ventilators; cutting screens, walls or roofs; and if known use of master keys, picks unauthorized keys, celluloid, a mechanical contrivance
such as a pass or skeleton key or any device that leaves no outward mark but forces a lock. Include concealment inside a building followed by exiting the structure.

BURGLARY UNLAWFUL ENTRY-NO FORCE: entry by use of an unlocked door or window. Includes thefts from open garages, open warehouses, open or unlocked dwellings, and

BURGLARY ATTEMPTED FORCIBLE ENTRY: forcible entry is attempted but not completed.

MOTOR VEHICLE THEFT
The theft or attempt of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) trucks and buses, (3) and other vehicles.

MOTOR VEHICLE THEFT-AUTOS: sedans, station wagons, coupes, convertibles, sport utility vehicles, minivans and other similar motor vehicles that serve the primary purpose of transporting people from one place to another. Autos used as taxis and station wagons licensed as trucks must be classified as autos.

MOTOR VEHICLE THEFT-TRUCKS/BUSES: includes the theft of those vehicles specifically designed (but not necessarily used) to transport people and cargo.

MOTOR VEHICLE THEFT-OTHER VEHICLES: Motor vehicles that meet the UCR definition such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles and motorized wheelchairs.

ARSON
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.

ARSON-STRUCTURAL: houses, townhouses, duplexes, apartments, hotels, inns, dormitories, boarding houses, barns, garages, warehouse stores, restaurants, offices, churches, jails, schools, colleges, hospitals, monuments and buildings under construction.

ARSON-MOBILE: cars, trucks, buses, motorcycles, trailers, planes, boats.

ARSON-OTHER: crops, timber, signs, merchandise stored outside a structure.

GEOGRAPHICAL REPORTING
Under the Clery Act institutions are required to report separately crimes occurring on campus (including a subset breaking out dormitories or other residential facilities for students on campus), in or on non-campus buildings or property, and on public property.

CAMPUS
• 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
• Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)

NONCAMPUS BUILDING OR PROPERTY
• Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
• Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s education purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

PUBLIC PROPERTY: All public property, including thoroughfares, streets, side-walks, and parking facilities, that is within the campus, or immediately adjacent to an accessible from the campus.

ARREST & REFERRALS FOR DISCIPLINARY ACTION
Under the Clery Act institutions must also report arrests and referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions.

ARREST: Persons processed by arrest, citation or summons
REFERRED FOR CAMPUS DISCIPLINARY ACTION: THE REFERAL OF ANY PERSON TO ANY CAMPUS OFFICIAL WHO INITIATES A DISCIPLINARY ACTION OF WHICH A RECORD IS KEPT AND WHICH MAY RESULT IN THE IMPOSITION OF A SANCTION.

ILLEGAL WEAPONS POSSESSION: the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory on nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minor; aliens possessing deadly weapons; and attempts to commit any of the above.

DRUG LAW VIOLATIONS: the violation of laws prohibiting the production, distribution and/or use of certain controlled substance and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation if any controlled drug or narcotic substances. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substance include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

LIQUOR LAW VIOLATIONS: the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transportation, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

HATE CRIMES
RACE: a negative attitude toward a group of persons who possess common physical characteristics such as color of skin, eyes, and/or hair, facial features genetically transmitted which distinguish them as a distinct division of humankind, e.g., Asians, blacks, whites
GENDER: NEGATIVE OPINION OR ATTITUDE TOWARD A GROUP OF PERSONS BECAUSE THOSE PERSONS ARE EITHER MALE OR FEMALE. GENDER BAIS IS a Clery Act specific term that is not found in the FBI Hate Crime Data Collection Guidelines. RELIGION: negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and existence or nonexistence of a supreme being, e.g., Catholic, Jews, Protestants, Muslims, atheists, etc. SEXUAL ORIENTATION: 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.g., gays, lesbians, heterosexuals. ETHNICITY/NATIONAL ORIGIN: negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions, e.g., Arabs, Hispanic. DISABILITY: negative opinion or attitude toward a group of persons based on their physical or mental impairment/challenges whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury advanced age or illness.

New Definitions for Clery Reporting for 2014

“Domestic violence” means a “felony or misdemeanor crime of violence committed by—

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- 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—

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

   the length of the relationship;
   the type of relationship; and
   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—

- fear for his or her safety or the safety of others; or suffer substantial emotional distress

Further Definitions:
SEXUAL ASSAULT:

The federal definition of sexual assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Under Utah law, sexual assault takes many forms, including the following:

**Forcible Sexual Abuse**, per Utah Code 76-5-404, refers to the touching of another person’s private areas and/or taking indecent sexual liberties with another, or causes another to take indecent liberties with the actor or another, with the intent to cause substantial emotional or body pain or to gratify the sexual desire of any person, without the consent of the other.

**Rape**, per Utah Code 76-5-402, occurs when an individual has sexual intercourse with another person without that person’s consent. This code applies whether or not the actor is married to the victim.

Westminster College Definition – consistent with the FBI’s updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System as taken from www.fbi.gov/about-us/cjis/ucr/new-rape-fact-sheet:

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

**Object Rape**, per Utah Code 76-5-402.2, occurs when a person, without the victim’s consent causes the penetration of the genital or anal opening of another, by any foreign object, substance, instrument or device, including a part of the human body other than the mouth or genitals, with intent to cause substantial emotional or bodily pain to the victim or with the intent to arouse or gratify the sexual desire of any person.

**Forcible Sodomy**, per Utah Code 76-5-403, occurs when the actor engages in any sexual act with another involving the genitals of one person and mouth or anus of another person, without the other’s consent.

**Other sexual conduct prohibited** by state law, refer to Utah State Code, *Offenses Against the Person*.

CONSENT:

The College defines consent as a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. It is the responsibility of the initiator of the sexual activity to ensure that they have the other person’s consent to engage in sexual activity. Consent must be present throughout the sexual activity by all parties involved. At any time, a participant can communicate that they no longer consents to continuing the activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. In order to give effective consent, one must be of legal age. Consent must be clear, knowing and voluntary. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent may never be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol.

Individuals who are incapacitated for any reason lack the capacity to give knowing consent. Incapacitation is a state where someone cannot make rational, reasonable decisions; for example, they
are unable to understand the “who, what, when, where, why or how” of their sexual interaction. A person may be incapacitated due to mental disability, sleep, involuntary physical restraint, alcohol, prescription drugs, illegal substances, or from the taking of rape drugs, such as Rohypnol, Ketamine, GHB, Burundanga, etc. More information on these drugs can be found at http://www.911rape.org/. Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated constitutes a violation of this policy. Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

*Force* is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. Coercion is unreasonable pressure for sexual activity; coercion is not seductive behavior. When individuals make it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure for sex can constitute coercion.

While there is no requirement that a party resist, fight, or yell out, this resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Forced sexual activity is, by definition, non-consensual; but non-consensual sexual activity is not by definition “forced.”

**Conduct Prohibited By This Policy**

Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as all types of sexual assault. Sexual harassment, which includes sexual assault and sexual misconduct, may take many forms.

**Gender-Based Misconduct**

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct, which threatens or endangers the health or safety of any person, specifically due to the person’s gender or characteristics of gender.
2. Implied threats and intimidation that cause a reasonable fear of harm in another person.
3. Stalking or repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community, or the safety of any of the immediate family of members of the community.
4. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment).

**Discrimination**

Discrimination is any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual’s actual or perceived gender, gender identity, race, color, age, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, genetic information, religion, or sexual orientation that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with or deprives someone of the ability to participate in or benefit from the college’s educational programs and/or activities.

**Discriminatory Harassment**

Harassment is a form of discrimination that consists of detrimental actions based on an individual’s actual or perceived gender, gender identity, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, genetic information, religion or sexual orientation that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with or deprives someone of the ability to participate in or benefit from the college’s educational programs
and/or activities. This behavior may be based on power differentials (such as *quid pro quo*), the creation of a hostile environment, or retaliation.

Retaliatory Harassment
Retaliatory harassment is any intentional action taken by an accused individual or allied third party, without legitimate non-discriminatory purposes, to the detriment of the individual as reprisal for filing or participating in a civil rights grievance proceeding.

Sexual Misconduct
Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation. Sexual misconduct can occur between persons of the same or different genders.

The list of prohibited conduct under this policy includes, but is not limited to, the following:

- Unwelcome sexual advances or propositions that interfere with a student’s education or employee’s opportunities
- Using electronic devices or technology (e.g., cell phone, camera, email, Internet sites or social networks) to record or transmit nudity or sexual acts without a person’s knowledge and/or permission
- Intentionally observing nudity or sexual acts of another person without the person’s knowledge or permission (voyeurism)
- Unwanted touching of the genitals, buttocks, or breasts that is intentional or other unwanted touching or groping
- Forcing/coercing someone to touch you or someone else in a sexual manner
- Threatening to sexually harm someone
- Initiating sexual activity with a person who is incapacitated and unable to provide consent due to alcohol and/or drug consumption or other condition
- Inducing incapacitation for the purpose of sexual exploitation
- Ignoring a sexual limit that has been communicated
- Coercing or intimidating someone into sexual behavior
- Sexual assault, including unwanted penetration of an orifice (anal, vaginal, oral) with the penis, finger or objects
<table>
<thead>
<tr>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>Report Number</th>
<th>Type (classification)</th>
<th>Clery (Classification)</th>
<th>Clery Number</th>
<th>Location</th>
<th>Disposition</th>
<th>Clery Location</th>
<th>Clery Report Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-13, 01-05-14</td>
<td>Ukn.</td>
<td>00003-2014</td>
<td>Theft/Vandalism</td>
<td>NA</td>
<td>NA</td>
<td>WOTD/L5</td>
<td>Report taken. Turned to SLCPD #14-2491</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>1/6/2014</td>
<td>850</td>
<td>00005-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Garfield School</td>
<td>Report taken. Turned to SLCPD #14-3031</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>1/9/2014</td>
<td>1315</td>
<td>00008-2014</td>
<td>lewdness</td>
<td>NA</td>
<td>NA</td>
<td>Westminster 1200 east</td>
<td>Report taken. Referred to SLCPD</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>01-11-14, 01-13-14</td>
<td>2300-1700</td>
<td>00012-2014</td>
<td>Vehicle Theft</td>
<td>Motor Vehicle Theft</td>
<td>1</td>
<td>Nunemaker Lot</td>
<td>Report taken. Turned to SLCPD</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>1/17/2014</td>
<td>10</td>
<td>00018-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>5</td>
<td>WOTD</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>1/17/2014</td>
<td>10</td>
<td>00018-2014</td>
<td>Drug Violation</td>
<td>Drug Law Violations-Referred for disciplinary action</td>
<td>5</td>
<td>WOTD</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>01-15, 01-17-14</td>
<td>Ukn.</td>
<td>00019-2014</td>
<td>Theft/bike parts</td>
<td>NA</td>
<td>NA</td>
<td>Stock</td>
<td>Report taken. Referred to SLCPD</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>1/17/2014</td>
<td>2300-2400</td>
<td>00021-2014</td>
<td>Theft/Vandalism</td>
<td>NA</td>
<td>NA</td>
<td>Nunemaker Lot</td>
<td>Report taken. Referred to SLCPD</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>1/18/2014</td>
<td>1650</td>
<td>00023-2014</td>
<td>Sexual Assault</td>
<td>Forcible Rape</td>
<td>1</td>
<td>between Carleson Hall and EEJC</td>
<td>Report taken. Turned to SLCPD #14-9498</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>-----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>1/24/2014</td>
<td>144</td>
<td>00028-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>6</td>
<td>WOTD</td>
<td>Report taken. Referred to Dean.</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>01-25, 01-26</td>
<td>1900-1100</td>
<td>00029-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>east of Hogle</td>
<td>Report taken. No suspects</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>1/31/2014</td>
<td>149</td>
<td>00033-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>2</td>
<td>Carleson Hall</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>1/31/2014</td>
<td>149</td>
<td>00033-2014</td>
<td>Drug Violation</td>
<td>Drug Law Violations-Referred for disciplinary action</td>
<td>2</td>
<td>Carleson Hall</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
<td>Unknown</td>
<td>00042-2014</td>
<td>Theft/u shaped bike rack</td>
<td>NA</td>
<td>NA</td>
<td>Walker</td>
<td>Report taken. Under investigation</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>2/8/2014</td>
<td>1145</td>
<td>00044-2014</td>
<td>Theft/bike parts</td>
<td>NA</td>
<td>NA</td>
<td>Meldrum</td>
<td>Report taken. Under investigation Unable to id suspect. Case closed.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>2/8/2014</td>
<td>2014</td>
<td>00045-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>5</td>
<td>Villa Darvi</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>2/11/2014</td>
<td>1700</td>
<td>00048-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Dick Bldg.</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>02-05, 02-06</td>
<td>0800, 0900</td>
<td>00049-2014</td>
<td>Theft/Bikes</td>
<td>NA</td>
<td>NA</td>
<td>n.e.side Walker</td>
<td>Report taken. No suspects or leads Case closed.</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (Classification)</td>
<td>Clery (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>---------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>2/13/2014</td>
<td>1550-1610</td>
<td>00052-2014</td>
<td>Theft</td>
<td>NA</td>
<td>NA</td>
<td>Meldrum</td>
<td>Report taken. Turned to SLCPD #14-24411</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>2/14/2014</td>
<td>1220</td>
<td>00054-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>10</td>
<td>Olwell</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>2/15/2014</td>
<td>0543, 0659</td>
<td>00057-2014</td>
<td>Theft/bike</td>
<td>NA</td>
<td>NA</td>
<td>Jewett bike cage</td>
<td>Report taken. Turned to SLCPD #14-25864</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>2/16/2014</td>
<td>0530</td>
<td>00061-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>1</td>
<td>Stock Hall</td>
<td>Report taken by RA. Refer to Dean.</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>3/6/2014</td>
<td>1750</td>
<td>00073-2014</td>
<td>Theft</td>
<td>NA</td>
<td>NA</td>
<td>WOTD/non campus lot</td>
<td>Report taken. Preported to Dalls Reid-manager of lot</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>3/8/2014</td>
<td>0830</td>
<td>00076-2014</td>
<td>Suspicious person</td>
<td>NA</td>
<td>NA</td>
<td>Nunemaker Lot</td>
<td>Report taken. Referred to SLCPD</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>03-07, 03-08</td>
<td>2300-1900</td>
<td>00077-2014</td>
<td>Vehicle Theft</td>
<td>Motor Vehicle Theft</td>
<td>1</td>
<td>Nunemaker Lot</td>
<td>Report taken. Turned to SLCPD #14-38289 - recovered 3/10/14</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>3/9/2014</td>
<td>1700</td>
<td>00080-2014</td>
<td>Trespassing</td>
<td>NA</td>
<td>NA</td>
<td>HWAC</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>3/16/2014</td>
<td>0215</td>
<td>00083-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Olwell</td>
<td>Report taken</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>3/15/2014</td>
<td>2318</td>
<td>00084-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>4</td>
<td>Olwell</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>03-14, 03-15</td>
<td>2300, 0700</td>
<td>00085-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>on 13th east near Hogle Hall</td>
<td>Report taken</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>3/19/2014</td>
<td>1000</td>
<td>00086-2014</td>
<td>Suspicious person</td>
<td>NA</td>
<td>NA</td>
<td>driving around campus</td>
<td>Report taken. Referred to SLCPD</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>3/15/2014</td>
<td>1508</td>
<td></td>
<td>Criminal Mischief</td>
<td>NA</td>
<td>NA</td>
<td>Hogle</td>
<td>Report Taken</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>3/29/2014</td>
<td>0700</td>
<td>00093-2014</td>
<td>Trespassing</td>
<td>NA</td>
<td>NA</td>
<td>outside of Payne Gym</td>
<td>Report Taken</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>3/29/2014</td>
<td>0900</td>
<td>00092-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Meldrum</td>
<td>Report taken. Referred to SLCPD</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>3/30/2014</td>
<td>0815</td>
<td>00094-2014</td>
<td>Vehicle Burglary</td>
<td>NA</td>
<td>NA</td>
<td>Lower Nunemaker Lot</td>
<td>Report taken. Referred to SLCPD</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>4/4/2014</td>
<td>0300</td>
<td>00110-2014</td>
<td>Criminal Mischief</td>
<td>NA</td>
<td>NA</td>
<td>HWAC</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>4/5/2014</td>
<td>2230</td>
<td>00104-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Off campus Gateway-Spring Dance</td>
<td>Report taken. Referred to Dean.</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>4/5/2014</td>
<td>2315</td>
<td>00105-2014</td>
<td>Criminal Mischief</td>
<td>NA</td>
<td>NA</td>
<td>Off campus Gateway-Spring Dance</td>
<td>Report taken. Referred to Dean.</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>4/11/2014</td>
<td>0030</td>
<td>00111-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>EEJC</td>
<td>Report taken</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>4/12/2014</td>
<td>2213</td>
<td>00114-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>2</td>
<td>Hogle</td>
<td>Report taken. Referred to Dean.</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>----------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-------------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>4/13/2014</td>
<td>1830</td>
<td>00113-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Garfield</td>
<td>Report taken</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>4/16/2014</td>
<td>unknown</td>
<td>00120-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Foster Lot</td>
<td>Report taken. No suspects. Case closed.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>4/19/2014</td>
<td>1913</td>
<td>00121-2014</td>
<td>Harassment</td>
<td>NA</td>
<td>NA</td>
<td>Olwell Hall</td>
<td>Report taken. Referred to Asst Dean Under investigation.</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>4/22/2014</td>
<td>unknown</td>
<td>00123-2014</td>
<td>Hate Crimes-Ethnicity or national origin</td>
<td>I Outside NW corner Payne, on tree.</td>
<td>Report taken. No suspects. Case closed closed.</td>
<td>on campus/non residential</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/22/2014</td>
<td>1600-1915</td>
<td>00127-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Century parking lot</td>
<td>Report taken. No leads, suspects, or evidence. Case closed.</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>4/23/2014</td>
<td>1230</td>
<td>0128-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Stop sign on north west corner HWAC</td>
<td>Report taken. Grafitti removed Case closed.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>4/24/2014</td>
<td>Ukn.</td>
<td>00130-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Behnken bike rack</td>
<td>Report taken. Referred to SLCPD. No leads or suspects.</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>4/27/2014</td>
<td>1906</td>
<td>00131-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Garfield</td>
<td>Report taken</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery Classification</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>----------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>4/30/2014</td>
<td>1900-0750</td>
<td>00134-2014</td>
<td>Theft/Vandalism</td>
<td>NA</td>
<td>NA</td>
<td>Nunemaker lot</td>
<td>Report taken. No suspects or leads. Under investigation.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>4/30/2014</td>
<td>Ukn.-0850</td>
<td>00135-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>WOTD/non campus lot</td>
<td>Report taken. Under investigation</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>4/30/2014</td>
<td>Uknown</td>
<td>00136-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>WOTD/top level</td>
<td>Report taken. Under investigation</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>5/1/2014</td>
<td>1743</td>
<td>00139-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Garfield</td>
<td>Report taken</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>5/1/2014</td>
<td>1845</td>
<td>00140-2014</td>
<td>Trespassing</td>
<td>NA</td>
<td>NA</td>
<td>Dumke lot</td>
<td>Report taken. Turned to SLCPD #14-70701</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>5/3/2014</td>
<td>0050</td>
<td>00142-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>8</td>
<td>Hogle</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>5/4/2014</td>
<td>1015</td>
<td>00144-2014</td>
<td>Hate Crimes-Ethnicity or national origin</td>
<td>Hate Crimes-Ethnicity or national origin</td>
<td>1</td>
<td>lamp post west of Dumke field</td>
<td>Report taken. No suspects. Graffiti removed.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>5/4/2014</td>
<td>1815</td>
<td>00146-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Olwell Hall</td>
<td>Report taken</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>Ukn.</td>
<td>Ukn.</td>
<td>00151-2014</td>
<td>Threatening behavior</td>
<td>NA</td>
<td>NA</td>
<td>on campus</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>5/7/2014</td>
<td>1600</td>
<td>00150-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>On trail west of Dumke lot</td>
<td>Report taken. Graffiti removed. No suspects.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>-----------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>5/9/2014</td>
<td>1644-1931</td>
<td>00154-2014</td>
<td>Vehicle Theft</td>
<td>Motor Vehicle Theft</td>
<td>1</td>
<td>WOTD level 5A-outside of gate</td>
<td>Report taken. Referred to SLCPD. No leads or suspects.</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>5/13/2014</td>
<td>1920</td>
<td>00156-2014</td>
<td>Trespassing</td>
<td>NA</td>
<td>NA</td>
<td>HWAC</td>
<td>Report taken</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>5/26/2014</td>
<td>1400</td>
<td>00169-2014</td>
<td>Trespassing</td>
<td>NA</td>
<td>NA</td>
<td>Richer Commons</td>
<td>Escorted off campus, police notified (14-84944)</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>5/28/2014</td>
<td>1623</td>
<td>00170-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Garfield School</td>
<td>Reported to police (14-86167)</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>5/28/2014</td>
<td>2229</td>
<td>000171-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Meldrum</td>
<td>Informed Maintenance.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>5/30/2014</td>
<td>0930</td>
<td>00172-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Garfield School</td>
<td>Report taken</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>5/31/2014</td>
<td>1635</td>
<td>00174-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Garfield School</td>
<td>Report taken</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>6/2/2014</td>
<td>1525</td>
<td>00175-2014</td>
<td>Burglary</td>
<td>Burglary Unlawful entry-No force</td>
<td>1</td>
<td>Converse</td>
<td>Report taken. Pictures taken. No suspects.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>6/6/2014</td>
<td>1251</td>
<td>00177-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Villa Darvi</td>
<td>Report taken. No suspects.</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>6/12/2014</td>
<td>1529</td>
<td>00180-2014</td>
<td>vehicle accident/hit and run</td>
<td>NA</td>
<td>NA</td>
<td>Parking Structure</td>
<td>Report taken. No suspects.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>6/13/2014</td>
<td>2034</td>
<td>00181-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Otwell Hall</td>
<td>Report taken. Referred to SLC PD #T14002396</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>6/16/2014</td>
<td>0940</td>
<td>00183-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Maintenance Shop-north side</td>
<td>Report taken. Referred to SLC PD # 2014-801949</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>6/18/2014</td>
<td>1215</td>
<td>00187-2014</td>
<td>Theft</td>
<td>NA</td>
<td>NA</td>
<td>Meldrum</td>
<td>Report taken. No suspects.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>6/24/2014</td>
<td>2148</td>
<td>00193-2014</td>
<td>Theft/property</td>
<td>NA</td>
<td>NA</td>
<td>Lower Nunemaker Lot</td>
<td>Police report T14002622. No suspects.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>6/26/2014</td>
<td>1237</td>
<td>00195-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Meldrum</td>
<td>Report taken. No suspects.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>6/28/2014</td>
<td>1641</td>
<td>00198-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>HWAC</td>
<td>Report taken. Police report T14002702, three suspects on video camera.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>7/4/2014</td>
<td>2327</td>
<td>00204-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>WOTD</td>
<td>Report taken. No suspects.</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>---------------------</td>
<td>-----------------------</td>
<td>-------------------------</td>
<td>--------------</td>
<td>------------------------------</td>
<td>------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/6/2014</td>
<td>1100</td>
<td>00209-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Draw Lot</td>
<td>Report taken. No suspects.</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/7 - 6/2014</td>
<td>unknown</td>
<td>00210-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Gore School of Business</td>
<td>Report taken. No suspects.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>7/7/2014</td>
<td>2145</td>
<td>00211-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Northeast side of bridge</td>
<td>Report taken. No suspects.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>7/9/2014</td>
<td>1630</td>
<td>00213-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Dumke Lot</td>
<td>Report taken. No suspects.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>7/10/2014</td>
<td>1855</td>
<td>00214-2014</td>
<td>Theft/Vandalism</td>
<td>NA</td>
<td>NA</td>
<td>Draw Lot/not part of campus</td>
<td>Report taken. No suspects.</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>7/11/2014</td>
<td>1517</td>
<td>00216-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Gore School of Business</td>
<td>Report taken. No suspects.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>7/12/2014</td>
<td>1937</td>
<td>00219-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Garfield School</td>
<td>Report taken</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>7/13/2014</td>
<td>1537</td>
<td>00221-2014</td>
<td>Trespassing</td>
<td>NA</td>
<td>NA</td>
<td>Dumke Lot</td>
<td>Report taken</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>7/16/2014</td>
<td>2033</td>
<td>00223-2014 &amp; 00224-</td>
<td>Theft/Vandalism</td>
<td>NA</td>
<td>NA</td>
<td>Draw Lot/not part of campus</td>
<td>Report taken. No suspects.</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/25/2014</td>
<td>0601</td>
<td>00228-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>west side of Giovale Library</td>
<td>Report taken</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>----------------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>7/27/2014</td>
<td>0200</td>
<td>00231-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>EEJC box office</td>
<td>Report taken</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>8/6/2014</td>
<td>1705</td>
<td>00238-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Giovale Library</td>
<td>Report taken. Referred to SLCPD # 14-802795</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>8/7/2014</td>
<td>1100</td>
<td>00252-2014</td>
<td>Burglary</td>
<td>Burglary Unlawful entry-No force</td>
<td>1</td>
<td>Giovale Library-IS Department</td>
<td>Report taken. Referred to SLCPD # 14-138439</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>8/7/2014</td>
<td>0800</td>
<td>00239-2014</td>
<td>Theft/Vandalism</td>
<td>NA</td>
<td>NA</td>
<td>Draw Lot/not part of campus</td>
<td>Report taken. No suspects.</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>8/12/2014</td>
<td>1448</td>
<td>00249-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Nunemaker Lot</td>
<td>Report taken</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>8/15/2014</td>
<td>1758</td>
<td>00254-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Olwell</td>
<td>Report taken</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>8/16/2014</td>
<td>1145</td>
<td>00258-2014</td>
<td>Theft/Vandalism</td>
<td>NA</td>
<td>NA</td>
<td>Draw Lot/not part of campus</td>
<td>Report taken. No suspects.</td>
<td>off campus/non residential</td>
<td></td>
</tr>
<tr>
<td>8/16/2014</td>
<td>1042</td>
<td>00255-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Olwell</td>
<td>Report taken</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>8/17/2014</td>
<td>1822</td>
<td>00259-2014</td>
<td>Criminal Mischief/Property damage</td>
<td>NA</td>
<td>NA</td>
<td>Alumni House</td>
<td>Report taken</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>8/22/2014</td>
<td>2300</td>
<td>00493-2014</td>
<td>Rape</td>
<td>Forcible Rape</td>
<td>1</td>
<td>Westminster On the Draw</td>
<td>Referred to Title IX coordinator</td>
<td>on campus/residential</td>
<td>R00051-2014</td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>-----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>8/22/2014</td>
<td>2300</td>
<td>00493-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>4</td>
<td>Westminster On the Draw</td>
<td>Referred to Title IX coordinator</td>
<td>on campus/residential</td>
<td>R00051-2014</td>
</tr>
<tr>
<td>8/18/2014</td>
<td>0110</td>
<td>00263-2014</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>Liquor law violation/referred for disciplinary action</td>
<td>2</td>
<td>Behnken Hall</td>
<td>Report taken. Referred to Dean</td>
<td>on campus/residential</td>
<td></td>
</tr>
<tr>
<td>8/28/2014</td>
<td>3:45pm</td>
<td>00314-2014</td>
<td>Liquor Law Violation</td>
<td>Referred for disciplinary action</td>
<td>R00031-2014</td>
<td>Grass by Dick Science</td>
<td>Report taken.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>9/8/2014</td>
<td>08:21</td>
<td>00334-2014</td>
<td>Theft/art supplies</td>
<td>NA</td>
<td>NA</td>
<td>Converse</td>
<td>Report taken.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>9/22/2014</td>
<td>05:55</td>
<td>00351-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Bike Collective</td>
<td>Report taken.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>9/25/2014</td>
<td>15:05</td>
<td>00354-2014</td>
<td>Trespassing</td>
<td>NA</td>
<td>NA</td>
<td>Payne Gymnasium</td>
<td>Report taken.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>9/28/2014</td>
<td>09:34</td>
<td>00355-2014</td>
<td>Battery</td>
<td>NA</td>
<td>NA</td>
<td>Jewett</td>
<td>Report taken. Referred to SLCPD case #14-169402.</td>
<td>on campus/non residential</td>
<td></td>
</tr>
<tr>
<td>10/5/2014</td>
<td>1045</td>
<td>00363-2014</td>
<td>Property Damage/Criminal Mischief</td>
<td>NA</td>
<td>NA</td>
<td>HWAC</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>10/5/2014</td>
<td>0626</td>
<td>00362-2014</td>
<td>Vehicle Burglary</td>
<td>NA</td>
<td>NA</td>
<td>Nunemaker</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>10/6/2014</td>
<td>1155</td>
<td>00364-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Walker Hall</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>10/11/2014</td>
<td>2015</td>
<td>00370-2014</td>
<td>Trespassing</td>
<td>NA</td>
<td>NA</td>
<td>Southeast side of Campus</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>10/18/2014</td>
<td>0212</td>
<td>00379-2014</td>
<td>Drug Law Violation</td>
<td>Drug law violation/referred for disciplinary action</td>
<td>1</td>
<td>Otwell Hall</td>
<td>Report taken.</td>
<td>on campus/residence halls</td>
<td>R00026-2014</td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>----------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>10/18/2014</td>
<td>0212</td>
<td>00379-2014</td>
<td>Hate Crime</td>
<td>Hate Crime/Race/referred for disciplinary action</td>
<td>1</td>
<td>Olwell Hall</td>
<td>Report taken.</td>
<td>on campus/residence halls</td>
<td>R00026-2014</td>
</tr>
<tr>
<td>10/21/2014</td>
<td>2345</td>
<td>00383-2014</td>
<td>Criminal Mischief/Property Damage</td>
<td>NA</td>
<td>NA</td>
<td>Jewett Lot</td>
<td>Report taken. Referred to SLCPD case #T14005383.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>10/22/2014</td>
<td>2221</td>
<td>00386-2014</td>
<td>Agravated Assault</td>
<td>Agravated Assault/with hands, fists, feet, teeth</td>
<td>2</td>
<td>Villa Darvi</td>
<td>Report taken.</td>
<td>on campus/residence halls</td>
<td>R00054-2014</td>
</tr>
<tr>
<td>10/22/2014</td>
<td>1315</td>
<td>00385-2014</td>
<td>Criminal Mischief/Property Damage</td>
<td>NA</td>
<td>NA</td>
<td>Ceramic Center</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>10/23/2014</td>
<td>1530</td>
<td>00389-2014</td>
<td>Theft/personal property</td>
<td>NA</td>
<td>NA</td>
<td>Courage Theater</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>10/24/2014</td>
<td>2312</td>
<td>00396-2014</td>
<td>Drug Law Violation</td>
<td>Drug law violation/referred for disciplinary action</td>
<td>1</td>
<td>Century</td>
<td>Report taken. Referred to SLCPD case #14-186612.</td>
<td>on campus/residence halls</td>
<td>R00027-2014</td>
</tr>
<tr>
<td>10/24/2014</td>
<td>1737</td>
<td>00391-2014</td>
<td>Vehicle Burglary</td>
<td>NA</td>
<td>NA</td>
<td>Lower Nunemaker Lot</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>--------------</td>
<td>---------------------------</td>
<td>-----------------------------</td>
<td>----------------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>10/25/2014</td>
<td>0032</td>
<td>00397-2014</td>
<td>Criminal Mischief/Property Damage</td>
<td>NA</td>
<td>NA</td>
<td>Report taken</td>
<td>Meldrum Science Center</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (Classification)</td>
<td>Clery Classification</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------------------------------------</td>
<td>----------------------</td>
<td>--------------</td>
<td>-------------</td>
<td>---------------------------</td>
<td>----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>10/27/2014</td>
<td>1545</td>
<td>00419-2014</td>
<td>Theft/personal property</td>
<td>NA</td>
<td>NA</td>
<td>Shaw Center</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clergy Type (Classification)</td>
<td>Clergy Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clergy Location</td>
<td>Clergy Report Number</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------------</td>
<td>-------------------------------</td>
<td>---------------</td>
<td>----------</td>
<td>-------------</td>
<td>-----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>10/28/2014</td>
<td>1645</td>
<td>00422-2014</td>
<td>Burglary/Vehicle</td>
<td>NA</td>
<td>NA</td>
<td>Lower Nunemaker Lot</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>11/1/2014</td>
<td>0336</td>
<td>00431-2014</td>
<td>Sexual Assault</td>
<td>Forcible Rape</td>
<td>1</td>
<td>Noncampus</td>
<td>Report taken.</td>
<td>SLCPD # 40528405</td>
<td>R00070-2014</td>
</tr>
<tr>
<td>11/21/2014</td>
<td>1604</td>
<td>00451-2014</td>
<td>Criminal Mischief/Property Damage</td>
<td>NA</td>
<td>NA</td>
<td>Malouf</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>11/22/2014</td>
<td>1605</td>
<td>00452-2014</td>
<td>Burglary/Vehicle</td>
<td>NA</td>
<td>NA</td>
<td>Lower Nunemaker Lot</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>11/24/2014</td>
<td>1802</td>
<td>00455-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Carleson Hall</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>12/1/2014</td>
<td>1433</td>
<td>00460-2014</td>
<td>Criminal Mischief</td>
<td>NA</td>
<td>NA</td>
<td>Foster Hall</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>Date Occurred</td>
<td>Time Occurred</td>
<td>Report Number</td>
<td>Type (classification)</td>
<td>Clery (Classification)</td>
<td>Clery Number</td>
<td>Location</td>
<td>Disposition</td>
<td>Clery Location</td>
<td>Clery Report Number</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>---------------</td>
<td>------------------------</td>
<td>------------------------</td>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>---------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>12/2/2014</td>
<td>1425</td>
<td>00461-2014</td>
<td>Burglary/Vehicle</td>
<td>NA</td>
<td>NA</td>
<td>Lower Nunemaker Lot</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>12/6/2014</td>
<td>1939</td>
<td>00468-2014</td>
<td>Theft/Bike</td>
<td>NA</td>
<td>NA</td>
<td>Hogle Hall</td>
<td>Report taken.</td>
<td>on campus/other</td>
<td></td>
</tr>
<tr>
<td>12/30/2014</td>
<td>1723</td>
<td>00509-2014</td>
<td>Criminal Mischief/Property Damage</td>
<td>NA</td>
<td>NA</td>
<td>Shaw</td>
<td>Report taken.</td>
<td>On campus/other</td>
<td></td>
</tr>
</tbody>
</table>
## Clery Report 2012

<table>
<thead>
<tr>
<th>Clery Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burglary Unlawful Entry - No Force</td>
<td>4</td>
</tr>
<tr>
<td>Burglary Forcible Entry</td>
<td>2</td>
</tr>
<tr>
<td>Burglary Attempted Forcible Entry</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft - Autos (trucks &amp; buses/other vehicles)</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations-Arrest</td>
<td>8</td>
</tr>
<tr>
<td>Drug Law Violations-Referred for disciplinary action</td>
<td>28</td>
</tr>
<tr>
<td>Liquor Law Violations-Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations-Referred for disciplinary action</td>
<td>178</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Religion</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Race</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Gender</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Sexual Orientation</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Ethnicity or national origin</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Disability</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Homicide-Murder and non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Homicide-Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Rape</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Sodomy</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Sexual Assault with an Object</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Forcible Fondling</td>
<td>1</td>
</tr>
<tr>
<td>Sex Offenses-Non forcible/Incest</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Non forcible/Statutory Rape</td>
<td>0</td>
</tr>
<tr>
<td>Robbery/with firearm</td>
<td>0</td>
</tr>
<tr>
<td>Robbery/with with a knife or cutting Instrument</td>
<td>0</td>
</tr>
<tr>
<td>Robbery/with other dangerous weapon</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault/with a weapon</td>
<td>0</td>
</tr>
<tr>
<td>Clery Type</td>
<td>Count</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Aggravated Assault/with a knife or cutting instrument</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault/with other dangerous weapon</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault/with hands, fists, feet, teeth</td>
<td>14</td>
</tr>
<tr>
<td>Arson/Structural</td>
<td>0</td>
</tr>
<tr>
<td>Arson/Mobile</td>
<td>0</td>
</tr>
<tr>
<td>Arson/other</td>
<td>0</td>
</tr>
</tbody>
</table>

Clery 2013

<table>
<thead>
<tr>
<th>Clery Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burglary Unlawful Entry - No Force</td>
<td>2</td>
</tr>
<tr>
<td>Burglary Forcible Entry</td>
<td>13</td>
</tr>
<tr>
<td>Burglary Attempted Forcible Entry</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft - Autos (trucks &amp; buses/other vehicles)</td>
<td>2</td>
</tr>
<tr>
<td>Drug Law Violations-Arrest</td>
<td>1</td>
</tr>
<tr>
<td>Drug Law Violations-Referred for disciplinary action</td>
<td>35</td>
</tr>
<tr>
<td>Liquor Law Violations-Arrest</td>
<td>2</td>
</tr>
<tr>
<td>Liquor Law Violations-Referred for disciplinary action</td>
<td>133</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Religion</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Race</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Gender</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Sexual Orientation</td>
<td>3</td>
</tr>
<tr>
<td>Hate Crimes - Ethnicity or national origin</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Disability</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Homicide-Murder and non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Homicide-Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Rape</td>
<td>0</td>
</tr>
<tr>
<td>Category</td>
<td>Count</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Sodomy</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Sexual Assault with an Object</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Forcible Fondling</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Non-forcible/Incest</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Non-forcible/Statutory Rape</td>
<td>3</td>
</tr>
<tr>
<td>Robbery/with firearm</td>
<td>0</td>
</tr>
<tr>
<td>Robbery/with a knife or cutting Instrument</td>
<td>0</td>
</tr>
<tr>
<td>Robbery/with other dangerous weapon</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault/with a weapon</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault/with a knife or cutting instrument</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault/with other dangerous weapon</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault/with hands, fists, feet, teeth</td>
<td>1</td>
</tr>
<tr>
<td>Arson/Structural</td>
<td>0</td>
</tr>
<tr>
<td>Arson/Mobile</td>
<td>0</td>
</tr>
<tr>
<td>Arson/other</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>1</td>
</tr>
<tr>
<td>Clery Type</td>
<td>Count</td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Burglary Unlawful Entry - No Force</td>
<td>2</td>
</tr>
<tr>
<td>Burglary Forcible Entry</td>
<td>2</td>
</tr>
<tr>
<td>Burglary Attempted Forcible Entry</td>
<td>3 auto/2 motorcycle</td>
</tr>
<tr>
<td>Motor Vehicle Theft - Autos (trucks &amp; buses/other vehicles)</td>
<td>8</td>
</tr>
<tr>
<td>Drug Law Violations-Arrest</td>
<td>1</td>
</tr>
<tr>
<td>Drug Law Violations-Referred for disciplinary action</td>
<td>18</td>
</tr>
<tr>
<td>Liquor Law Violations-Arrest</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations-Referred for disciplinary action</td>
<td>99</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>8</td>
</tr>
<tr>
<td>Hate Crimes - Religion</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Race</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Gender</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Sexual Orientation</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes - Ethnicity or national origin</td>
<td>3</td>
</tr>
<tr>
<td>Hate Crimes - Disability</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Homicide-Murder and non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Homicide-Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Rape</td>
<td>8</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Sodomy</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Sexual Assault with an Object</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Forcible/Forcible Fondling</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Non-forcible/Incest</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses-Non-forcible/Statutory Rape</td>
<td>0</td>
</tr>
<tr>
<td>Robbery/with firearm</td>
<td>0</td>
</tr>
<tr>
<td>Robbery/with with a knife or cutting Instrument</td>
<td>0</td>
</tr>
<tr>
<td>Robbery/with other dangerous weapon</td>
<td>0</td>
</tr>
<tr>
<td>Crime</td>
<td>Count</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Aggravated Assault/with a weapon</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault/with a knife or cutting instrument</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault/with other dangerous weapon</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault/with hands, fists, feet, teeth</td>
<td>2</td>
</tr>
<tr>
<td>Arson/Structural</td>
<td>0</td>
</tr>
<tr>
<td>Arson/Mobile</td>
<td>0</td>
</tr>
<tr>
<td>Arson/other</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>3</td>
</tr>
<tr>
<td>Stalking</td>
<td>1</td>
</tr>
</tbody>
</table>
2014 Annual

Fire Safety Report

Westminster College is committed to provide a safe environment for all students, faculty, staff and visitors. All reports of fires in, on, or around campus buildings are maintained in a database within the College’s Office of Environmental Health and Safety. The data collected from these reports includes, but is not limited to, the building name; number of persons who received injuries as a result of the fire; deaths caused by the fire; and the dollar value of property damaged by the fire. It is the intent of Westminster College to provide a safe environment with respect to fire and emergency safety by following the International Fire Code (IFC). The College’s Annual Fire Safety Report provides information concerning safety at the College. All members of the Westminster College community are encouraged to use this report as a guide for safe practices on and off campus.

Annual Fire Safety Report

This report complies with the Campus Fire Safety Right-to-Know Act, and is based on reporting documents received from Campus Security which includes housing affiliated with Westminster College Campus. This Annual Fire Safety Report contains fire statistics for the three previous calendar years and information on Campus Safety. The College’s Environmental Health and Safety prepare and distribute this report. Westminster College’s Annual Fire Safety Report is published by October 1 each year. The report is available online at https://www.westminstercollege.edu/EHS/.

Copies of this report may also be obtained from the Office of Environmental Health and Safety by calling (801) 832-2312, (801) 832-2567, or by contacting the Office of the Dean of Students (801) 832-2230. All enrolled students, faculty and staff are notified by email of the report’s availability prior to October 1. Prospective faculty and staff may obtain a copy of the report from Human Resources, Bamberger Hall 106, or by calling (801) 832-2570. A link to this report is also available on the EHS webpage at https://www.westminstercollege.edu/EHS/.

In compliance with the Clery Act, the College annually discloses crime and fire statistics to the United States Department of Education. Additional information about fire/life safety is available online at https://www.westminstercollege.edu/EHS/.

Campus Fire Safety Report

This fire safety report contains fire safety policies and procedures related to on-campus student housing and statistics for fires that occurred in those facilities.

Fire Safety Education And Training

The Office of Environmental Health, Safety and Security is responsible for a majority of the College’s fire prevention and safety training programs as well as regular fire and life safety inspections for some on campus events. Fire safety education and training programs, which include fire extinguisher training, are taught by Campus Fire Marshal and members of State Fire Marshal’s Office. A fire and evacuation drill is coordinated by the Office of Environmental Health, Safety, Security and Student Life/Housing each semester in each residential facility (except Arbogast House, Coyner House, Duddy Duplex, Peterson House, Palmer House, Reherd House and Watson House).

The purpose of the fire and evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. In addition to educating occupants of each building about fire safety and evacuation procedures during the drills, the process also provides the Office of Environmental and Safety with an opportunity to test the operation of fire alarm system components.
Evacuation drills are monitored by the Office of Environmental Health and Safety to evaluate egress and behavioral patterns. Reports are prepared by the Office of Environmental Health and Safety which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments for consideration.

The Resident Advisors and Resident Directors are trained in these procedures and act as an ongoing resource for students living in residential facilities.

The Office of Environmental Health and Safety documents each test it conducts, including a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced. In addition to the fire and evacuation drills, the Office of Environmental Health and Safety (in cooperation with local fire authorities) conducts fire extinguisher training for Resident Advisors (RAs), Resident Directors (RDs), faculty, staff and students each year.

Educational programs are provided by Environmental Health and Safety (EH&S) Fire Prevention Staff/Campus Fire Marshal to all RA’s annually. Programs are also provided periodically for students, faculty and staff on request. These programs include:

- Fire prevention in the residence halls.
- What to do in the event of a fire.
- How to report a fire or other emergency.
- How fire system operate.
- Evacuation procedures.

Students, faculty, and staff may request additional fire safety training by contacting the Safety Department at (801) 832-2567 or email: srezai@westminstercollege.edu

**Procedures**

If a fire occurs, individuals are instructed to sound the building fire alarm by pulling the red alarm pull box and, if possible, call 911 and/or Campus Security at (801) 832-2525.

Once a fire alarm has been sounded, individuals should evacuate immediately using the nearest fire exit door or stairwell. Individuals should not use elevators because they may become inoperative due to the fire. If possible, abled persons should assist disabled persons in exiting the building. Disabled persons who cannot use stairs should wait in the stairwell until Campus Security or firefighters arrive. Individuals should notify Campus Security or fire authorities of the location of any disabled persons remaining in the building. Individuals should also notify Campus Security or firefighters if they suspect that someone may be trapped inside.

Even if the alarm stops, individuals should continue the evacuation. Warn others who may enter the building after the alarm stops. Individuals should evacuate to the emergency assembly point, elevated playing field or if otherwise instructed a distance of at least 500 feet from the building and out of the way of emergency personnel. Individuals should not return to the building until instructed to do so by Campus Security or other authorized personnel.

When a fire alarm has been sounded or a fire otherwise reported to Campus Security, the Security Department will initiate the notification procedures for contacting appropriate personnel.

**In Case of Fire Or Fire Alarm**

- If a fire alarm is heard or seen, immediately begin evacuation of the building.
- Close all windows and doors behind you.
- If a fire or smoke is discovered, sound the building alarm.
- Notify Campus Security and/or dial 911.
- Close the window to your room.
• Proceed quickly to the nearest exit, closing room and stairwell doors as you leave do not lock doors. (Closing doors helps to confine the fire by reducing oxygen flow).
• Alert others as you leave.
• Do not use elevators.
• Activate the fire alarm as you leave the building.
• If you encounter smoke, stay near the floor and below the smoke.
• Exit the building and assemble in the area established by your Residence Hall Staff (Emergency assembly point- elevated playing field). Do not leave the area as you must be accounted for. If you don’t know where your designated area is located, contact your RA.
• If unable to leave your room due to heat, smoke or fire, call Campus Security and/or call 911 to give your location so firefighters may find you. If possible, hang a brightly colored towel or article of clothing out your window to signal for assistance.
• Do not return to an evacuated building unless told so by an authorized college official.

How To Report That A Fire Has Occurred

Students, faculty and staff are instructed to call 911 to report fires occurring in, on, or around College’s buildings. In addition, if feasible, also report fires to Campus Security (801) 832-2525.

For purposes of counting and disclosing fires in the College’s annual fire statistics, individuals should report fires to either of positions listed below:

Campus Security at (801) 832-2525 and/or Campus Fire Marshal at (801) 832-2567 that a fire has occurred.

GENERAL FIRE SAFETY

Be aware of the possible primary and secondary emergency exit routes, fire alarm pull stations, and emergency procedures of your place of residence. Those with physical disabilities should notify Residence Life, in advance, to plan for an evacuation. If you become temporarily disabled due to an injury or illness, Residence Life should be informed. Become familiar with the fire exits nearest your room and the evacuation plans on each floor of your building. Generally speaking, you should use the closest stairwell to your room; but you should be aware of a secondary exit in the event your primary exit becomes unusable.

FIRE DRILLS

In compliance with state regulations, the Office of Environmental Health and Safety, in conjunction with Student Life/Housing, conducts fire drills (evacuations) a minimum of two times annually. Each semester, the Office Environmental Health and Safety also conducts one fire drill in academic and administrative buildings. Drills shall be held at random and are conducted during all hours of the day to avoid distinction between drills and actual fires. Westminster College requires all occupants to evacuate the buildings during the fire drills. Individuals who ignore fire alarms and required evacuations may face disciplinary charges. Fire drill documentation is maintained by the Safety Department.

USE OF FIRE EXTINGUISHER

Properly trained residence hall staff may attempt to put out a fire using fire extinguishers. Fire extinguishers are not meant to fight large or spreading fires. Apply the following guidelines when using a fire extinguisher:

• Only trained personnel should use a fire extinguisher.
• Activate a fire alarm prior to using a fire extinguisher.
• Always position yourself with an exit or means of escape at your back before using a fire extinguisher to put out a fire.
• If the fire is producing large amounts of smoke that you may inhale it, do not try to extinguish it.
<table>
<thead>
<tr>
<th>Building Name</th>
<th>Fire Alarm Monitoring</th>
<th>Emergency Procedures</th>
<th>Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguishers</th>
<th>Evacuation Plans</th>
<th>Number of Fire Drills</th>
<th>CO Detection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Behnken Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Olwell Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Hogle Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Carleson Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>DRAW</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Villa Darvi</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Century</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arbogast House</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coyner House</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duddy Duplex</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peterson House</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palmer House</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reherd House</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watson House</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Stock Hall, Behnken Hall, Olwell Hall, Hogle Hall, Carleson Hall and DRAW are equipped with fire alarms and full fire sprinkler systems.

- The building alarms sound when a smoke detector in the main corridor of the building is activated or a sprinkler head detects heat or is broken.
- Each individual bedroom and all common areas are equipped with smoke detectors and sprinkler heads.
- Interior room/apartment alarms do not sound the entire building alarm when activated.
- Sprinklers activate building alarms.
- Smoke detectors activated in an ADA room sound the building alarm.
- Building Inspections are conducted by the Environmental Health and Safety Staff to ensure that all smoke detectors are functioning properly.
- All apartments/main corridors of the buildings are equipped with fire extinguishers and alarms.
- All residence hall fire alarm systems, if activated, result in a signal being transmitted immediately to a monitoring place (Mountain Alarm).
- Fire Department and Campus Security will be notified immediately upon activation of the building alarms.
- Olwell Hall, Behnken Hall and Stock Hall apartments are equipped with two Carbon Monoxide detectors. These CO detectors, if activated, result in a signal being transmitted immediately to a monitoring place (Mountain Alarm). Fire Department and Campus Security will be notified immediately upon activation of the CO detectors.
Policies Regarding Portable Electrical Appliances, Smoking And Open Flames In Student Housing Facilities

Smoking
Residence Life policy and Utah state law prohibits smoking inside buildings and within 25 feet of building entrances, exits, windows that open and ventilation intakes. This applies to tobacco and all smoking materials, and includes e-cigarettes. Evidence of smoking, including residual odor, will be treated as a violation of this policy. Smoking out of windows and on the balconies or at the front doors of residence halls is also prohibited. Residents in continual violation of this policy will be subject to disciplinary action.

Open Flames
Open flames, including candles, incense, menorahs, kerosene lamps and stoves, and other similar items, are not permitted in the residence halls. Burnt candles are subject to a $25 fine; 2nd offense, a $50 fine; 3rd offense, a $100 fine; and 4th offense, removal from campus housing.

Appliances
Circuit overloading is a cause of electrical failure and a potential fire hazard. With the proliferation of electrical appliances in the residence halls, the potential for circuit overloading is becoming greater. In order to reduce the load on residence hall electrical circuits and to eliminate the fire hazard posed by some appliances, the following restrictions have been set on the use or possession of electrical appliances:

1. With the exception of small refrigerators and coffee makers, use or possession of any electrical appliance employed in food preparation or storage is prohibited in Hogle and Carleson rooms (e.g., microwave ovens, toaster ovens, hot plates, large refrigerators, skillets toasters, etc.). If you would like one of these items, you may use and store them in the kitchen area. In Olwell, Behnken, Stock, Villa Darvi, Century, and Westminster on the Draw, uses of the above named items are allowed only in the kitchen areas.

2. Irons, portable hair dryers, curlers, and other appliances of less than 500 watts are permitted.

3. Only Underwriters Laboratories approved appliances are permitted. All appliances must be used properly and only for their intended purposes. The college reserves the right at all times to restrict the use of and/or confiscate appliances thought to pose fire and safety hazards.

The following items and activities are not permitted in residence halls:

- Candles
- Halogen lamps
- Smoking
- Live Christmas trees
- Ceiling tapestries
- Space heaters

Never hang on sprinkler pipes or hang anything on a sprinkler head. Tampering with sprinkler pipes and sprinkler heads can cause significant flooding and water damage. Do not cover or otherwise obstruct sprinkler heads, smoke detectors and or other fire detection and suppression equipment.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

Westminster College continues to monitor trends to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs and policies are developed as needed to help assure the safety of all students, faculty and staff.

Additional information about Safety and Fire Regulations is available online at https://www.westminstercollege.edu/pdf/student_life/Campus%20Housing%20Handbook%202014-2015.pdf (page 23)
Daily Fire/Alarm Log

In addition to disclosing fire statistics to the US Department of Education and in its Annual Fire Safety Report, the Office of Environmental Health and Safety maintains a combined Daily Fire/Alarm Log that includes all fire-related incidents that are reported to or identified by the Department of Campus Security. The Log includes the date the incident was reported, the date and time the incident occurred, the nature of the incident, the general location of the incident, cause of alarm, location of alarm, number of injuries that required treatment at a medical facility, number of deaths related to a fire, value of property damage caused by fire and case number. The Daily Fire/Alarm Log for the most recent 60-day period is available for public inspection, upon request, during normal business hours at the Safety office, Behnken Hall 3. The Daily Fire/Alarm Log can also be found online at https://www.westminstercollege.edu/EHS/

Portions of the Log that are older than 60 days will be made available within two business days of a request.

Fire Statistical Disclosure Definitions:
Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Unintentional Fire: A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

Intentional Fire: A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

Undetermined Fire: A fire in which the cause cannot be determined.

Fire-related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

Fire-related Death: Any instance in which a person (i) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers or a fire or (ii) dies within one year of injuries sustained as a result of the fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Fires</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Behnken Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Olwell Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Hogle Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Carleson Hall</td>
<td>1</td>
<td>Electrical</td>
<td>0</td>
<td>0</td>
<td>$100.00</td>
</tr>
<tr>
<td>DRAW</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Villa Darvi</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Century</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Arbogast House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Residential Facilities</td>
<td>Fires</td>
<td>Cause of Fire</td>
<td>Number of Injuries That Required Treatment at a Medical Facility</td>
<td>Number of Deaths Related to a Fire</td>
<td>Value of Property Damage Caused by Fire</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------</td>
<td>---------------</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Stock Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Behnken Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Olwell Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Hogle Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Carleson Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>DRAW</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Villa Darvi</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Century</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Arbogast House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Coyner House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Duddy Duplex</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Peterson House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Palmer House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Reherd House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Watson House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES 2014**

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Fires</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Behnken Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Olwell Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Hogle Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Carleson Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>DRAW</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Villa Darvi</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Century</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Arbogast House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Coyner House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Duddy Duplex</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Peterson House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Palmer House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Reherd House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Watson House</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>