

# Annual Safety and Security & Fire Report

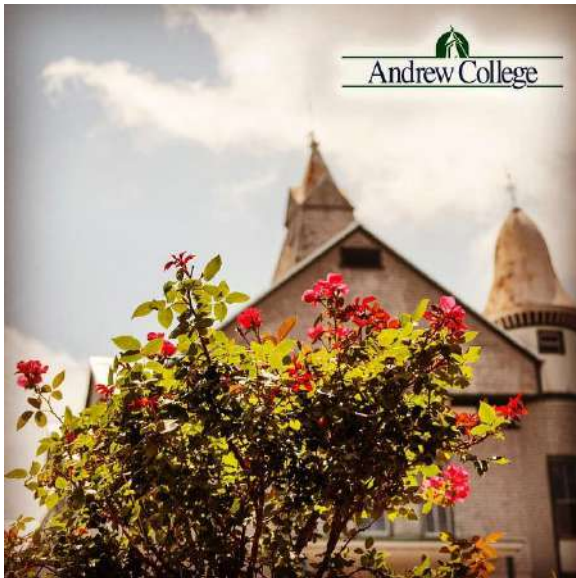
2018



## Annual Security Report

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

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



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

## Andrew College Police Department

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

The Andrew College Police Department is a state-certified law enforcement agency, whose officers possess complete authority to apprehend and arrest anyone involved in illegal acts on campus and in areas immediately adjacent to the campus. The ACPD operates 21 hours per day on business days and 16 hours per day on weekends and college-recognized holidays. The Chief of the Andrew College Police Department is on-call 24 hours per day, 7 days a week, and serves as a primary responder.

The campus police provide all patrol, investigation, specialized, and emergency response, as well as crime prevention and educational services at Andrew College. However, the ACPD, the Randolph County Sheriff's Office, and the Cuthbert Police Department have a memorandum of understanding, in which each respective law enforcement agency augments the other within their shared jurisdiction during mutual investigations, arrests, and prosecutions.

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

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

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

## Reporting Procedures

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

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

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

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

## Voluntary, Confidential Reporting

Anyone who is the claimant or witness to any crime is encouraged to promptly report the incident to the ACPD. Reports made to the ACPD or other local law enforcement agencies are public records under state law, and therefore, cannot be held in confidence. Claimants of sexual misconduct are encouraged to confidentially report crimes to the Office of Student Affairs or the Title IX Coordinator. All reports, however, will be included in the annual crime statistics, with Claimants' name withheld as confidential. When appropriate to do so, violations of the law will be referred to the Title IX Coordinator for review. When a potentially dangerous threat to the college community arises, campus security alerts will be issued to notify individuals of the threat in a timely manner. These alerts will also inform the community of any recommended action to be taken.



## ***Reporting Crimes to the Pastoral Counselor:***

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

## ***Anonymous Reporting***

As a member of the college community, you have a responsibility to report behaviors that potentially constitute sexual or gender based harassment or violence. When you become aware of an incident or potential incident, where the offender is an Andrew College student, faculty or staff member, you should complete the report immediately. If you are interested in reporting a crime anonymously, you can utilize the Anonymous Reporting Form, which can be accessed at:

<https://docs.google.com/a/andrewcollege.edu/forms/d/1ay7qPxaJX89zAWZoECR7lGk3JsE9f4hTZrKFUbXRrLk/viewform>. The Office of Student Affairs typically will not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for campus safety.

## ***Campus Security Authorities***

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

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

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

- Complaints and grievances related to non-academic employees of the College should be made to the Vice President for Finance located in the Business Office or at 229-732-5646.
- Complaints and grievances related to student life should be made to the Dean of Student Affairs located in Old Main, first floor or at 229-732-5950.
- Complaints and grievances related to admissions practices and recruitment should be made to the Vice President for Enrollment located in Old Main on the second floor or at 229-732-5934.
- Complaints and grievances related to financial aid, accounts payable, or the business office should be made to the Vice President for Finance located in the Business Office or at 229-732-5646.
- Complaints and grievances related to athletics should be made to the Athletic Director located in the Parker Building, on the first floor at 229-732-5951.
- Complaints and grievances related to program accessibility for individuals with disabilities should be made to the Dean of Academic Affairs. Grievances unresolved at this level may be forwarded to the Dean of Student Affairs located in Old Main, first floor or at 229-732-5950.
- Complaints and grievances related to sexual misconduct involving faculty, staff, or students should contact the Title IX Coordinator located in the Business Office, first floor or at 229-732-5946.



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

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



### ***Timely Warnings***

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

in very limited circumstances, campus security alerts are issued for any reported crime or activity that poses an imminent, serious or continuing threat to the campus community. To issue a campus security alert, the Office of Student Affairs or ACPD notifies the campus community using a campus-wide email message, which is addressed to students, faculty and staff. Additionally, a copy of this notice is posted in all affected residence halls and public buildings on campus. Campus security alerts are disseminated with the goal of notifying as many people as possible, as rapidly as possible. These warnings are also sent via the *One Call Now* voice mail, e-mail, and SMS text to all students and staff. All students, faculty, and staff are encouraged to sign up to receive these notices at the beginning of each semester. The following notifications are also utilized: emergency intercom broadcast, e-mail, telephone, and messenger trees.

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

### ***Emergency Response and Evacuation Procedures***

Upon confirmation of an emergency or dangerous situation, Andrew College will immediately notify the campus community of the situation. Andrew College has also adopted and will follow the procedures provided in its Emergency Action Plan. It is the responsibility of the President’s cabinet with cooperation from ACPD to carry out specific responsibilities before, during, and after an emergency, as well as work as a team to minimize potential loss. Additional members of the college community have been designated to assist as needed, including, but not limited to, the directors of physical plant, food service, the Andrew College

Police Department, and Student Affairs program directors. The Dean of Student Affairs is responsible for the development, implementation, and evaluation of the Emergency Action Plan. The Dean of Student Affairs also has the responsibility to communicate the elements of the Emergency Action Plan to all students, faculty, and staff.

Andrew College distributes the Emergency Action Plan to students and employees. The Emergency Action Plan is also accessible for viewing on the college website at: [https://www.andrewcollege.edu/sites/default/files/attachments/student%20life/eap\\_2016.pdf](https://www.andrewcollege.edu/sites/default/files/attachments/student%20life/eap_2016.pdf). A printed copy can also be obtained from the Office of Student Affairs.

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

Once the significant emergency or dangerous situation is confirmed, the President's Cabinet will immediately be notified. The Chief of Police or Dean of Student Affairs will determine who to notify, the content of the notification, and issue a campus security alert to the campus community in the event of an imminent or ongoing threat to the community. Campus security alerts are disseminated with the goal of notifying as many people as possible, as rapidly as possible (i.e., active threats, bomb threats, or a dangerous chemical spill, etc.). These alerts are sent via the *One Call Now* voicemail system and SMS text to all students and staff. All students, faculty, and staff are strongly encouraged to sign up to receive these notices at the beginning of each semester. The following notifications are also utilized: emergency intercom broadcast, e-mail, telephone, and messenger trees.

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

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

### ***Determining the Contents of the Emergency Notification***

As soon as the Chief of Police has confirmed that a significant emergency or dangerous situation exists, the College will, without delay and taking into account the safety of the community, determine the content of any message it will disseminate using its *One Call Now* notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a claimant or to contain, respond to or otherwise mitigate the emergency. Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure each message contains essential information, the mass notification system contains pre-scripted templates. These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The Dean of Student Affairs will select the most appropriate template. In those cases where there are no predetermined templates in the system, the Dean of Student Affairs may custom create a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

### ***Persons and Organizations Responsible for Emergency Response and Evacuation Procedures***

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

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

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

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

and issue a Campus Security Alert to the campus community.

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

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

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

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

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

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

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



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

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

### ***Procedures for Dissemination of Emergency Information to the Larger Community***

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

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

Andrew College conducts annual emergency response and evacuation procedures

drills. The drills are conducted campus wide, and procedures will be publicized annually. The Dean of Student Affairs and Chief of Police will organize the drill in conjunction with the Director of Residence Life and Director of Facilities. The exercise will be documented by the Chief of Police and include a description of the exercise along with the date and time of the exercise and whether it was announced or unannounced. The Chief of Police will notify local law enforcement ( i.e. City of Cuthbert Police Chief and Randolph County Sheriff) when the annual drills are going to take place as well as the results of the drills. The Student Affairs staff meets for a debriefing after each drill.

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





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

Andrew College is committed to providing a safe environment for its community members. Andrew College has adopted an emergency notification system, *One Call Now*, to provide instant alerts regarding emergency situations, severe weather advisories, and school closings. Alerts can be received on your cell phone (via text message) or email. While *One Call Now* is offered free of charge to faculty, staff and students, it does require enrollment. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the school to use this service.

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

### ***Security of and Access to College Facilities***

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

courses meeting there. Many cultural and athletic events held on campus are open to the public. Other facilities, such as the library and dining hall are likewise open to the public. Only those who have approval are issued keys to a building.

### ***Residence Hall Access***

All residence halls at Andrew College operate under a computerized access control and security Monitoring system. Identification cards are coded so that only students who are residents in a particular hall are authorized electronic access entry to that hall; the system denies entry to all unauthorized persons. When any exterior door is left ajar, an audible alarm is activated. ACPD is responsible for checking and securing doors, when needed. When a door is malfunctioning, the facilities office is immediately notified.

Remember to lock your doors and windows. All residence hall exterior doors are equipped with locks and with crash bars to ensure a quick emergency exit. Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident's responsibility to ensure that his/her guest is aware of the College and residence hall policies. Guests are not provided with room keys or door access cards. Guests must be escorted by a resident of the building at all times. All exterior doors are locked twenty-four hours a day. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as residents or the guests of residents.

When Residence Life staff or ACPD receive a report of an unescorted person in a residence hall, a staff member goes to identify that person. ACPD patrols in and around the residence halls. Resident Assistants are assigned to patrol the residence hall areas from 8:00 p.m. until 12:00 a.m. from Sunday thru Thursday, and 8:00 p.m. thru 1 a.m. Friday thru Saturday. During low-occupancy periods such as holidays and scheduled breaks, and summer the residence halls are locked twenty-four hours a day. Each guest is issued an identification card that allows him or her to gain access to their assigned building via the

electronic access control system. Residence Halls are staffed twenty-four hours a day. ACPD personnel also conduct regular checks of the common areas in residence halls.

### ***Recreational Facility Access***

It is the policy of the Andrew College that all Recreational facilities (spaces typically, but not solely, designated for specific intercollegiate athletic program(s) use) will be accessible only by College students and personnel authorized to access such facilities, and during their normal hours of operation. Only by those individuals with a valid College ID are allowed proper access to such facilities. Access to such facilities will only be authorized during the time each facility is specifically designated as being open for use.

While open, these facilities shall have the appropriate staff on duty to oversee operations being conducted at that facility. Any exceptions to this policy must be given in writing, and approved by the appropriate facilities office responsible for athletic and recreational facility access.

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal business hours, Monday through Friday, and for limited designated hours on Saturday, Sunday, and holidays. Facilities are maintained, and their security monitored, in the interest of students, staff, and faculty. Many cultural and athletic events held in college facilities, such as the Jinx Physical Education Complex, Hord Athletic Complex, Gilbert Field, and Jones Chapel, are open to the public during normal business hours. Access to academic and administrative facilities on campus is generally limited to students, employees, and visitors during business hours for purposes of study, work, academic instruction, and other college business. All visitors are required to obtain a visitor pass and a temporary parking permit from ACPD. Each building has established hours based on the needs of the college. ACPD provides random patrols of all campus buildings, 18 hours a day.

ACPD and the Facilities department also perform routine checks to make sure there's adequate lighting in hallways or stairwells and at building entrances and exits.

## **Missing Student Notification Policy**

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Andrew College students will be informed each academic year that students living in residential housing have the option to register a "confidential contact person" to be notified no later than twenty-four (24) hours after the time the College determines the student is missing. A student may register confidential contact information during the first two weeks of each semester by filing a form provided by the Student Life Office. Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact phone number and for update of information should the confidential contact person and/or number change. A student may update information by filing a new form with the Student Life Office. Students are informed that Andrew College will notify the Andrew College Police Department and appropriate law enforcement agencies no later than 24-hours after the time the student is determined to be missing; however, this requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster notification. Only authorized college officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. The confidential contact may be a person designated by the student in addition to the emergency contact the student provided on the Andrew College Health Information Sheet.

Students who are under age eighteen (18) and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent no later than twenty-four (24) hours after the time the student is determined to be missing. If an individual believes a student has been missing for 24 hours, the Director of Residence Life, Dean of Student Affairs, and Andrew College Police Chief should be immediately notified.

Missing student reports will be immediately referred to the Andrew College Police Department and local law enforcement, regardless of whether a confidential contact person has been registered. Notification will be

provided in the “Annual Crime Report” that provides information in compliance with the *Clery Act*. A link to the report is published on the Andrew College website at [www.andrewcollege.edu](http://www.andrewcollege.edu) and in the *Andrew College Student Handbook*.

### ***Missing Person Procedures***

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

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

Any official missing persons report relating to such student requires that the ACPD be notified immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus. During the investigation, the following

information should be established and documented in a Police Incident report:

- Name and location / contact information of the person reporting the missing student,
- Name / vital information of the student reported to be out of contact,
- Nature of the circumstances supporting the determination that the student is out of

contact (time /date last seen or in contact with ),

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

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

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

### **Sexual Misconduct**

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

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

- Providing programs, activities, and an educational environment free from all forms of discrimination and harassment, including sexual misconduct;
- Providing programs, activities, and an educational environment free from "sexual assault," "domestic violence," "dating violence" and "stalking," as those terms are defined under section 40002(a) of the Violence Against Women Act of 1994 and/or applicable state law;
- Fostering an environment that encourages prompt reporting of all types of Sexual Misconduct and a timely response to complaints;
- Providing adequate, prompt, fair and impartial investigations into and resolution of allegations of Sexual Misconduct; and
- Ensuring that Title IX investigations are conducted by College officials who receive annual training on the issues related to Sexual Misconduct, including domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of the accusers and promotes accountability.

## **SEXUAL MISCONDUCT POLICY**

This Policy applies to all College employees, students and non-employee third parties and prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct, including sexual assault, non-consensual sexual contact, intimate partner violence, sexual exploitation, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy. All of the foregoing conduct shall be referred to as "Prohibited Conduct."

## ***Available Resources at Andrew College***

Sexual misconduct in any form violates the Student Code of conduct, and Andrew College Policies and Procedures. The Student Code of Conduct is available on the college website at:

[https://www.andrewcollege.edu/sites/default/files/attachments/student%20life/student\\_handbook\\_2018-19\\_2.20.19.pdf](https://www.andrewcollege.edu/sites/default/files/attachments/student%20life/student_handbook_2018-19_2.20.19.pdf).

The Policies and Procedures Manual is also available on the college website at: [https://www.andrewcollege.edu/sites/default/files/attachments/Business Office/2018-19\\_policy\\_procedures\\_manual.pdf](https://www.andrewcollege.edu/sites/default/files/attachments/Business%20Office/2018-19_policy_procedures_manual.pdf).

Violations of College policies may violate federal and state laws. Violations are subject to disciplinary sanctions through the Office of Student Conduct and/or those outlined in the Policies and Procedures Manual.

Both documents review procedures, policies, and protocols for reporting and addressing allegations of student sexual misconduct. Andrew College offers the following services for Claimants of sex crimes.

- A Victim advocate is available to all Claimants of crimes. The VA provides guidance, assistance, and information. The VA is trained annually to stay informed of best practices to best serve our campus community.
- ACPD is trained how to handle sexual investigations to prevent further trauma for the Claimant. ACPD is trained annually to provide proper care for each case.
- Residence Life staff are trained to provide appropriate support for students.
- Office of Student Affairs staff is trained to handle incidents and provide support to students.
- On-campus, confidential pastoral counseling services are available to students through the Office of Religious Life.
- Paid Health Care services are available for Claimants through a contract with a local physician.
- Lily Pad Center in Albany, Georgia offers comprehensive services to Claimants and families impacted by



crimes of sexual assault and child sexual/physical abuse.



### ***Sexual Misconduct Policy Definitions***

The following definitions and examples provide a common language for the College community. These terms, such as "consent," "sexual assault," and "retaliation," is found in the College's policies and procedures.

**Harassment** – is conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person's protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful.

**Sexual Harassment** - is any unwanted sexual advance, requests for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise.

**Gender-Based Harassment** – is harassment

based on sex, sexual orientation, gender identity, or gender expression, which many include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as gender-based harassment, the conduct need not involve conduct of a sexual nature.

Generally Speaking, harassment can be divided into two types of conduct:

**Quid Pro Quo** – unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a College-related activity or program.

**Hostile Environment** – unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature when the conduct is sufficiently severe or pervasive to deny or limit the Complainant's ability to participate in or benefit from the college's educational programs or benefits by creating an intimidating or hostile environment. A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression is typically not sufficient to constitute a hostile environment.

**Sexual Misconduct** encompasses a range of prohibited behaviors, including sexual assault, non-consensual sexual conduct, domestic violence, dating violence, stalking, sexual exploitation, and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person at whom such conduct is directed.

**Sexual Assault** is having or attempting to have sexual intercourse with another individual by force or threat of force, without explicit



consent, or where the individual is incapacitated.. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

**Sexual Intercourse** includes 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.

**Non-Consensual Sexual Contact** – is having sexual contact with another individual by force or threat of force, without effective affirmative consent, or where that individual is incapacitated. Sexual Contact includes intentional contact with the intimate parts of another, causing an individual to touch their own intimate body parts, or disrobing or exposure of another without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

**Threats/Intimidation of a Sexual Nature** – conduct of a sexual nature, which reasonably would be expected to have the effect of threatening or intimidating the person at whom such conduct is directed.

**Dating Violence** includes violence committed by a person:  
Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and  
Where the existence of such a relationship shall be determined based on a consideration of the following factors:  
a.) The length of the relationship.  
b.) The type of relationship.  
c.) The frequency of interaction between the persons involved in the relationship.

**Domestic Violence** refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the Complainant by a person with whom the Complainant shares a child in common, by a person who is cohabiting with or has cohabited with the

Complainant as a spouse, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction where the crime occurred, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction where the crime occurred.

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

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

A course of conduct refers to a pattern of behavior of two or more acts over a period of time that can be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. The feared harm or injury may be physical, emotional, or psychological, or related to the personal safety, property, education, or employment of that individual. Stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals who are not known to one another.

**Sexual Exploitation** – occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of Sexual Exploitation include, but are not limited to:

- surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all Parties involved;
- non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all Parties

- involved;
- exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge; and
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity

## **SEXUAL MISCONDUCT POLICY: OTHER KEY TERMS AND CONSIDERATIONS**

**Consent** means clear and unambiguous agreement, expressed in mutually understandable words or action, to engage in a particular sexual activity. Whether valid consent has been given will be judged based upon what a reasonable person would have understood from such words or actions. Consent must be voluntarily given and is not valid if:

- If obtained by physical force, coercion, or threat;
- When a person is Incapacitated; or
- When an intellectual or other disability prevents a person from having the capacity to give consent.

Consent to engage in one sexual activity, or agreement to engage in a particular sexual activity on a prior occasion, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent can be withdrawn by either person at any point. Silence is not always considered as consent. Circumstances surrounding such instances determine whether consent is valid.

**Coercion** is the practice of persuading someone to do something by using force, intimidation, pressure, authority, or implied or outright threats.

**Threat** is an expression of intention to inflict pain, injury, emotional harm, damage to one's reputation, or other hostile action on someone in retribution for something done or not done.

**Incapacitation** means that a person lacks the capacity to give Consent to sexual activity because the person is asleep, unconscious, mentally and/or physically helpless, or otherwise unaware that sexual activity is occurring. Incapacitation is not necessarily the same as legal intoxication. Where alcohol or other drugs are involved, evaluating Incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's: decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

**Intentional Incapacitation** means providing alcohol or other drugs to a person with the intent to render the person Incapacitated.

**Retaliation** means engaging in conduct that may reasonably be perceived to:

- Adversely affect a person's educational, living, or work environment because of their good faith participation in the reporting, investigation, and/or resolution of report of a violation of this policy; or
- Discourage a reasonable person from making a report or participating in an investigation under this policy.

Retaliation includes but is not limited to: acts or words that constitute intimidation, threats or coercion intended to pressure a person to drop or support a complaint under this policy or to provide false or misleading information in connection with an investigation; and pressuring a person to participate or refrain from participating as a witness in an investigation under this policy. Retaliation may constitute a violation of this policy even when the underlying report made in good faith did not result in a finding of responsibility.

### **Reporting Person means:**

- A person who alleges that another person violated policy; or

- A person who alleges that a Student Organization is responsible for a violation of this policy under the College's Group Accountability Statement.
- Any person – regardless of race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, disability, or military/veteran status – may be a Reporting Person.

A Reporting Person need not be an Andrew College student, faculty member, or staff member.

**Complainant** means:

A person alleging a violation of this Sexual Misconduct Policy. Any person – regardless of race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, disability, or military/veteran status – may be a Complainant.

**Respondent** means:

- A person who is possibly responsible for violating this Sexual Misconduct Policy, abetting, or inciting such conduct; or Retaliation; or
- A Student Organization respondent of violating this policy.

Any person – regardless of race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, disability, or military/veteran status – may be a Respondent.

***What should one do as a Claimant***

If a person experiences or witnesses sexual or other unlawful harassment in the workplace, classroom, in or on college-owned or college controlled property or at college-sponsored events, Andrew College encourages him/her to report it immediately according to this Sexual Misconduct Policy. He/she can raise concerns and make reports without fear of reprisal or retaliation. Andrew College prohibits any form of discipline or retaliation for reporting in good faith incidents of perceived harassment in violation of this policy, pursuing any such

claim, or cooperating in the investigation of such reports.

All allegations of harassment or discrimination, including, but not limited to, any conduct that may violate Andrew College's Equal Employment Opportunity Policy or Sexual Misconduct Policy, or which may be contrary to Andrew College's Notice of Nondiscrimination, will be quickly and discretely investigated. To the extent possible, his/her confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the Complainant and the alleged harasser will be informed concurrently of the outcome of the investigation.

Any Andrew College official who becomes aware of possible sexual or other unlawful harassment must immediately advise the Dean of Student Affairs/Title IX Coordinator so the incident can be investigated in a timely manner. Upon completion of the investigation, corrective measures will be taken. These measures may include, but are not limited to, training, counseling, warning, suspension, expulsion or immediate dismissal. Anyone, regardless of status, position or title, found through investigation to have engaged in improper conduct will be subject to discipline up to discharge or expulsion. In all instances, reports of sexual misconduct, domestic violence, dating violence and/or stalking involving students, staff and/or faculty will be reported to the Title IX Coordinator.

***Options for Reporting or Disclosing Sexual Misconduct***

If Sexual Misconduct of any kind occurs, the Complainant (witness or 3<sup>rd</sup> party, if applicable) of said misconduct may pursue the following options:

- Report the offense to one or more of the following College officials and/or departments: Title IX Coordinator or Dean of Student Affairs; Director of Residence Life; Residence Hall

Directors and Resident Assistants (“RA”); or Director of Athletics or team coaches; Campus Security Authorities (“CSA”)s

- Notify the Andrew College Police Department (“ACPD”) or other law enforcement authorities;
- Decline to notify any such authorities. However, the College strongly encourages Complainants of Sexual Misconduct to report the occurrence and seek all necessary and available assistance.

Assistance is available upon request to help Complainants of Sexual Misconduct review these disclosure and reporting options. In addition, College support services are available to Complainants regardless of whether they choose to formally report the violation to the College or to local law enforcement.

### ***Preservation of Evidence***

The College is acutely aware that a Complainant of Sexual Misconduct, particularly, rape, sexual assault, or any attempts thereof, may experience physical, mental and emotional trauma as a result of the occurrence. Therefore, in order for the College to conduct a prompt, fair and thorough investigation into the occurrence and commence appropriate disciplinary proceedings (if the Complainant so chooses), a Complainant of Sexual Misconduct is encouraged to follow these procedures immediately following the occurrence of Sexual Misconduct:

- Go to a safe place as soon as possible.
- Do not wash, shower, bathe, use the toilet or change clothing.
- Preserve any evidence as would be necessary to prove Sexual Misconduct, or in obtaining a protective order or a no-contact order. Examples of such evidence include: Clothing worn during the incident, including, but not limited to, undergarments. Sheets, bedding, and condoms, if used also.
- A list of witnesses with contact information.
- Text messages, call history, and social media posts.

- Pictures of any injuries.

Call the appropriate law enforcement agency. If the Sexual Misconduct occurred on campus, contact the Andrew College Police Department as soon as possible by calling (229) 732-5919. If the attack did not occur on campus, call the law enforcement agency having jurisdiction where the Sexual Misconduct occurred.

Get medical attention. If called, the Andrew College Police Department will assist the Complainant with medical attention that will include collecting any evidence. The Complainant may also contact Student Health Services, when appropriate.

The Complainant may contact the Title IX Coordinator to obtain resources for Complainants of sexual crimes. The Complainant also has a right to have an advocate and support person present at the hospital, doctor’s office, or urgent care unit for examination.

### ***Procedures for Reporting Sexual Misconduct***

#### **Reporting Contacts**

A Complainant who chooses to report an incident of Sexual Misconduct may report it to any person that is a:

- Resident Assistant
- Resident Coordinator
- Athletic Coach
- Staff member in the Office of Student Affairs
- ACPD
- CSA

Under Clery, a crime is deemed “reported” when it is brought to the attention of a CSA or local law enforcement by a complainant, a witness, other third party or even the perpetrator. It doesn’t matter if the persons involved in and/or reporting the crime are associated with Andrew College. The function of a CSA is to report to the official or office designated by Andrew College to collect crime report information (such as the Title IX Coordinator or the campus police or security department) those allegations of Clery Act crimes that he or she concludes were made in

good faith. CSAs are not responsible for determining whether a crime took place or for apprehending the perpetrator: that is the function of law enforcement personnel.

All reports made to such individuals or departments will be reported to the Title IX Coordinator.

Reports of sexual harassment, domestic violence, dating violence and/or stalking involving students, staff and/or faculty will be reported to the Title IX Coordinator, Jennifer Mitchell, located in the Business Office at 501 College Street, Cuthbert, Georgia 39840 or 229-732-5946.

### **Meeting with the Claimant Only**

Upon receipt of notice of any allegation of Sexual Misconduct, the Dean of Student Affairs or designee will promptly schedule an individual meeting with the Complainant to:

- Provide him or her a general understanding of this Code, these procedures, and the investigative process;
- Discuss and provide written information regarding forms of support or immediate interventions available to the Complainant, such as on- and off-campus resources, interim measures, etc.;
- Discuss and provide written information regarding the Complainant's options for, and available assistance in, changing any accommodations that may be appropriate and reasonably available concerning the Complainant's academic, living, transportation and working situations;
- Seek to determine if the Complainant wishes to notify law enforcement authorities, wishes to be assisted in notifying law enforcement authorities, or does not wish to notify law enforcement authorities;
- Where applicable, provide information to the Complainant of his or her rights and the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court; and

- Inform the Complainant about how the College will protect his or her confidentiality, including the omission of the Complainant's identifying information in publicly-available records, to the extent permissible by law.

### **When Claimant Requests Confidentiality and Elects Not to Proceed With an Investigation or to File Formal Charges**

If the Complainant does not wish to proceed with an investigation and/or requests that the complaint remain confidential, Title IX still requires the College to investigate and take reasonable corrective action in response to the Complainant's information. The Title IX Coordinator or designee will inform the Complainant that the College's ability to respond may be limited.

The Title IX Coordinator will weigh the Complainant's request(s) for confidentiality and/or wish not to proceed with an investigation against the College's obligation to provide a safe, non-discriminatory environment for all students. Specifically, the Title IX Coordinator will consider the following factors:

- The seriousness of the alleged Sexual Misconduct;
- Whether there have been other complaints of Sexual Misconduct against the respondent at the College or any other school or in the nature of prior criminal charges;
- Whether the respondent threatened further Sexual Misconduct or violence against the Complainant or others;
- Whether the Sexual Misconduct was committed by multiple perpetrators;
- Whether the Sexual Misconduct involved use of a Weapon;
- The age of the Complainant;
- Whether the College possesses other means to obtain relevant evidence of the Sexual Misconduct;
- Whether the complaint reveals a pattern of conduct at a particular location or by a particular individual and or student group or organization; and
- The respondent's right to receive information about the allegations if the



information is maintained by the College as an "education record" under FERPA.

The Title IX Coordinator or designee will inform the Complainant if the College cannot ensure confidentiality. In an instance where the College must disclose a Complainant's identity to the respondent, the Title IX Coordinator or designee will inform the Complainant prior to making the disclosure.

Even if the Complainant does not wish to file a formal complaint or proceed with an investigation because he or she insists on confidentiality or requests that the complaint not be resolved, the College reserves the authority to undertake appropriate corrective action, including the interim measures.

There is no time limit to filing a complaint, making a report or commencing an investigation under these procedures. However, Complainants are encouraged to report a complaint immediately in order to maximize the College's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the College's ability to carry out these procedures and take corrective action.

### ***Procedures for Filing Complaints of Sexual Misconduct***

If the Complainant elects to file and/or proceed with a formal complaint, he or she may file a formal complaint with the Title IX Coordinator.

The Title IX Coordinator or designee will schedule an individual meeting with the respondent in order to provide him or her with notice of the complaint, a general understanding of the procedures for investigating and resolving complaints of Sexual Misconduct, and to identify forms of support or immediate interventions available to him or her.

Pursuing a complaint under this Code does not affect a Complainant's ability to pursue a criminal

action against the respondent through the criminal justice system. A Complainant of sexual misconduct may choose to pursue a complaint under this Code, through the criminal justice system, or both.

### ***Investigation Procedures***

#### **Determination of Proceedings:**

If the Title IX Coordinator commences a formal investigation, he or she will provide a Notice of Investigation to both the Complainant and the Respondent. This Notice will include a description of the alleged conduct, the alleged conduct violation(s), a description of the investigation process, and a reaffirmation of available resources for both parties throughout the process.

#### **Investigation/ Fact-Finding Procedures:**

The Title IX Coordinator may appoint one or more trained Investigators, who will conduct interviews with the Complainant, the Respondent and any witnesses, and who will collect and review any other information or evidence relevant to the complaint. When applicable, the Investigator(s) will coordinate with the College police department and other law enforcement officials concerning the preservation and handling of any physical evidence.

Nothing in this section shall prevent the Title IX Coordinator from serving as an Investigator under this section.

#### **Summary of Investigation:**

Once a formal investigation is completed, the Investigator(s), along with the Title IX Coordinator, will prepare an Investigation Summary that includes the following:

- An overview of the incident including involved parties and history of the case;
- Alleged violation(s);
- The Standard of Proof; preponderance of evidence
- Summaries of information provided by the Complainant, the Respondent and any third-party witness(es);
- Summaries of information provided by expert witnesses, where applicable;
- Any other relevant information (e.g., photographic, electronic and/or forensic evidence);
- A summary of established facts and information that remain in question;
- Recommendation of determination regarding alleged violations; and

- A list of recommended witnesses to be called in the event of a formal hearing.

After review of the Investigation Summary by the Title IX Coordinator, the Investigator(s) will distribute the Investigation Summary to the Complainant and the Respondent. The Investigator(s) will then meet independently with the Complainant and the Respondent to discuss the Investigation Summary findings, collect responses, answer any questions, and discuss next steps in the proceedings. The Investigator(s) will then make a recommendation whether to move forward with a formal hearing before an impartial Title IX Hearing Board.

### ***Interim and Remedial Measures***

Regardless of whether a Complainant of Sexual Misconduct chooses to report the incident to campus police or local law enforcement, the College shall proactively consider the following remedies, as well as other remedies deemed appropriate for each specific case, while an investigation into Sexual Misconduct is being conducted:

- Providing the Complainant with an escort to ensure that he or she can move safely between classes;
- Ensuring that the Complainant and the respondent do not attend the same classes or work in the same location;
- Moving the Complainant or the respondent to a different residence hall;
- Providing referral information for counseling services;
- Providing referral information for medical services;
- Providing academic support services, such as tutoring;
- Arranging for the Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic records;
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and

the misconduct that may have resulted in the Complainant being disciplined.

The College also reserves the right to suspend the Respondent pending the investigation of the Complainant's complaint, disciplinary or criminal proceedings or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to himself or herself, or to others. A Student suspended on an interim basis under this Part of the Code shall be given a prompt opportunity to appear personally before the Dean of Student Affairs or designee in order to discuss the following issues only:

- The reliability of the information concerning the Student's conduct, including the matter of his or her identity; and
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the Student on College premises poses a substantial and immediate threat to himself or herself, or to others.

The College may also consider and take remedial measures that affect the broader Student population, including, but not limited to, offering College-wide counseling and training; developing, updating and disseminating materials on Sexual Misconduct; developing and implementing new policies and grievance procedures; and conducting internal College investigations to assess the effectiveness of the College's efforts to eliminate Sexual Misconduct and promote an environment free of sex discrimination.

Mediation will not be used to resolve Sexual Misconduct complaints.

### ***General Timeline For Resolving Complaints For Sexual Misconduct***

Most cases of alleged Sexual Misconduct will be resolved within sixty (60) calendar days, excluding any appeal(s). Sexual Misconduct violates College policy and federal civil rights laws and a person found Responsible for said conduct may be subject to penalties as severe as expulsion and/or denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment.

## ***Title IX Hearing Panel and Procedures for Students, Faculty and Staff***

A Title IX Hearing Panel shall be authorized to hear cases specifically involving formal charges of Sexual Misconduct.

The Dean of Student Affairs shall be responsible for soliciting nominations for, screening, appointing and training members of the Title IX Hearing Panel. The Title IX Hearing Board shall consist of five (5) faculty / staff members, not of all the same gender.

The role of the Title IX Hearing Board shall be to determine whether the Respondent(s) is/are Responsible for the alleged Sexual Misconduct based on a reasonable belief that a violation was more likely than not to have occurred, and to make recommendations for sanctions to the Dean of Student Affairs.

Members of any Title IX Hearing Board who are charged with any violation of this Code or with a criminal offense may be suspended from their judicial positions by the Dean of Student Affairs. Members found to have actually violated any section of this Code may be disqualified from any further participation in the College judicial system. Additional grounds and procedures for removal may be established by the Dean of Student Affairs.

No member of any hearing board shall take part in any hearing where he or she has a conflict of interest, which may include, but not be limited to, personal, monetary, teacher-student, supervisor- supervisee interests or relationships.

### ***Standard of Proof***

The role of the Title IX Hearing Board shall be to determine whether the Respondent(s) is/are responsible for the alleged Sexual Misconduct by a preponderance of the evidence, that is; based on a reasonable belief that a violation

was more likely than not to have occurred.

## ***Possible sanctions following a final determination of a Title IX Hearing Board***

Any Student found to have violated any portion of the College's Sexual Misconduct Policy (regardless of whether sexual intercourse has occurred) will be subject to sanctions ranging from a warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations. Andrew College reserves the right to broaden or lessen any range of recommended sanctions as necessary where mitigating circumstances require.

### **Students**

- Warning
- Probation
- Community Service
- Fines
- Residence Hall Restrictions
- Suspension
- Expulsion

Andrew College reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling evidence exists to do so. Nothing in the Code should be interpreted to relieve a Respondent from legal actions that could be brought under local, state or federal law.

## ***Disclosures to Claimants of Sexual Misconduct***

Andrew College will disclose to the complainant the outcome of a crime of violence, or a non- forcible sex offense, the results of any disciplinary hearing conducted by the college against the respondent of the crime or offense. If the complainant is deceased as a result of the crime or offense, Andrew College will provide the results of the disciplinary hearing to the Complainant's next of kin, if so requested. Both, the complainant and respondent shall receive notification of the outcome simultaneously.

## ***Appeal Rights***

Within twenty-four (24) hours of receipt of the Notice of Outcome, the Complainant, Respondent or both may submit a written appeal request via Andrew College official email to the Dean of Student Affairs/Deputy Title IX Coordinator based only on the following grounds:

- a) to assert there was a material deviation from the substantive and procedural protections provided in this Code that significantly impacted the outcome of the investigation as it applies to the Appellant;
- b) assert the sanctions was too severe considering the evidence presented; or
- c) to submit new information has arisen that was not available or known to the Appellant during the investigation and that could significantly impact the findings. Information that was known to the Appellant during the investigation but which she/he chose not to present is not new information.

An appeal based solely on any reassertion of innocence will not be considered.

Upon his or her receipt of a valid written appeal request, the Dean of Student Affairs shall forward the appeal to the Chairperson of the Disciplinary Appeals Committee for review by the Council.

The Disciplinary Appeals Committee shall then have the authority to inquire into the circumstances of the case by interviewing the party making the appeal, discussing the case with the principal administrator involved; interviewing any witness upon whose testimony the hearing body or hearing official relied; and performing a careful review of the minutes and other records of any hearing or administrator connected with the case.

The Disciplinary Appeals Committee

shall review its findings with the Dean of Student Affairs/ Deputy Title IX Coordinator prior to disclosing the findings to the party who appealed.

Each party will be notified of the other party's appeal submission and outcome. Appeals Committee decisions are final.

### ***Possible Results of an Appeal may include one of the following:***

Affirming of the finding of responsibility and the sanction(s);  
Affirming of the finding of responsibility and reduce, but not eliminate, the sanction(s).

## ***Confidentiality of Claimants***

All members who may participate in a Title IX case (CSA's, Responsible Employees, Hearing Board members, Appeals Board members, Investigators, Victim advocate, and Title IX Coordinator), and have been trained in confidentiality. This also includes the maintaining of student records and the provisions of the Family Educational Rights to Privacy Act. Personally identifiable information about the Complainant will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of Complainants nor house identifiable information regarding Complainants in the campus police department's Daily Crime Log.

## ***Safety and Prevention Programs***

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic

- violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in Georgia;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks;
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.
- The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; presenting programs throughout the year on at least a quarterly basis, including sessions such as:
  - EIIA Webinars on Sexual Misconduct for new employees
  - Faculty/Staff Training in August and February on Sexual Misconduct and FERPA
  - Events with invited speakers to address issues of sexual and gender violence
  - STD awareness programs
  - Resident Life Assistant Training
  - CSA training on Sexual Misconduct and Reporting
  - Girl Talk, a women's club that speaks to preventive and safety measures
  - Educational information disseminated through college email that promote prevention and safety regarding harassment.
  - Incoming students take a web-based training that includes a pre and post – test on Sexual Misconduct and Prevention (Haven), and Alcohol Awareness (Alcohol.edu)

- RAINN Day program domestic violence prevention and safety
- Sex Education 101
  - Sexversations program on bystander power, sexual assault and alcohol awareness
  - Grocery BINGO on Sexual Assault and Alcohol Awareness
  - Theft Protection educational information disseminated to students electronically.
  - Andrew College Equality Club promotes the
  - Workplace Violence evaluations helps managers and supervisors assess employee potential for acting violently in the workplace.
  - ACPD on Campus Officers are available to discuss police procedures and services available from the Department.
  - Know the Code! quiz

### ***Sex Offender Registration***

The federal Campus Sex Crimes Prevention Act of 2000 requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student. In the State of Georgia, all convicted sex offenders are required by law to register their names and addresses with the Sheriff of their respective county of residence and the Georgia Department of Corrections within seventy-two (72) hours of relocating to this State in accordance with Section 42-1-12 of the Georgia Criminal and Traffic Law Manual.

#### **How to Inquire:**

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

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



## ***Monitoring On and Off Campus Crime***

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

## **Campus Safety Policies and Programs**

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

- **CARE (Communicating Action Response for/preventing Emergency) Team:** purpose is to proactively identify, intervene and respond to student behaviors that cause others concern and/or fear that the student poses a danger to self, others or the college community. This includes disruptive classroom behavior, unusual behavior on a sports team, or general concern. Our goal is for you to be safe and successful. This plan was developed to help if you or someone you know is having a difficult time.
- **Weapons Policy:** Any firearm, BB or pellet gun, martial arts weapon, hunting bow, electronic control device (stun gun or taser), or any other kind of weapon and ammunition is not allowed on the campus. Students who like to hunt should arrange to store their weapons off campus. Firearms on campus can be very dangerous in the community. Any Student violating this policy will face suspension from the College. Fireworks or explosives of any type are illegal in Georgia as well as on the campus.
- **Illegal Drugs and Paraphernalia:** The possession, use, manufacture or distribution of illegal substance is strictly prohibited at Andrew College. The use, possession, distribution or sale of drugs prohibited by

federal or state laws is forbidden as well as the possession of any instrument, machine, tool, contrivance, crack pipe, or homemade smoking device for the sole purpose to inject, ingest, inhale, or otherwise introduce marijuana, or any controlled substance into the human body. Students found to be in possession, use, distribution, or transportation of illegal drug paraphernalia (i.e. bongs, hookahs, roach clips, pipes, grinders, etc.) will be held accountable. It is to be clearly understood that each occupant of a room is responsible for what takes place in that area; therefore, if illegal drug paraphernalia is found in a Student's dormitory room, the Student will be charged accordingly. College officials will contact the ACPD and local law enforcement drug agencies when illegal drug use and/or possession of illegal drug paraphernalia is reported. Andrew College reserves the right to take disciplinary action when Students violate the drug and drug paraphernalia policy while off-campus.

- **Alcohol and Paraphernalia Policy:** As a private institution, Andrew College prohibits any person, regardless of their age, to possess, consume, or distribute any alcoholic beverage on campus or campus property. This also speaks to Alcohol Paraphernalia. Alcohol paraphernalia is including, but not limited to, empty alcoholic beverage containers (including collectibles), bottle caps, empty liquor or wine bottles, shot glasses, flask, and beer funnels.
- **Student Conduct:** The Office of Student Conduct, in accordance with the mission statement of Andrew College, emphasizes a developmental approach toward discipline that is educational and proactive and allows for a maximum student growth. This office is committed to an educational and developmental process that balances the interest of individual students with the interest of the Andrew College Community.

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

College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse.

The student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Student discipline should be directed towards personal growth as much as possible. Andrew College's Code of Conduct is piloted in ways that will serve to foster the ethical development and personal integrity of students and the promotion of an environment that is in accord with the overall academic mission of the institution. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord without community expectations.

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

As a church-related institution, Andrew College expects students to assume personal responsibility in all areas of college life and in the maintenance of high standards of behavior. Students must display, in attitude and conduct, a willingness to accept and cooperate with the College in observing established policies. Violations of civil and criminal laws will be referred to the appropriate law enforcement officials. Andrew College will fully cooperate and assist all agencies in upholding local, state and federal laws. The College retains the right to impose sanctions independent of action taken by a regular court system if a student is respondent of criminal misconduct on or off-campus, and during or between academic terms and/or is out of harmony with the spirit of the College.

## ***Drug and Alcohol Abuse Programs***

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

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

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

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

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

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

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

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

### **Federal Penalties:**

Federal law, 21 U.S.C. § 844(a), prohibits the illegal manufacture, distribution, possession with intent to distribute, and simple possession of controlled substances, including, but not limited to, heroin, morphine, cocaine, phencyclidine (PCP), lysergic acid diethylamide (LSD), hashish, marijuana, and controlled stimulants and depressants, including, but not limited to, amphetamines and barbiturates.

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

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

the amount of crack possessed exceeds one (1) gram.

### **Other federal penalties include:**

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than one (1) year imprisonment. 21 U.S.C. §§ 853(a)(2) and 881(a)(7).
- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. § 881(a)(4).
- Civil fine of up to \$10,000 (pending adoption of final regulations). 21 U.S.C. § 884(a).
- Denial of federal benefits, such as student loans, grants, contracts, and professional commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. 21 U.S.C. § 883(a).
- Ineligible to receive or purchase a firearm. 18 U.S.C. § 922(g).

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

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

## State Penalties:

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

- A person with no prior convictions of possession of a small amount of controlled substance may, at the discretion of the judge, be afforded the first-offender treatment, resulting in no record of any conviction if he or she successfully completes a court-monitored comprehensive rehabilitative program. O.C.G.A. § 16-13-2(a).
- A person with prior convictions of offenses under Georgia's controlled substances laws and in possession of one (1) ounce or less of marijuana may be subject to imprisonment not to exceed twelve (12) months and /or a fine not to exceed \$1,000, or "public works" not to exceed twelve (12) months. O.C.G.A. § 16-13-2(b).
- Possession of more than one (1) ounce of marijuana is a felony and is punishable by confinement of not less than one (1) year no more than ten (10) years. O.C.G.A. § 16-13-30(j)(2).
- Trafficking in marijuana is a felony. Depending on the amount, confinement ranges from 5 to 15 years with fines from \$25,000 to \$200,000. O.C.G.A. § 16-13-31.
- A person who makes violations relating to "dangerous drugs" may be found guilty of a misdemeanor. O.C.G.A. § 16-13-79.
- The penalties for violating the "controlled substances" provisions vary and depend on the drug schedule under which the substance is listed, whether the act charged includes trafficking, and

how much of the substance is involved. Penalties range from 5 to 30 years and include life for a second conviction of trafficking narcotics O.C.G.A. §§ 16-13-25 through 16-13-29 (Schedules I - V).

- Possession of an alcoholic beverage by any person under age 21 may result in confinement, not to exceed 30 days, or a fine of not more than \$300, or both. Georgia law also establishes penalties of imprisonment and/or fines for minors (persons under 21) who falsely represent their age for the purpose of obtaining alcoholic beverages for themselves or other minors, and for persons who sell or provide such beverages to minors.
- Georgia law specifies property that is subject to seizure by the state under public condemnation action, if such property was used in a criminal violation.
- Serious penalties may also be imposed for alcohol-related traffic offenses.

According to the Georgia Drug Free Postsecondary Education Act of 1990, O.C.G.A. § 20-1-20 et seq, any Georgia student who is convicted of a sale, possession or use of marijuana or a controlled substance must report that conviction to their college. That student shall, as of the date of his or her conviction, be denied state funds for any loans, grants or scholarships (i.e. HOPE scholarships, etc.), student incentive grants, tuition equalization grants. Such denial of state funds shall be effective as of the first day of the term, quarter, semester, or other similar period for which the student was enrolled immediately following the date of conviction or the date on which the court accepts a plea of nolo contendere or formally allows a student to receive first-offender treatment and shall continue through the end of such term, quarter, semester, or other similar period for which the student was enrolled.

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

### **Local Penalties:**

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

### **College-Imposed Sanctions:**

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

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

### **Counseling and Recovery Support Services**

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

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

drug abuse problems are encouraged to contact any of the resources listed below.

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



### **Programs**

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

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



information on the dangers of alcohol and drugs sent to campus community.

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

### ***Parental Notification***

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

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

### ***Daily Crime and Fire Log***

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

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

## **Annual Disclosure Of Crime Statistics**

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

The Andrew College Police Department is a state-licensed and accredited law-enforcement agency. The department maintains a force of five certified law-enforcement officers.

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

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

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

### ***Theft***

Theft is a common occurrence on college campuses. Often, this is due to the fact that theft is often seen as a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim to theft.

### **In Your Residence**

- Do not let strangers into the building, even if they say they are students.
- If strangers who look “wrong” are in your residence, call ext. 5919. This includes sales people, who are not allowed to solicit on campus.
- Never loan your keys or I.D. card to anyone.
- Lock your door while you are inside sleeping or when you leave the room.
- Never prop open locked doors.
- Do not leave messages on your door or voice mail indicating when you will return.
- Do not keep large sums of money, jewelry or valuable items in your room. If you must, consider purchasing a small safe. If this is not possible, then hide your money, jewelry and other valuables. Do not leave them in plain sight.
- Take your valuables home during breaks and vacations.

### **While Walking**

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

### **Your Property**

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

you are unable to take them with you, then you need to lock these items in your trunk.

### ***Clery Act Crimes***

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Office of Student Affairs collects the Clery crime statistics disclosed in the following charts through a number of methods.

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

### **Definitions of Reportable Crimes**

- Murder/Manslaughter – defined as the willful killing of one human being by another.
- Negligent Manslaughter – defined as the killing of another person through gross negligence.
- Forcible sex offenses – defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the Claimant is incapable of giving consent. Including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.
- Non-forcible sex offense – unlawful, non-forcible sexual inter- course, including incest and statutory rape.
- Robbery – defined as taking or

attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the Claimant in fear.

- Aggravated Assault – defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary – unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft – theft or attempted theft of a motor vehicle.
- Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Domestic Violence – refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the Complainant by a person with whom the Complainant shares a child in common, by a person who is cohabiting with or has cohabited with the Complainant as a spouse, by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction where the crime occurred, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction where the crime occurred.
- Dating Violence – Means violence committed by a person includes violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a.) The length of the relationship.
  - b.) The type of relationship.
  - c.) The frequency of interaction between the persons involved in

the relationship.

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

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

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

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

- Hate Crimes – includes all of the crimes listed above that manifest evidence that the Claimant was intentionally selected because the perpetrator's bias against the Claimant based on one of the Categories of Prejudice listed below, plus the following crimes.
- Larceny/Theft – includes pocket picking, purse snatching, shop- lifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories,

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

### Categories of Prejudice

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

### Crime Statistics: Clery Data

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

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

VAWA Offenses						
Domestic Violence						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Dating Violence						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Stalking						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests						
Liquor Law Violations						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Drug Law Violations						
	2016	0	0	0	0	0
	2017	0	1	0	0	1
	2018	0	0	0	0	0
Weapons Law Violations						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals						
Liquor Law Violations						
	2016	0	8	0	0	8
	2017	0	5	0	0	5
	2018	0	1	0	0	1
Drug Law Violations						
	2016	0	2	0	0	2
	2017	1	1	0	0	2
	2018	0	0	0	0	0
Weapons Violations						
	2016	0	0	0	0	0
	2017	1	0	0	0	1
	2018	0	0	0	0	0

Hate Crimes						
Murder/Non-negligent Manslaughter						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Negligent Manslaughter						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offenses - Forcible						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offenses - Non-forcible						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Robbery						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Motor Vehicle Theft						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arson						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0



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

## Campus Housing

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Andrew College offers the following types of housing for students on campus (the College does not operate any student housing off campus):

- Traditional residence halls  
regular double rooms, single rooms
- Suite-style halls  
2-4 students in a single or double

### ***Residence Halls***

- Fort Hall is the solitary women's residence hall and houses up to 142 students.
- Mitchell Hall is a men's residence hall and houses up to 76 students.
- Rhodes Hall is a coeducational residence hall and houses up to 84 students.

### ***Policies on housing assignment and requests by students for assignment changes***

Each student, new or returning, is required to complete a Housing Application and pay a \$50.00 Housing Deposit, which is part of the Enrollment Deposit. The deposit will be refunded to the student upon proper checkout and provided that there are no damages to the student's room or missing furnishings. If damage or loss has occurred, some or all of the deposit may be withheld in order to complete the repairs or purchase replacements. If damage or loss exceeds the total of the deposit, the student will be billed the additional amount.

Students may request to be assigned a specific roommate; however, suitemate requests are not considered. Every effort will be made to honor roommate requests. Roommate assignments cannot be made until a housing application is completed and security deposit is paid. It is the student's responsibility to ensure that applications and deposits are turned in to the Director of Residence Life in a reasonable time period to make these assignments.

Room changes are allowed and welcomed at Andrew College. Room changes may take

place three weeks after the start of fall semester and three weeks after the start of spring semester. Any changes made without prior written approval may be assessed a fine of \$25.00 and be required to return to their original room as assigned. Students are only allowed one room change per semester. Additional room changes are available for a fee of \$25.00.

### ***Securing the Residence Halls***

All residence halls will be secured at the end of evening by ACPD. Residence Assistants are complete rounds of the buildings until midnight Sunday thru Thursday, and until 1 A.M. Friday thru Saturday. To provide a safe environment, students receive a room key and a student ID card that opens the front door of that hall. It is important that this and all safety measures associated with residential living are maintained. In addition, all Residence Halls are equipped with alarm systems that are designed to direct all entering and exiting traffic through the main door as well as alert all residents when a door has been propped open. The misuse or abuse of an emergency exit will result in a fine per individual or the entire building as the Office of Student Affairs, Dean of Student Affairs deems appropriate. Emergency exits are put in place for the security of the residents to provide a safe environment in the residence halls.

### ***Guest Policy***

Students are responsible for the conduct of persons who visit them on campus. All guests must have in their possession a visitor pass from the ACPD and a photo ID. Students must escort and be in the physical presence of their guest at all times. It is the responsibility of the student to obtain an overnight guest pass for his/her guest from the Director of Residence Life or Dean of Student Affairs.

Guests may not stay on campus more than two nights and must abide by all visitation rules. Guests under 18 are not permitted in the residence halls unless they are family members of current, residential students or guests of the Office of Admissions. Guests under 18 years of age must be accompanied by a parent, legal guardian, or representative of the college when

visiting the residence halls. No guests under 18 years of age will be permitted to stay in the residence halls overnight except guests of the Office of Admissions with the approval of the Dean of Student Affairs. Parents or adult guardians must plan to make alternative arrangements off-campus when visiting overnight. Guests may stay on weekends (Friday and Saturday) only, unless registered with the Office of Admissions for official college visits.

Guests must be of the same gender as the occupant. Overnight guests may spend a weekend night (Friday and Saturday) provided satisfactory sleeping arrangements have been worked out with your roommate, suitemates, or hall mates. No guests are allowed during exam week. Guests, including other Andrew College students will not be allowed to stay in any room unless the host is present. Exceptions to this policy may be granted by the Director of Residence Life. Guests who violate this privilege will be required to leave the campus immediately. The Dean of Student Affairs and ACPD reserve the right to restrict the visitation rights of guests.

The Campus Guest policy states:

- Guests visiting Andrew students must be escorted by an Andrew student at all times and carry a photo ID along with the issued guest pass
- Guests must request a guest pass and temporary parking permit with the College police
- Visitors are not allowed to be in the residence halls between the hours of 12:00 a.m. and 12:00 p.m. unless Director of Residence Life or Dean of Student Affairs grants an overnight visitation pass
- All visitors must vacate Andrew College property by midnight
- Commuter students must also vacate at this time unless they are working on College related business with a faculty or staff member
- All guests are expected to maintain the rules and regulations of the College and failure to do so may result in criminal trespass charges
- Students may have one overnight guest at a time, and the guest may not stay longer than two nights per visit
- Overnight guests under the age of 18 are not allowed
- Residence Coordinators may only issue guests passes in the absence of the Andrew

#### College Police

- Students with guests must report to the ACPD office on the first floor of Old Main to register their guest and receive a guest pass Monday- Friday evenings after 5:00 p.m.
- On weekends (Saturday and Sunday), students may register guests until 5:00 p.m. with the on duty Residence Coordinator.
- Overnight guests are not allowed in the residence halls during finals week(s)
- The Dean of Student Affairs and ACPD reserve the right to deny guests privileges to students or guest who are disruptive to the campus milieu.

#### *Measures to secure entrances to student housing facilities*

All entrances have card entry doors that are locked 24hrs/day and are currently monitored by the ATVision Pro security system. Only residents of the building are granted access to the building, and must swipe their ID to gain entrance into the building.

All doors are equipped with an audible alarm, and will sound after the set time has passed. The alarm will disengage once the door is closed. Alarm Point (AP) doors are exit-only doors that will also sound, and cannot be propped open.

Exceptions to this policy include the following:

- Student arrival/departure at the beginning/end of a semester to aid in the move in/out process, and include designated doors.
- Doors may temporarily be unlocked by Housing staff for short periods of time to accommodate a project where (1) work is being performed on the door; (2) staff are moving items, such as furniture, mattresses, project materials, etc. in/out of building. In those instances, an ACPD officer is present at the door during the time period the door is unlocked.

Every resident receives a room key and a student ID card at check-in. The key belongs to Andrew College and must be returned at the time of checkout. It is illegal to have the key duplicated; and if the key or student ID card is damaged, stolen, misplaced, or lost, the Residence Coordinator must be

notified. If a room key is damaged, stolen, misplaced, or lost and/or not returned, a \$50.00 fine is assessed.

There is a \$25.00 fee for replacement of a student ID card. Abuse of any residence hall key or security door or surveillance system creates a serious breach of security and may jeopardize the safety of other residents. Through the last day of drop and add, students who lock themselves out of their rooms will not be charged. After this date, students will be charged \$10.00 per occurrence. Students must contact ACPD if they are locked out of their rooms. Disciplinary action can be expected for the following violations of the residence hall security policy:

- Permitting any person who does not reside in the residence hall to gain entrance to the hall with his/her student ID card
- Failing to secure the door upon entry or departure of a hall
- Damaging or abusing the security surveillance system in any way
- Failing to report abuses of the security system
- Releasing to another person a student ID card or room key for any purpose
- Duplicating his/her residence hall key
- Opening a room or entrance/exit door for a student who was issued a room key and student ID card to that residence hall
- Failing to report the loss or theft of a door key or student ID card

### ***System Monitoring***

The Office of Student Affairs monitors the system during business hours, and as needed to address any issues. In addition, each residence hall is staffed with a professional staff member, a Residence Coordinator. There are monitors with live feed in each Residence Coordinator apartment.

The ACPD and the Dean of Student Affairs also has access to the security system via office computers.

### ***Training for Residence Life staff***

Our professional staff is trained annually on a variety of security trainings including:

- on-duty protocol training
- Clery training
- Mandatory reporter training for child abuse
- risk management training
- Community standards/disciplinary protocol training
- fire safety training
- active shooter training
- crisis response/emergency training.
- They also receive written manuals for their positions, emergency response, community standards protocols, and risk management guidelines.

### ***Safety Programs in the Halls***

Residence Life conducts hall meetings with students throughout the academic year. The Director of Residence Life publishes safety information to resident students each month. In addition, the Resident Life staff conducts monthly Health and Safety checks in each resident building.

During student orientation, information about safety policies is reviewed. A campus safety page is provided on the College website at <https://www.andrewcollege.edu/campus-safety>, that includes tips on how to remain safe on campus.

### ***Hall Closing and Security during Breaks***

The residence halls are closed between semesters, during the Thanksgiving holidays, and for spring break. Students must make arrangements to vacate the halls by 5:00 p.m. on the last day the halls close. In addition, at the end of each semester, students are required to vacate the residence halls within 24 hours of their last final exam unless they submit a written request to the Director of Residence Life by the last day of class and receive written permission from the Director of Residence Life.

During this time, residence halls are locked and secured. ACPD regularly patrols the campus and checks the buildings to ensure they are locked and secure.

## Annual Fire Safety Report

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The College has adopted and developed safety guidelines and procedures to help promote a healthy and safe campus environment. These policies, guidelines, and

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

### Definitions

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

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

### Fire Safety

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

All College residence halls have emergency evacuation plans and conduct fire drills during the school year to allow occupants to leading from the bottom floor are free of obstructions and insure a safe, orderly evacuation route. The designated assembly point is located a prudent distance away from the residence hall and is conducive to a timely and efficient confirmation roll call of students. Fire drills are performed twice a year to prepare students in the case of a fire. (Number of Fire Drills in 2018 = 2)

other fire safety information can be found in the Emergency Action Plan. The Emergency Action Plan can be found on the College website at:

[https://www.andrewcollege.edu/sites/default/files/attachments/student%20life/eap\\_2016.pdf](https://www.andrewcollege.edu/sites/default/files/attachments/student%20life/eap_2016.pdf)

### Description of the Fire Safety System for Each Campus Student Housing Facility

**Fort Hall** is a women's residence hall and houses up to 142 students. It is a three-story structure with six mirror-image wings, and is equipped with a sprinkler system. In the lobby area, there are pull stations, one visual directional beacon, and one fire extinguisher. In each of the two stairwells, there is a fire extinguisher, a pull station, and a visual directional beacon. There is an elevator in this building that is marked with the appropriate warning signs concerning non-usage during a fire event. In each of the six wings, there are two pull stations, six visual directional beacons, seventeen sprinkler heads, and nine smoke detectors. All of the exit doors are identified with the standard, lighted exit signs, and evacuation routes are displayed throughout the entire building. The exit pathways leading from the bottom floor are free of any obstructions and insure a safe, orderly, evacuation route. The designed assembly point is located a prudent distance away from the dormitory and is conducive to timely and efficient confirmation roll call of students. Fire drills are performed twice a year to prepare students in the case of a fire. (Number of Fire Drills in 2018 = 2)

**Mitchell Hall** is a men's residence hall and houses up to 76 students. It is a two-story structure with four mirror-image wings. There is a pull station in the lobby. On each of the wings, there are three smoke detectors, one fire extinguisher, and a pull station. All of the exit doors are identified with the standard, lighted exit signs, and evacuation routes are displayed throughout the entire building. The exit pathways

**Rhodes Hall** is a coeducational residence hall and houses up to 84 students. It is a two-story structure with four mirror-image wings. In the first and second floor interior stairwells, there are two and one pull stations, respectively. On each of the four wings, there is one pull station, one fire extinguisher, three smoke detectors, one visual

directional beacon, and an emergency lighting apparatus. All of the exit doors are identified with the standard, lighted exit signs and evacuation routes are displayed throughout the building. The exit pathways leading from the bottom floor are free of any obstructions and insure a safe, orderly evacuation route. The designated assembly point is located a prudent distance away from the residence hall and is conducive to a timely and efficient confirmation roll call of students. Fire drills are performed twice a year to prepare students in the case of a fire. (Number of Fire Drills in 2015 = 2)

### ***Residence Hall Fire Drills***

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

### ***Electrical Appliances and Fire Hazards***

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

### ***Restrictions on Portable Electrical Appliances, Smoking, and Open Flames***

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

- Smoking is not permitted on campus.
- The presence or use of candles, incense burners, oil lamps, and other

open-flame devices is not permitted in the residence halls.

- The presence or use of halogen lamps is not permitted in any building.
- Individuals are prohibited from obstructing or tampering with fire safety equipment (e.g., sprinklers, fire alarms, fire extinguishers).
- The possession or use of fireworks is not permitted.
- Curtains are prohibited in the residence halls.
- Appliances with hot plates are prohibited from the residence halls (coffee machines, toasters, griddles, etc.

### ***Evacuation Procedures***

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

### ***Fire Alarm***

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



### Tornado Watch/Warning

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

### Lockdown (Hostile Intruder Or Individual)

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

### Safety Tips

- Learn where the fire exits are located
- Learn where the fire extinguishers are located
- Report any tampering with fire alarm/safety equipment
- Participate in scheduled fire drills to learn procedures, which could save your life.

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

### Emergency Telephone Numbers

ACPD 229-732-5919  
(CELL) 229-310-9799

Ambulance 229-732-2266

Fire 229-732-2424

Cuthbert Police 229-732-2323

Sheriff 229-732-2525

SWGA Regional Hospital 229-732-2181

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

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

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

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

- Andrew College Police Department 229-732-5919
- Dean of Student Affairs 229-732-5950

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

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

Andrew College has worked diligently to maintain all campus fire safety equipment. Fire panel inspections will be conducted on

campus this year in effort to ensure panels are working properly. There are no other necessary improvements at this time.

The Fire Report Statistics are below.

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

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

2016									
Residential Facilities	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in \$)	Fire Alarm System SD (smoke detector)	Fire Rated Corridors	# Fire Drills
<b>Fort Hall</b> 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
<b>Mitchell Hall</b> 501 College Street Cuthbert, GA 39840	1	1	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2
<b>Patterson Hall</b> 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	NA	2
<b>Rhodes Hall</b> 501 College Street Cuthbert, GA 39840	0	0	NA	0	0	\$0	SD, Manual Pull, Smoke Sensors on fire panels	Yes	2