

Susquehanna University

2020 Annual Security Report and Annual Fire Safety Report

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The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program, to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private institutions of higher education and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

Compliance with the Clery Act

The 2020 Susquehanna University Annual Security Report and Annual Fire Safety Report (the "Report") are published in compliance with the Clery Act and related amendments known as the Violence Against Women Act (VAWA).

Preparation of this Report

This Report contains statistics for the previous three years concerning Clery Act specific crimes that have been reported as having occurred on campus; in or on non-campus buildings or property owned or controlled by Susquehanna University; and on public property within, or immediately adjacent to the campus. These specific crime statistics are listed in table form at the end of this Report.

This Report also includes other requirements of the act such as institutional policies, campus security policies, policies concerning alcohol and drug use, crime prevention and other related policies. The Department of Public Safety prepares this Report using information maintained by the Department, information provided by other University offices, Campus Security Authorities and information provided by local law enforcement agencies surrounding campus.

Availability of this Report

This Report is published on the Public Safety website, and a notice of the availability of this Report is distributed electronically to the University community by October 1st of each year.

Anyone, including prospective students, parents, all current students, faculty and staff may review a paper copy of this Report by contacting Public Safety at 570-372-4444 or it may be downloaded from the Public Safety website at: www.susqu.edu/campus-life/our-campus-and-location/campus-safety/safety-and-security-information

The University also provides the Clery Act crime statistics contained in this report to the U.S. Department of Education. The U.S. Department of Education website is: www.ed.gov.

Availability of Additional Information

Crime of Violence

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

Sex Offender Registration Information

Persons seeking to obtain sex offender registration information may visit the Pennsylvania State Police Megan's Law Website at the following address: <https://www.pameganslaw.state.pa.us/>

Daily Crime Log and Daily Fire Log

Public Safety maintains a combined Daily Crime Log and Daily Fire Log of all crimes and fires reported to the Department of Public Safety that have occurred on campus, in or on non-campus buildings or property, or on public property immediately adjacent to and accessible from the campus or within the patrol jurisdiction of the Department.

This log lists the date, time reported, date of occurrence, general location, and disposition of the complaint if this information is known at the time the Daily Crime Log and Daily Fire Log is created.

The Daily Crime Log is available for public inspection during normal business hours at the Department of Public Safety. Any portion of the Daily Crime and Daily Fire Log that is older than 60 days will be made available for review, upon request, within two (2) business days.

The Department of Public Safety

The best protections against campus crime are: a strong security presence; an aware, informed, and alert campus community; a commitment to reporting suspicious activities and using common sense when carrying out daily activities. Susquehanna University strives to be a safe place to learn, live, work and grow.

Mission

The mission of the Department of Public Safety (Public Safety) is to provide safety and security services for the University community that meet the highest professional standards and support the overall academic mission of Susquehanna University.

Department Values

Public Safety values the principles of honesty, integrity, honor, fairness, and respect in our interactions with those we serve. Committed to excellence, we work to educate the campus community via proactive, community-based programs.

Authority and Training

Public Safety is part of the Division of Student Life team, which is under the authority of the Vice President of Student Life. Susquehanna University Public Safety officers are non-sworn. An extensive background check occurs before an officer is hired. Officers must successfully complete a probation period and have the ability to meet department required certifications. A limited number of highly trained officers are authorized to carry firearms in the performance of their duties under Pennsylvania's Lethal Weapons Training Act, commonly referred to as Act 235.

Public Safety Officers receive annual in-service training in a variety of crime prevention and operational topics, as well as bi-annual certification in CPR/First Aid and use of the Automatic Electronic Defibrillator (AED) and Mass Casualty equipment.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

When warranted, local, state or federal law enforcement agencies may be contacted to assist or assume control of incidents/investigations. Public Safety maintains a professional working relationship with the Borough of Selinsgrove Police Department, Pennsylvania State Police, and the Snyder County District Attorney's Office. The campus is regularly patrolled by the Selinsgrove Police Department, which has radio interoperability with Public Safety, and may investigate and bring charges in criminal matters on campus. Department members meet frequently with the Selinsgrove Chief of Police to exchange information. A Memorandum of Understanding between the Department of Public Safety and the Selinsgrove Police Department has been established to assist in maintaining a positive relationship and operational efficiency.

Notation about Non-Campus Locations

Currently, there are no officially recognized University student organizations with non-campus locations or housing facilities.

Campus Security Information

Campus Safety: “A Shared Responsibility”

Safety on the campus of Susquehanna University is a natural source of concern for parents, students and University employees. Education, the business of Susquehanna University, can only take place in an environment in which each student, employee and visitor feels safe and secure. Susquehanna University recognizes this and employs a number of security measures to protect the members of its community.

Susquehanna University is located in the Borough of Selinsgrove along the banks of the Susquehanna River in central Pennsylvania. Although the Selinsgrove area with its small town feel and neighborly attitude has a relatively low crime rate, crime prevention remains a high priority within the campus community.

The University strives to ensure the safety of its students and employees through a dedicated Public Safety department and a well-trained Residence Life staff which work in concert with a campus community that is informed, aware, and alert. All share the responsibility of making the Susquehanna University campus a safe place to study, work and live.

Department Operations

The Public Safety building is located adjacent to the 18th Street Commons House and is the primary operations center for administrative, patrol, and communications responsibilities. Officers provide 24 hours per day/365 day per year patrol coverage on foot, bicycle, golf cart, and motor vehicle.

Security Cameras

Public Safety uses closed circuit television cameras for investigative purposes in common areas and major thoroughfares on campus. Additional cameras are being continually updated and added to the system. The cameras are available for investigation, 24 hours per day by the on-duty Communications Specialist and Officers.

Blue Light Emergency Phones and Blue Dot Phones

The campus has deployed blue light emergency phones that connect directly to Public Safety for emergency assistance in the following campus parking lots/locations. These are checked regularly to ensure they are in working order.

- Admissions Parking Lot
- Sassafras/1st Year Parking Lot
- Health Center Parking Lot
- Blough-Weis Library Parking Lot
- Sassafras Rugby Field
- 18th Street Commons (New Orleans building)
- Counseling Center Parking Area
- Hillel House (406 University Avenue)
- 301 University Avenue
- 313 University Avenue
- Kurtz Lane

The University has identified over 90 other non-emergency phones located on campus on various buildings and in common use areas that may also be used to contact Public Safety. These phones are identified by a blue circular reflective sticker (“blue dot”) on the faceplate or other prominent area of the phone.

Community Interaction

Members of the Department of Public Safety are involved in a variety of activities within the campus community, in both official and unofficial capacities, in an effort to further support the University’s educational and community-oriented goals. Every encounter between a University community member or visitor to our campus and a Public Safety Officer is an educational opportunity.

Members strive to make all encounters positive. However, when situations arise that require the intervention of a Public Safety Officer, part of the resolution process is explaining the nature of campus policies and referring infractions to University administrators for resolution.

How to Report a Crime or Other Emergency

Crime victims and community members are encouraged to promptly and accurately report criminal activity, hate/bias motivated incidents, and suspicious persons to Public Safety (or local police) when the victim of a crime elects to, or is unable to, make such a report. Public Safety can be reached by calling 570-372-4444 or 911.

Public Safety will investigate all reports and initiate the appropriate emergency response or recovery procedures. All persons on campus may request the Selinsgrove Police Department to initiate a criminal investigation of alleged criminal acts. Public Safety can coordinate this request, if necessary.

Prompt reporting will assist Public Safety in providing timely warnings, emergency notifications and timely disclosure of crime statistics to the campus community.

Voluntary, Confidential Reporting Procedures for Inclusion in this Report

Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics contained in this Report. Confidential means that the person making the report will not be required to disclose their name. With such information, the University can keep an accurate record of the number of incidents affecting the campus community, determine if there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. Please be aware that incidents reported anonymously may limit the University's ability to respond. Voluntary, confidential reports of criminal incidents can be forwarded to the Director of Public Safety via e-mail at <https://susqu.wufoo.com/forms/anonymous-tips/> or via phone at (570) 372-4444.

Campus Security Authorities

In accordance with the Clery Act, Susquehanna University also collects and discloses statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the University identified as a "Campus Security Authority."

Campus Security Authorities (CSA) are non-law enforcement individuals who have significant responsibility for student and campus activities, and who by the very nature of their significant roles, responsibilities, or job title, may reasonably be identified by students and employees as officials or authorities to whom crime should be reported.

In recognizing that some students or employees are more comfortable or more inclined to report crime to someone other than the police, individuals are encouraged to report to the Department of Public Safety or the following campus offices/officials designated by the University as Campus Security Authorities:

SUSQUEHANNA UNIVERSITY CAMPUS SECURITY AUTHORITIES

Division of Student Life	
Title/Position	Contact Information
VP for Student Life	570-372-4415
Dean of Students and Campus Life	570-372-4139
Dean of Academic Achievement <ul style="list-style-type: none"> All Professional and Support Staff 	570-372-4184
Dean for Student Diversity & Inclusion <ul style="list-style-type: none"> All Professional and Support Staff 	570-372-4302
Director of Residence Life	570-372-4137
Associate Director of Residence Life	570-372-4061/4137
Area Coordinators	570-372-4019/4023/4510
All Student Resident Advisors, Community Managers, and Senior Community Advisors	In Student Residence Halls
Senior Director, Campus Activities & Leadership and all professional and support staff	570-372-4087
Director of Health Services <ul style="list-style-type: none"> Health Center Support Staff 	570-372-4385
Dean of Health & Wellness, and Director of the Counseling Center & Licensed Counseling Staff* <input type="checkbox"/> Counseling Center Support Staff <input type="checkbox"/> *Licensed counseling staff are NOT CSAs, see next page for additional information.	570-372-4751
Department of Public Safety <ul style="list-style-type: none"> All Public Safety Employees Contracted Security Personnel 	570-372-4444 570-372-4444
Human Resources	
Title/Position	Contact Information
VP Human Resources	570-372-4157
All Professional and Support Staff and	570-372-4302
Athletics	
Title/Position	Contact Information
Director of Athletics <ul style="list-style-type: none"> All Coaches, Assistant Coaches, Trainers, and Support Staff 	570-372-4272
President's Office/Senior Staff	
Title/Position	Contact Information
University President	570-372-4130
VP Chief of Staff	570-372-4025
Provost & Dean of Faculty	570-372-4127
Executive Vice President <ul style="list-style-type: none"> All Professional and Support Staff 	570-372-4128

**See additional information on the following page regarding pastoral and licensed counseling staff*

Clery Policy Statement Addressing Counselors

Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary/confidential basis for inclusion into the annual crime statistics. These counselors are defined as:

- Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor. Contact information for Susquehanna University is:
- Scott M. Kershner, Chaplain
Weber Chapel, Susquehanna University
570-372-4220
kershner@susqu.edu
- Maria Junttila Carson, Director of Jewish Life
Goldstein-Weis Hillel House, Susquehanna University
570-372-4303
carsonm@susqu.edu
- Professional Counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of their license or certification. Contact information for Susquehanna University is:
- Counseling Center
606 University Avenue
Selinsgrove, PA 17870
570-372-4751
570-374-9164 (after hours)
counctr@susqu.edu

Timely Warnings and Emergency Notifications

Timely Warnings

In compliance with the Clery Act, the University will make every reasonable effort to issue a timely warning to the campus community regarding Clery Act crimes that are reported to Campus Security Authorities and are considered to be a serious or on-going threat to the safety or health of students and employees.

The Director of Public Safety or designee has the primary responsibility for issuing, or causing to be issued, timely warnings. The Director or designee will confer with the Vice President for Student Life and/or other members of the Crisis Management Team (CMT) to evaluate the pertinent information available at that time related to reported criminal activity.

Once a determination has been made that a timely warning is required, a Timely Warning Notice will be prepared containing sufficient information about the nature of the threat to allow members of the campus to take the appropriate action(s) to protect themselves. The notice may include, but will not be limited to:

- A brief description of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect, if available.
- Composite drawing of the suspect, if available.
- Locations or areas to avoid, if appropriate

- Date and time the warning was released.
- Other relevant and important safety information.

The Timely Warning will be issued unless in the professional judgment of responsible authorities it will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Based on the type of criminal activity facing the community, timely warnings may be disseminated by the most expedient method to ensure individuals have time to prepare to or react to the situation. Dissemination methods may include:

- Use of the Susquehanna University text alert notification system.
- Emergency information posted on the Susquehanna University website.
- Social media outlets.
- Posting written warning notices around campus facilities and residence halls.
- Direct phone calls to designated personnel.
- Campus-wide e-mail.
- Press release.

The University will make every effort not to release personally identifying information, or information that would jeopardize law enforcement efforts while still providing enough detail for community members to make safety decisions in light of the danger.

Emergency Notifications

In addition to timely warnings, the University will provide emergency notification to 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. There are a number of entities that may be involved in decision making regarding such notifications including: Vice President for Student Life, Vice President for Marketing and Communications, Director and Associate Director of the Department of Public Safety, Public Safety Officers and Public Safety Communications Specialists.

The Director of Public Safety or designee has the primary responsibility for issuing, or causing to be issued, emergency notifications. In determining whether there is a significant emergency or dangerous situation, the Director or designee will evaluate the information on hand and the potential impact to the health and safety of the campus community.

Once it has been confirmed that an immediate threat to health or safety of students or employees occurring on the campus does exist, the Director or designee will formulate an emergency notification that provides direction on how individuals should respond to the identified threat, e.g., go into full lockdown, shelter in place, evacuate the campus, etc.

Without delay, taking into account the safety of the community, the University will determine the content of the notification. It will initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain response to or compromise response to the emergency. The Director or their designee will, if time permits, confer with the Vice President for Student Life and/or other members of the Crisis Management Team (CMT), prior to issuing any emergency notifications.

The process used to determine the content of the notification will vary due to the complexity of the emergency. In most cases, the Director or designee will evaluate the circumstances and provide specific content of the message to be sent. However, in extremely time sensitive situations, Communications Specialists have the authority to determine the content of the message themselves or use pre-determined language made available within the emergency notification software to aid in the speed of the notification. The Director or their designee may then clarify or update information in a subsequent message.

Once the emergency notification has been formulated, the Director of Public Safety or designee will activate the notification system (or authorize the activation of the notification system), which will be disseminated to students, faculty and staff.

Based on the type of emergency or threat facing the community, emergency notifications may be disseminated by the most expedient method to ensure individuals have time to prepare or react to the situation. Dissemination methods include:

- Use of the Susquehanna University text alert notification system.
- Activation of the Public Address/Warning Sirens.
- Notifications broadcast on the SU FM radio station, WSQU (88.9)
- Emergency information posted on the University website.
- Social media outlets.
- Direct phone calls to designated personnel.
- Campus-wide e-mail.
- The use of runners or other individuals (e.g., Area Coordinators/Resident Advisors) to personally deliver notifications to community members.

If the threat involves an immediate violent criminal threat or other non-natural incident, such as an armed gunman or active shooter on campus, or a hazardous material spill, etc., the emergency notifications will include the Snyder County 911 and/or other emergency services.

If deemed necessary, the University Communications Office will coordinate notification to the outside community through radio, television or other means.

The emergency notifications will be disseminated on a continual basis until such time as it has been determined that threat to the community no longer exists. Once the incident is over or the threat no longer exists, an all-clear notification will be disseminated to the community through the means used to issue the emergency notification(s).

Procedures for Testing Emergency Response and Evacuation Procedures

The University assesses its emergency response plans and systems each year through scheduled drills and exercises and appropriate follow through activities designed for assessment and evaluation of emergency plans and capabilities. In conjunction with other emergency agencies, the University conducts emergency response drills and exercises each year such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Once per semester, fall and spring, an announced evacuation drill is scheduled for all residential locations in conjunction with fire drills to evaluate the ability of residents to exit the building in a safe and efficient manner and allow Public Safety Officers the opportunity to practice building clearance. These are publicized by sign placement in specific buildings and covered in meetings by Resident Advisors.

Once per calendar year, an announced evacuation drill is scheduled for all administrative buildings in conjunction with fire drills to evaluate the ability for occupants to exit the building in a safe and efficient manner and allow Public Safety Officers the opportunity to practice building clearance. These are publicized through email to specific persons in each building selected as emergency coordinators.

Each drill is documented noting a description of the exercise, the date, time and whether it was announced or unannounced.

Building Security and Access Control Procedures

It is the policy of the Susquehanna University Department of Public Safety to provide the members of the college community with a safe and secure environment to work and learn by ensuring access to specific buildings is limited to authorized individuals.

Residential Buildings

Residential student housing at Susquehanna University includes 37 residence halls with occupancy of 16 to 280 students and 14 houses with occupancy of 4 to 13 students. The houses are used by upper class students involved in special

projects, sororities and fraternities. First Year housing includes four buildings which are co-ed by wing, floor or room. Upper class housing is co-ed by wing, floor or suite. Students must receive a housing exemption through the Director of Residence Life to live off campus. The University does not have housing for married students or students with other family members.

Access to 23 on-campus residence halls is restricted by keyless (electronic swipe card) entry for which authorization is required; they are able to be monitored by the Department. These 23 residence halls are locked 24 hours a day with the exception of two buildings, Scholars House and Seibert Hall, which have academic facilities and residence facilities. This changes the security of those two buildings because more people have access to space directly outside the living area. However, the residential portions of these two buildings remain separately secure. Also, nine of the keyless-entry residence halls have classroom facilities or multi-faith spaces: Smith, North, Aspen, Laurel, Elm, Willow, Tamarack, Linden and Hawthorn. Students who attend classes in or use those spaces, but do not live in those nine residence halls are given limited access to the building via their University identification card. Public Safety Officers conduct specific building checks during their tours of campus. Students assigned to the 28 residence halls where keyless entry is not available are issued both an outside door key and a room key. These residence halls are: 101 Liberty Alley, 300 University Avenue, 301 University Avenue, 305 University Avenue, 307 University Avenue, 309 University Avenue, 310 University Avenue, 312 University Avenue, 313 University Avenue, 401 University Avenue, 402 University Avenue, 403 University Avenue, 405 University Avenue, 520 University Avenue, 600 University Avenue, Kathmandu, Granada, Hong Kong, Jakarta, Lima, Montreal, New Orleans, Alice Springs, Buenos Aires, Cape Town, Dakar, Edinburgh and Florence halls.

In addition to the University staff who live in the residence halls, a number of University staff live on the campus including: the Director of Residence Life, Associate Director of Residence Life, Coordinator for the Johnson Center for Civic Engagement, Assistant Director of Leadership and Engagement – Greek Life, Area Coordinators and several Athletic Interns.

The Residence Life staff receives training on master key protocols, room change key protocols and general key security. In addition, Public Safety Officers are on duty 24 hours a day and make routine vehicle and foot patrols of the campus. Hall meetings are held regularly in communities to inform residents about housing security and enforcement procedures.

All guests in residence halls must have a student host and are subject to University regulations. The host is responsible for the actions of and/or any damages caused by their guests. Except for guests sponsored by the University, overnight guests are permitted to stay two nights in a 14-day period. If a roommate objects to the presence of an overnight guest, that guest may not spend the night. Overnight guests must obtain a temporary pass from Public Safety or the sponsoring department.

Campus Access Policy

During normal business hours, the University campus (and certain non-residential buildings) are open to students, employees, and visitors. Some buildings, however, may be accessed only by authorized faculty, staff and students via identification card with electronic access capability or keys.

Security Considerations in the Maintenance of Campus Facilities

Susquehanna University is committed to providing a physically safe and secure environment for the community. Sidewalks are designed to provide well- lighted routes from parking areas to buildings and from building to building. Computer hardware and software has been integrated in to building security and fire alarm systems. Facilities Management is the primary department tasked with the maintenance of University grounds and buildings, while the Information Technology is the department responsible for security related software systems in conjunction with technology vendors.

Several enhancements have been completed during the summer 2020.

- Security screens on first floor windows were installed on all University Avenue and Liberty Alley residential units.
- All exterior door hardware on the University Avenue houses was replaced to provide storefront function which prohibits leaving the door unlocked.
- Additional lighting was added to University Avenue.
- Additional lighting was added along the west side of Garrett Sports Complex.

During routine patrol by foot, bicycle, utility cart and motor vehicle, Public Safety Officers are directed to be observant for issues related to safety and security and submit work orders for routine repairs. An on-call system for emergency repairs is in place to address any life safety security concerns after normal business hours.

Campus Weapons Policy

Susquehanna University prohibits the possession or use of weapons on University property by students, faculty or staff, except specifically authorized Public Safety Officers. A license to carry the weapon does not supersede this policy. Any faculty or staff member in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All employees are subject to this provision, including contract and temporary employees. All students found in violation of this policy are subject to the Code of Student Conduct. In some instances, with prior written permission from the Director of Public Safety, some exceptions may be made.

University property is defined as all University-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under Susquehanna University ownership or control. This policy applies to all University-owned or leased vehicles and all vehicles that come onto University property.

Weapons include, but are not limited to, firearms, explosives and other weapons that might be considered dangerous or that could cause harm. This includes anything altered or used in an intentional manner that could cause bodily injury.

This policy does not include utility knives needed for work or small pocket knives. Students, faculty and staff are responsible for making sure that any item possessed is not prohibited by this policy.

Susquehanna University reserves the right at any time and at its discretion to search all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether a weapon has been brought onto the property or premises in violation of this policy or to determine if a theft or other misconduct may have occurred. Faculty and staff who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination of employment; students will be subject to the Code of Student Conduct.

The Selinsgrove Police Department, Pennsylvania State Police and Federal Agencies will not need written permission to carry a weapon on university property.

Missing Student Policy & Procedures

Missing Student Policy

The purpose of this policy is to establish a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when absent from the University for more than 24 hours without a known reason.

All reports of missing students should be made to one of the following:

Department of Public Safety	570-372-4444
Vice President for Student Life	570-372-4415
On-call professional Campus Life staff member	570-765-8968

All reports of missing students made to someone other than Public Safety shall be immediately referred to the Department of Public Safety at 570-372-4444, which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Every student living in on-campus student housing, regardless of age, shall have the opportunity to identify one or more persons to be contacted by the University in case a student is determined to be missing. This contact is for missing person purposes only and may be different from the person selected as the student's general emergency contact. General emergency contact information and missing persons contact information are kept separate, even if the student registers the same contact for both purposes. Students electing to provide a contact for missing person(s) purposes must provide this information to the Dean of Students and Campus Life in writing or by phone at 570-372-4139 or by using the online form located on mySU self-services, student information update. Students are offered this option each year, regardless of whether the student has identified contact persons in previous years. Contact information will be registered confidentially, accessible only to authorized campus officials and will not be disclosed to external parties except law enforcement personnel in furtherance of a missing person investigation.

If a missing student is under 18 years of age and not emancipated, the Department will notify a custodial parent or guardian of the missing student (in addition to notifying any additional contact person designated by the student) not later than 24 hours after the determination by the Department that the student is missing.

The Department will also notify the Selinsgrove Borough Police Department not later than 24 hours after it determines that the student is missing, unless the Selinsgrove Police Department was the entity that made the determination that the student was missing.

Missing Student Procedures

Any report of a missing student, from whatever source, should immediately be referred to the Department. When a student is reported missing, the Department shall:

- Initiate an investigation to determine the validity of the missing person report
- Contact the Director of Public Safety
- Contact the on-call professional Campus Life staff member
- Contact the Vice President for Student Life
- Make a determination as to the status of the missing student. The official determination that the student is missing can be made at any time by the Department or by the Selinsgrove Police Department
- Notify the individual designated by the missing student as the missing persons contact within 24 hours of making the determination that the student is missing. If the student has identified multiple contacts, they will be contacted in an order determined by the Department.
- If the student registered multiple contact persons and first person contacted confirms that the student is not missing, the Department will contact each additional contact person in turn unless the student in question is contacted by the Department or contacts the Department.
- The Department will document attempts to contact the named individual(s) requested as contact persons.
- If the missing student is under the age of 18 and is not emancipated, the Department will notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
- Notify the Selinsgrove Borough Police Department within 24 hours after determining that the student is missing. This notification will be made even if the missing student has not registered a designated contact person, is above the age of 18, or is an emancipated minor.
- Once the missing student is located, all previously notified individuals will be updated as appropriate.

Personal Safety Information

In a campus community, there is often the potential for crime. Public Safety Officers regularly patrol the campus, both by vehicle and on foot, to maintain the safety and security of the community. Important points for our community members to remember:

- Be certain residence hall doors are closed and locked when entering and leaving. Do not prop doors open at any time and do not leave rooms unlocked at any time.
- Do not walk alone at night to secluded campus areas. Be careful about walking after dark in semi-lit places. Stay on walks and established paths.
- Don't waste time looking for your keys, have them ready. Drive with your doors locked and your windows up.

- Make sure you keep your doors locked once you are inside your vehicle and as soon as you exit your vehicle when leaving it for any period of time.
- Do not hitchhike or pick up hitchhikers, even if you recognize someone in a car alongside the road. Avoid stopping at out-of-the-way or poorly lit places.
- If you think you are being followed by another vehicle, stop at a well-lit business where there are lots of people and sound the horn. Do not attempt to get out of the vehicle until you are sure it is safe.
- If your car breaks down and someone stops to assist you, remain in the locked vehicle, ask the person to call the police and wait. Do not accept a ride.
- Park in well-lit places. Store valuables and packages out of sight in a locked trunk or glove compartment.
- Always accompany your guest, so that unidentified persons will not be wandering around campus.
- Report all strangers or suspicious activities to Public Safety by telephone or in person.
- Report in a timely manner to Public Safety anyone who is very sick or injured on campus and needs assistance.
- Report any crime of which you are a victim or a witness to, or any suspicious person loitering on campus in parking lots or in any building to Public Safety.

Programs Addressing Campus Security Practice and Procedures and Crime Prevention

Below is a sample of the programs offered at the University that address campus security practices and procedures, as well as crime prevention. For additional details on primary and ongoing prevention programs specifically addressing dating violence, domestic violence, sexual assault, and stalking, see the Sexual Misconduct & Gender Based Violence Policy of this Report.

Program Title	Type/Description	Frequency	Audience
“Run, Hide, Fight”	<p>The Department of Public Safety provides training, either in person or through video, on the University wide strategy of “Run, Hide, Fight.”</p> <p>This nationally promoted concept provides students, faculty and staff with personal action steps to take for their own security and the security of others during a violent shooting incident.</p>	As Requested	Open to students and employees
Practicing Consent	<p>This program is dedicated to creating a safe environment to dialogue about healthy sexuality and sexual relations. It has been created so attendees feel empowered to start defining what they want and how best to effectively communicate that to a future or current sexual partner. Audience members will go through a skill building workshop to establish communication styles and</p>	Offered twice in October and April, available by appt. for student groups and audiences.	Students

Program Title	Type/Description	Frequency	Audience
	how best to assert and establish boundaries with a partner(s).		
Healthy Relationships	This program provides information about aspects of healthy relationships, conflict resolution skills and role play scenarios to help walk audience members through various skill building exercises to increase communication skills amongst the people you are closest to.	Offered once in October and April, available by appt. for student groups and audiences.	Students
Date Night	Bring a friend or partner and spend time together over dinner discussing your values and boundaries while practicing non violent communication skills.	Offered every month	Students
Metamorphosis	Open to first year students and parents, this annual program sponsored by Center for Diversity and Inclusion, is held at the beginning of the academic year using a professional theater company in an interactive, theatrical presentation. It engages the audience on the subjects of communicating boundaries, the influence of alcohol, consent, bystander intervention, stereotypes and implicit bias.	Annually	Open to first year students and parents
Financial Literacy Series	Three part series facilitated by experts across campus that take audience members through financial abuse to financial independence, skills include understanding and identifying warning signs and abusive behaviors to developing and tracking a budget.	Offered every April (3 part series)	Campus Community

Program Title	Type/Description	Frequency	Audience
Escalation Workshop	The Escalation Workshop is a film-based discussion that opens people's eyes to the warning signs of relationship abuse. The workshop consists of a film, <i>Escalation</i> , followed by a guided discussion led by a trained facilitator.	Offered once per semester and available by appt. for student groups and audiences.	Students
Navigating Relationships	Communication is hard. We'd like to make it easier! Each month we will be sponsoring an interactive communication workshop focused on a variety of themes. Partnering with different organizations across campus we'd like to help you navigate difficult conversations you might have with your friends, partners, and family members. Topics include: navigating relationship labels, conflict resolution, coming out in a relationship, differing religious/spiritual beliefs, consent, supporting a partner with mental illness, and many more!	Monthly in the VIP Center	Students
Green Dot	We've all been in situations that may feel uncomfortable and dangerous. This program gives you tools and strategies for bystanders to help out in a way that feels comfortable for them	Monthly in publicized spaces across campus, additionally available by appointment for athletic teams, Greek organizations, student clubs/organizations, faculty departments, etc.	Students, Faculty and Staff
Welcome Week Programs	Each year Susquehanna University kicks off Welcome Week with an interactive program related to boundaries, healthy relationships and consent.	August and September	Campus Community
DV/SV Awareness/Action Months	Every year our October and April programming offer 30+ opportunities to take action against violence. From pledge signing to interactive boards in Mellon Lounge to weekly conversations in the V.I.P. Center and multiple opportunities to get trained in bystander intervention	October and April	Campus Community

Program Title	Type/Description	Frequency	Audience
	workshops, there are plenty of ways for students to get involved and raise their awareness regarding warning signs of relationship and sexual violence.		
Protect the Nest	Each semester we will be hosting a tabling event at a River Hawks game to hear about how parents, alumni, players and spectators—Protect the Nest! here at SU, home, and abroad.	Once per semester	Students, Parents, Supporters, Campus Community
The Mask You Live In	This film explores how our culture’s narrow definition of masculinity is harming our boys, men, and society at large and unveils what we can do about it. Using the film curriculum, we will lead masculinity forums across campus.	Once per semester	Campus Community
Mock University Hearing	Once a year student audiences get the opportunity to be an observer at a mock conduct hearing focused on an incident of sexual misconduct or gender-based violence.	Once per year	Campus Community
Take Back the Night	Including a private, survivor speak out, how to be an ally training and the opportunity for organizations to come together, raise awareness and Take Back the Night.	Once per year	Campus Community

Alcohol and Drug Policy

Susquehanna University is committed to the education of students when it comes to drugs and the legal, safe, and responsible use of alcohol. The misuse, abuse, or illegal use of alcohol and other drugs – on or off campus – including behaviors that allow underage drinking or promote excessive consumption of alcohol, are prohibited and will be addressed through the Student Conduct System or Human Resources if brought to the attention of University officials.

The University abides by all federal and state drug laws and all federal, state, and local laws relating to alcohol. Individuals may be accountable in criminal, civil, and University jurisdictions for acts that constitute violations of state, federal, and local laws. Susquehanna will cooperate with all agencies responsible for the enforcement of federal, state, and local laws concerning drugs and alcohol.

The University, by this policy, assumes no culpability for the behavior of any individual student with respect to his or her use or non-use of drugs and alcoholic beverages or for the results or consequences of his or her conduct and hereby disclaims such responsibility. In accordance with the intentions of the Higher Education Amendments of 1998, Susquehanna University reserves the right to inform the parents or legal guardians of students under 21 who have violated laws on the use or possession of alcohol or drugs.

The university prohibits the use, possession and sale of illegal drugs. The university prohibits the sale of alcohol. Students who are 21 years of age or older may possess, for their own use, and/or consume alcoholic beverages on in the privacy of their own rooms or the privacy of a residence hall room of other 21-year olds. All persons assigned to live in a residence hall room must be 21 years of age or older for the room to contain alcohol. Alcohol may not be stored or consumed in common areas of residence halls. Students who are under the age of 21 may not be present in residence hall rooms where there is alcohol.

Alcohol is not permitted in other campus buildings or outdoors unless associated with an approved campus event. All events with alcohol present must be approved by a member of the president's senior leadership team or designee. Any university department wishing to have alcohol present at an event must follow appropriate procedures through Events Management.

Student organizations wishing to have alcohol present at an event must follow the guidelines in the "Registered Events Overview". Student activities allocations may not be used for the purchase of alcoholic beverages.

Student tailgating is permitted for home athletic games and must be registered appropriately through Events Management and the Office of Leadership & Engagement.

Drug and Alcohol Abuse Programs

The University provides programs for both students and employees regarding drug and alcohol abuse. Alcohol Edu is a program open to first-year students. It is an interactive online program that incorporates the latest evidence-based prevention methods to create a highly engaging user experience, inspiring students to reflect on and consider changing their drinking and drug habits. Drug Free Workplace is a training module for all faculty and staff which provides education about drug and alcohol abuse in the workplace. It reviews the Drug Free Workplace Act, provides education on the signs of substance abuse and addiction, and informs employees about their role in fighting substance abuse on the job.

Policy and Procedures for Title IX Sexual Harassment and for Student Community Standards Sexual Misconduct and Gender Based Violence

See appendage "A".

Annual Disclosure of Crime Statistics, Explanations, and Terms

The statistics at the end of this section are compiled from all incidents reported to the Department of Public Safety, incidents reported to Campus Security Authorities, as well as any reported to law enforcement agencies with concurrent jurisdiction on campus and non-campus University property. Statistics for this report were reviewed from the Pennsylvania State Police and Borough of Selinsgrove Police Department.

These statistics may include crimes that have occurred in private residences, businesses and on public property in a geographically defined area which surrounds the college campus. Copies of the crime statistics may also be obtained at the Department of Public Safety located in 18th Street Commons.

As noted in various sections of this report, the University prohibits criminal behavior and a host of behaviors that affect the quality of life for students, faculty and/or staff. However, the table only lists those crimes specified to be reported under the Clery Act.

Definitions of Clery Act Crimes and Other Terminology - To aid in the understanding of the crimes reported in this document, following definitions are provided:

- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Arrests:** Persons processed by arrest, citation or summons.

- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, aircraft, personal property of another, etc.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- **Dating Violence:** Violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined by the reporting party’s statement and based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.
 (*Dating Violence is not defined by Pennsylvania state statute.*)
- **Domestic Violence:** A felony or misdemeanor crime of violence committed—
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 (*Pennsylvania Domestic Violence Law: Domestic Violence is not specifically defined by Pennsylvania statute. It includes crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.*)
- **Drug Law Violation:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability.

Hate Crimes include any of the following offenses that are motivated by bias:

- Murder/Non-negligent Manslaughter (as defined above)
- Sexual Assault (as defined above)
- Robbery (as defined above)
- Aggravated Assault (as defined above)
- Burglary (as defined above)
- Motor Vehicle Theft (as defined above)
- Arson (as defined above)
- Larceny-Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR). Constructive possession is the condition in which a person does not have physical custody or possession but is able to exercise dominion or control over a thing.
- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to a physical attack.
- Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Illegal Weapons Violation (Carrying, Possessing, etc.):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

- **Liquor Law Violation:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Non-Campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution. Or, any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. And, any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **On-Campus Student Housing Facilities:** Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. Statistics reported in this category are a subset of those reported in the "On-Campus" category.
- **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.
- **Referral:** The referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.
- **Robbery:** The taking or attempt to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.
- **Sex Offenses:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. This category includes the following:
 - *Rape:* Penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - *Fondling:* The touching of the private body parts of another person for the purpose sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - *Incest:* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - *Statutory Rape:* Sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Susquehanna University												
												2017 - 2019 Clery Crime Statistics
Criminal Offenses	On - Campus			On - Campus Student Housing			Non - Campus			Public - Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Rape	3	4	4	2	4	4	0	0	0	1	0	0
Sex offenses - Fondling	6	10	9	5	9	7	1	1	0	1	0	1
Sex offenses - Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses – Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	1	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	1	0	0	0	1	0
Burglary	2	3	1	2	3	1	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	1	0	2	1	0	1	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	1	0
Dating Violence	4	2	5	3	2	4	0	0	5	0	0	5
Stalking	6	3	5	5	0	2	0	0	0	0	0	0

Susquehanna University												
												2017 - 2019 Clery Crime Statistics
Arrests/Referrals - Select Offenses	On - Campus			On - Campus Student Housing			Non - Campus			Public - Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Illegal Weapons Violation - Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violation - Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations - Arrest	48	48	43	45	37	39	0	0	0	8	1	1
Drug Law Violations - Referral	17	21	9	17	6	9	0	0	0	0	0	0
Liquor Law Violation - Arrest	22	19	14	22	16	13	0	0	0	0	0	0
Liquor Law Violation - Referral	115	69	99	115	62	95	0	1	0	0	0	0

Susquehanna University												
												2017 - 2019 Clery Crime Statistics
Criminal Offenses as Hate Crimes	On - Campus			On - Campus Student Housing			Non - Campus			Public - Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Incest	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses – Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	2	2	0	0	2	0	0	0	0	2	2	0
Destruction/Damage/Vandalism	2	1	0	0	1	0	0	0	0	0	0	0
Larceny - Theft	1	0	0	1	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0

Susquehanna University												
												2017 - 2019 Clery Crime Statistics
Hate Crimes - by Prejudices	On - Campus			On - Campus Student Housing			Non - Campus			Public - Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Race	2	1	0	0	1	0	0	0	0	2	1	0
Religion	1	1	0	0	1	0	0	0	0	0	0	0
Sexual Orientation	2	0	0	1	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	1	0	0	1	0	0	0	0	0	1	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0

Susquehanna University Fire Safety Report

The Higher Education Opportunity Act (HEOA) includes various provisions related to fire safety and requires institutions with on-campus housing to publish annually a fire safety report that provides statistics for all on-campus residence facilities.

The report must detail such information as the number of fires, deaths, injuries, fire drills, fire-related property damage, and the type of fire detection systems in each building. In addition, each institute must maintain a log of all campus student housing fires, including the nature, date, time, and general location of each fire.

On-Campus Housing Fire Safety Equipment

Susquehanna University residences halls have detection and sprinkler systems. University Avenue houses are equipped with detectors in common areas and the remainder of the residence halls are outfitted with full detection equipment in rooms. With the exception of University Avenue housing, all residences halls have networked fire alarm systems.

When a networked fire alarm is activated, the alarm reports to the Department of Public Safety office located in the 18th Street Commons. The Department is staffed 24 hours a day, 365 days a year. An officer responds to the building and determines the cause of the alarm and whether the fire department should be notified to respond.

University Avenue resident housing fire alarm systems are local audible alarms with a simultaneous call to Public Safety. When the alarms are activated, the residents evacuate, an officer responds to the building and determines the cause of the alarm and whether the fire department should be notified to respond.

Safety training for students can be scheduled for residence halls through Residence Life and Public Safety.

Supervised Fire Drills/Emergency Alert

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by the Department in accordance with the requirements in the Higher Education Opportunity Act.

Additionally, the public address/warning siren and text alerting system are tested annually to verify its functionality and to test the Public Safety staff's ability to use the systems.

Evacuation Policy and Procedures

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building.

In the event of fire or other evacuation emergencies at Susquehanna University, all persons in the affected premises must evacuate. Occupants will be notified of a fire or other evacuation emergency by a fire alarm signal, which may be a bell or a horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages, outdoor public-address system and phone communications (voice mail) if appropriate.

If occupants discover a fire or smell smoke or discover any other hazardous emergency condition in a campus facility, immediately activate the building fire alarm and call the Department of Public Safety at 570-372-4444 or 911.

As occupants evacuate the building, they should calmly alert others in the affected area that they must leave. Occupants should only take important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others.

Common items occupants may take include coats, medicines, purses, wallets and keys. Occupants should never try to retrieve items in another location in the building. Building occupants are not required or encouraged to fight fires and may only use a fire extinguisher when trained to do so. Any individual trained in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, occupants should evacuate immediately unless they have specific emergency responsibilities designated. Windows and doors should be closed. Occupants should use the nearest safe exit, but not use any elevators. If someone is caught in smoke or heat, they should stay low where the air is better, and attempt to reach a safe exit or area of refuge.

Occupants should check doors with the back of their hand and if the door or doorknob to the hallway is hot to the touch, it should not be opened as fire may be on the other side. If occupants are unable to leave a room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, they should try to put a cloth or towel under the door to help prevent the entry of smoke. They should then call 911 and or 570-372-4444 to give exact location so that emergency personnel can be directed.

Occupants should consider individuals who are blind, visually impaired, deaf, hearing impaired or mobility impaired to immediately inform the nearest emergency responder of the individual's location. Employees who have a limitation that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Occupants should familiarize themselves with the location of all exits from building they regularly use. All exits in residence halls are marked with exit signs.

Students and employees leaving a building should assemble in the designated area assigned for the building, where it will not hinder the approaching emergency response personnel and apparatus. Designated areas can be found on the Department of Public Safety internal web page. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the responding Department members or emergency personnel. In addition, Public Safety staff will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Occupants must wait for Department personnel to inform them when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter. If re-entry to the building is not imminent, occupants will be directed to proceed to another location.

Fire Safety Violations and Prohibitions in Residence Halls

Electrical Appliances

Reflecting fire safety and electrical concerns, residents are limited in the use of electrical appliances and cooking devices they may store in personal residence hall rooms. One coffee pot (12-cup maximum), Keurig® or similar machine is permitted in each personal residence hall room. It must have a two-hour maximum automatic shut-off feature. Prohibited items include, but are not limited to personal or propane grills, electric blankets, air-conditioners, portable heating units of any kind, dehumidifiers (unless provided by Facilities Management), microwaves over 700 watts, and refrigerators over 5 cubic feet. Residents are not permitted more than two large appliances in their personal residence hall rooms

Kitchen appliances, particularly those with an exposed heating unit, are prohibited in personal residence hall rooms. This includes, but is not limited to, hot plates, toasters, blender, electric frying pans, broilers and griddles. They may be stored and used in kitchens / kitchenette areas within the common areas of residence halls at the owner's own risk. Appliances stored in common areas must be unplugged and restored immediately after use. Kitchen appliances may not be stored or used in personal residence hall rooms i.e. one microwave and one refrigerator, 2 refrigerators, 2 microwaves.

Students can rent a microfridge from mymicrofridge.com. Microfridges include a 2.13 cubic foot refrigerator, a .74 cubic foot freezer and a 700-watt microwave. Microfridges are delivered prior to move-in day, are maintained by Microfridge, and include a sensor in the microwave that will turn off the microwave if it detects smoke.

University officials reserve the right to request the removal of any appliance on University premises that may pose a safety or security risk.

Fire Safety and Restrictions

Fire safety is critical in community living. Fire extinguishers, fire alarm systems and other fire prevention and protection equipment are provided in university buildings as a safeguard for lives and property. Attaching items to smoke detectors or sprinklers, tampering with fire bells or alarms, pull stations, extinguishers, hoses, exit signs, instruction signs, sprinkler systems and the rendering of a false alarm are all prohibited and subject to the Code of Student Conduct. The Department of Public Safety conducts regular fire drills in the residence halls. Students receive instructions for their specific living unit at the beginning of the academic year. Individuals are required to vacate a building when a fire alarm sounds or when asked to do so by a university official. The following are not permitted unless stated:

- No fabric may be hung from ceilings or draped on walls or over doorways.
- Halogen lamps are prohibited.
- Miniature decoration lights (i.e. Christmas lights, novelty lights) cannot be attached to room fixtures using metal fasteners (white adhesive putty is recommended) or used in any other manner contrary to the manufacturer's recommendations.
- All candles, open flames, and the burning of incense are prohibited and will result in the confiscation and/or disposal of the item in question.
- Placement of furniture cannot block easy exit from the room.
- The possession or use of fireworks on University premises is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation. This prohibition does not apply to University approved fireworks displays by a licensed, certified, and insured pyro-technician.
- Fire pits, unless provided by the university, are not permitted on university premises.

Smoking

All campus buildings (including residence halls) are completely smoke-free which includes smoking tobacco products or any devices that emit smoke or vapor (including e-cigarettes and other devices). Those who smoke outside of campus buildings are asked to stay more than 25 feet from an entrance or window and are asked to use the ashtrays that are located outside building entrances for the disposal of cigarettes and cigars.

Fire Safety

Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in University buildings as a safeguard for lives and property. Tampering with fire bells, alarms, extinguishers, hoses, exit signs, instruction signs, sprinkler systems and the rendering of a false alarm are all prohibited. Individuals are required to vacate a building when a fire alarm sounds or when asked to do so by University officials.

Training

The Department of Public Safety conducts regular fire drills in the residence halls and other buildings.

Fire Reporting

Anyone wishing to report an active fire should call 911 or the Department of Public Safety at 570-372-4444. If anyone would wish to report a previous fire event, they may call the Department of Public Safety at 570-372-4444.

Fire Log

Fire incidents are logged as an incident in the record management system. Copies of the fire log can be obtained by request at the Department of Public Safety. This log will highlight all fire and alarm activity on the Susquehanna University campus.

Fire Protection Systems

Information specific to fire safety/detection systems and fire suppression systems, fire related drills, fires, fire related injuries and deaths for each on-campus housing facility is detailed in the statistics below.

Additional Information

Additional information regarding fire safety violations and prohibitions may be found in the Susquehanna University Student Handbook.

FIRE SAFETY REPORT 2019

Student Housing Facility	Fire Safety Equipment			Fire Drills			Fires			Fire Related Deaths			Fire Related Injuries			Value of Property Damage	Narrative
	Sprinklers	Detectors	Report to DPS	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019		
101 Liberty Alley	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
300 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
301 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
305 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
307 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
309 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
310 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
312 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
313 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
401 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
402 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
403 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
405 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
520 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
600 Univ. Ave.	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Aikens	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Hassinger	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Isaacs	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
North Hall	X	X	X	2	2	2	1	0	0	0	0	0	0	0	0	0	2018 - DRYER MOTOR OVERHEATED
Phi Mu Delta	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Reed	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Roberts	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
March	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
O'Connor	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Ross	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Scholars	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Seibert	X	X	X	2	2	2	0	1	0	0	0	0	0	0	0	0	2018 - OVERHEATED HVAC BLOWER MOTOR
Shobert	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Smith	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Theta Chi/GO House	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	

Student Housing Facility	Fire Safety Equipment			Fire Drills			Fires			Fire Related Deaths			Fire Related Injuries			Value of Property Damage	Narrative
	Sprinklers	Detectors	Report to DPS	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019		
West	X	X	X	2	2	2	0	0	1	0	0	0	0	0	0	0	2019 - BURNED SHOWER CURTAIN AND TOWEL DISPENSER
West Village A	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village B	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village C	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village D	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village E	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village F	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
West Village G	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Kathmandu	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Granada	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Hong Kong	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Jakarta	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Lima	X	X	X	2	2	2	1	0	0	0	0	0	0	0	0	0	2017- VINYL SIDING MELTED WITH A CIGARETTE LIGHTER
Montreal	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
New Orleans	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Alice Springs	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Buenos Aires	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Cape Town	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Dakar	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Edinburgh	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	
Florence	X	X	X	2	2	2	0	0	0	0	0	0	0	0	0	0	

Uniform Crime Report

In accordance with the Uniform Crime Reporting Act and the College and University Security Regulations, each institution of higher education is required to annually file, on or before March 1, an assurance statement regarding the institution's compliance with the act and the regulations. This report is provided to fulfill the annual reporting requirements of the act.

Students and employees may file a complaint regarding the institution's compliance with the Director, Department of Public Safety by phone at 570-372-4444, in person at the Department of Public Safety, 18th Street Commons or in writing to the Director, Department of Public Safety, 514 University Ave., Selinsgrove PA 17870.

General

In the fall of 2020, Susquehanna University had an enrollment of 2,221 undergraduate students and three graduate students, with 1,850 living in student housing. The total number of nonstudent employees working on campus was 631. All University employees, volunteers, and independent contractors are required to complete criminal, child abuse, and FBI clearances. There is no requirement for Susquehanna University students to have clearances completed. The complement of the Public Safety staff included: four full-time Communications Specialists, six full-time Public Safety Officers, two Public Safety Lieutenants, one Public Safety Sergeant, the Associate Director of Public Safety and the Director of Public Safety. Students, faculty and staff may report criminal incidents to the Department of Public Safety or directly to the Selinsgrove Police Department.

Facilities Management

Susquehanna University supplements the Public Safety apparatus by a comprehensive system of facilities management. This includes the regular maintenance of campus facilities to ensure security equipment and mechanisms are in proper working order to include the repairing of doors, windows and other access points. Additionally, landscaping and grounds keeping are designed to control ingress and egress from the campus, control access to pedestrian walkways and to limit access by the public to certain parking locations. Finally, the campus lighting system is designed, maintained and regularly updated to provide visibility in high vehicular traffic areas and locations in which students, faculty and staff regularly walk during periods of darkness. The campus community has multiple avenues for reporting safety related concerns to facility managers including phone, online, and email systems. Facilities Management maintains an on-call member, 24 hours a day, 7 days a week.

Housing

The following information regarding housing and students is provided, per the reporting requirements of the Act.

- Types of student housing available:

Susquehanna University has two types of student housing arrangements for undergraduate students. The first is on-campus. The second is an exemption to the housing policy that allow students to commute or live off-campus based on specific criteria.

- On-campus residential locations are generally separated into two types of areas, first-year areas and upper-class areas. All buildings are co-ed, however, there are some floors within the residential areas that are gender specific.
 - First -Year areas: These facilities are standard residential corridor hall buildings, in which students share a common area bathroom. Most of the rooms are double rooms with some triples and quads. There are single rooms for Residence Life student staff and for students whose needs require them to have a single room.
 - Upper - Class areas: There are variety of living environments for students who are sophomores, juniors and seniors, including: traditional residential corridor hall buildings in which students share a common area and bathroom; theme houses consisting of shared space for 10 students; suite-style, in which students share a space that has a common area and independent bathroom and townhouses, which are apartments with a kitchen, common area and independent bathroom.
- Housing Exemptions fall into the below two categories.
 - Commuting Students: Undergraduate students under 23 years of age who live with a parent/guardian whose primary address is within a 1 hour drive of the University.
 - Other Housing Exemptions: Students who are 23 years of age, married and living with their spouse, or have responsibilities for a dependent child/person, or are a 5th year senior and have applied to reside off campus.

- Policy on housing assignments and requests by students for assignment changes: Upper-class students select roommates and rooms during a housing selection process. Incoming students are housed with their roommates though information received on a roommate preference form. A mediation process is in place for students who express roommate challenges that can result in relocation of students. Students may request a room change at semester breaks.
- Policy concerning the identification and admission of visitors in student housing facilities: All visitors to student housing facilities must be admitted by a student from that facility. Susquehanna University students are responsible for their visitors.
- Measures to secure entrances to student housing facilities: Exterior doors on some facilities are locked and accessed only through an electronic card system that uses the Susquehanna University identification card. The Department of Public Safety has access to this system electronically. Other facilities have traditional key entry systems that are controlled by student residents of that building; they are not monitored.
- Standard security features used to secure doors and windows in student rooms: Room doors are secured through a traditional key lock system. Each roommate has their own individual room and (if applicable) suite key. Windows in student rooms have a latch mechanism on the inside of the window.
- Description of the type and number of employees, including security personnel, assigned to the student housing facilities that includes a description of their security training: Susquehanna University employs professional staff consisting of one Director of Residence Life, one Associate Director of Residence Life, and two Area Coordinators. In addition, there are 82 student staff members consisting of Senior Community Assistants and Resident Assistants, who reside in the student housing facilities. They receive extensive training sessions before the beginning of the fall and spring semesters to ensure they have the ability and skills to address a variety of emergency issues. A student staff member is on duty for each building at night when school is in session. Except townhouses and houses on University Avenue, student staff has the responsibility to ensure the buildings are secure by completing nightly walkthroughs of the buildings.
- Type and frequency of programs designed to inform student housing residents about housing security and enforcement procedures: Security standards are addressed at the beginning of every semester through floor meetings and whenever deemed necessary if students are exhibiting actions that are lowering the safety standards significantly.
- Policy and special security procedures for housing students during low-occupancy periods such as holidays and vacation periods: Any student interested in residing on campus during a break period must show cause through a request for approval to the Office of Residence Life. If they are approved, the Department of Public Safety is notified of their name and location.
- Policy on the housing of guests and others not assigned to the student housing or not regularly associated with the institution of higher education: Within the residence halls at Susquehanna University, a guest is defined as any individual who is found in a residence hall or residence hall room who is not officially assigned to live there by the Office of Residence Life. A roommate must be consulted and give consent prior to inviting a guest to stay overnight in the residence hall room. The rights of a student to privacy, quiet, etc. are paramount and take precedence over the desire of a roommate to have guests in the room. An individual may be an overnight guest in a residence hall for a maximum of two nights in any given two-week period. A person may not be an overnight guest of more than one resident per two-week period. In addition, a host may not have more than one overnight guest in a two-week period. *
- Any individual staying as a guest must obtain a guest pass and keep it on their person during their entire time they remain a guest on campus. Guest passes may be obtained at the Public Safety Office, 18th Street Commons (open 24 hours a day). Guests must provide the following information: A cell phone number; the name of the Susquehanna University student host and his or her cell phone number; the building and room number of the host's on-campus residence; a name of an emergency contact and his or her number (i.e. parent or legal guardian); the reason for the visit (this should include the particular department that invited the guest to campus - i.e. field hockey recruit, prospective student from admissions, music department recruit, etc.); the name of the coordinating administrator and their contact number (if the guest is a prospective student); and the dates of the visit. Guests may also be asked to provide this information to the administrator responsible for coordinating their visit. If a guest pass is given to a guest by a coordinating administrator, the guest does not need to go to Public Safety to obtain another pass. Guests are obligated to spend the night in their host's residence hall room unless previously instructed by an administrator or coach. *

- Susquehanna University student hosts are responsible for the conduct of their guests on University premises and at functions sponsored by the University or any student organization. Hosts may be held responsible for their guest's behavior. All guests are subject to University regulations. Should a guest be found without his or her guest pass or violating University policy, they are subject to arrest by the Selinsgrove Borough Police for trespassing and/or may be asked to leave campus. *

* Susquehanna University's Guest Policy has changed due to COVID19, please see [the Fall 2020 Campus Plan](#).

Uniform Crime Report Statistics

The Pennsylvania Uniform Crime Reporting Act requires the release of crime statistics and crime rates to students and employees. The below statistics represent the number and nature of offenses reported to and investigated directly by the Susquehanna University Department of Public Safety. Incidents that were reported to and directly investigated by the Selinsgrove Police Department are not included even though Department of Public Safety personnel may have been present at the scene and/or provided assistance. Those should be reflected in statistics provided by the Selinsgrove Police Department. The rate is based on the actual number of full time equivalent (FTE) students, faculty, and staff calculated according to a state-mandated formula. The index in the table below is based on incidents per 100,000 FTEs.

CALENDAR YEARS	2017 (2809)		2018 (2785)		2019 (2751)	
	ACTUAL	INDEX 100,000	ACTUAL	INDEX 100,000	ACTUAL	INDEX 100,000
PART 1 OFFENSES						
Murder and Nonnegligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	1	35.6	5	179.5	4	145.4
Attempts to Commit Rape	0	0	0	0	0	0
Robbery Firearm	0	0	0	0	0	0
Robbery Knife or Cutting Instrument	0	0	0	0	0	0
Robbery Other Dangerous Weapon	0	0	0	0	0	0
Robbery Strong Arm (Hands, Feet, etc.)	0	0	0	0	0	0
Assault Firearm	0	0	0	0	0	0
Assault Knife or Cutting Instrument	0	0	1	35.9	2	72.7
Assault Other Dangerous Weapon	0	0	0	0	0	0
Assault Hands, Fist Feet, etc.	3	106.8	3	107.7	2	72.7
Other Assaults - Not Aggravated	1	35.6	0	0	0	0
Burglary Forcible Entry	1	35.6	0	0	0	0
Burglary Unlawful Entry - No Force	2	71.2	4	143.6	1	36.3
Burglary Attempted Forcible Entry	0	0	0	0	0	0
Larceny-Theft	33	1174.8	31	1113.1	36	1308.6
Motor Vehicle Theft - Autos	0	0	0	0	0	0
Motor Vehicle Theft - Trucks and Buses	0	0	0	0	0	0
Motor Vehicle Theft - Other Vehicles	0	0	0	0	0	0
Arson	0	0	0	0	0	0
SUBTOTAL PART 1	41	1459.6	44	1579.8	45	1635.7
PART 2 OFFENSES						
Forgery and Counterfeiting	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Stolen Prop. Rec., Poss., Buying	0	0	1	35.9	0	0
Vandalism	57	2029.2	45	1615.7	48	1744.8
Weapons, Carrying, Posses, Etc.	0	0	0	0	0	0
Prostitution & Commercialized Vice	0	0	0	0	0	0
Sex Offenses (except 02 and 160)	10	356	10	359	3	109
Drug Sale/Manf. - Opium -Cocaine	0	0	0	0	0	0
Drug Sale/Manf. - Marijuana	0	0	0	0	0	0
Drug Sale/Manf. - Synthetic	0	0	0	0	0	0
Drug Sale/Manf. - Other	0	0	0	0	0	0
Drug Possession - Opium - Cocaine	0	0	0	0	0	0
Drug Possession - Marijuana	0	0	0	0	0	0
Drug Possession - Synthetic	0	0	0	0	0	0
Drug Possession - Other	0	0	0	0	0	0
Gambling - Book Making	0	0	0	0	0	0
Gambling - Numbers Etc.	0	0	0	0	0	0
Gambling Other	0	0	0	0	0	0
Offenses Against Family & Children	0	0	0	0	0	0
Driving Under Influence	0	0	0	0	0	0
Liquor Law	12	427.2	11	394.9	17	617.9
Drunkennes	0	0	0	0	0	0
Disorderly Conduct	15	534	10	359	8	290.8
Vagrancy	0	0	0	0	0	0
All Other Offenses (Except Traffic)	29	1032.4	32	1149	17	617.9
SUBTOTAL PART 2	123	4378.8	109	3913.8	93	3380.5
GRAND TOTAL	164	5838.4	153	5493.7	138	5016.3

Appendage A

SUSQUEHANNA UNIVERSITY POLICY AND PROCEDURES FOR TITLE IX SEXUAL HARASSMENT AND FOR STUDENT COMMUNITY STANDARDS SEXUAL MISCONDUCT AND GENDER BASED VIOLENCE

I. POLICY STATEMENT

Susquehanna University is committed to fostering a living, learning and working environment free of discrimination and harassment. The University is subject to Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §§1681, *et seq.*, which states that “[n]o 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.” Susquehanna University does not discriminate on the basis of sex and will not tolerate sexual misconduct in any form, including as defined by Title IX, Susquehanna University’s community standards or other University policies. Susquehanna University’s complete Notice of Anti-Harassment and Non-discrimination policy is available at <https://www.susqu.edu/documents/about/anti-harassment-nondiscrimination-policy.pdf>.

II. SCOPE OF POLICY

The Susquehanna University Policy and Procedures for Title IX Sexual Harassment applies to all faculty, staff, and students. Student Community Standards Sexual Misconduct and Gender-Based Violence applies to all Susquehanna University students Alleged misconduct subject to this Policy (“Prohibited Conduct”) includes both Title IX Sexual Harassment (which is defined by law) and, with respect to the conduct of students, Community Standards Sexual Misconduct and Gender Based Violence (which includes allegations that do not meet the definitions under Title IX, but nonetheless violate Susquehanna University’s community standards) as discussed further in the Definitions (Section IV) below. Allegations of sex discrimination, sexual harassment and other forms of sexual misconduct on the part of faculty, staff, volunteers or contractors not constituting Title IX Sexual Harassment are subject to the University’s Anti-Harassment and Non-Discrimination Policy for employees and not this Policy.

III. TITLE IX AND THE TITLE IX COORDINATOR

The following individuals are responsible for coordinating Susquehanna University’s efforts to comply with Title IX and this Policy:

Dena Salerno, Title IX Coordinator and Dean for Diversity and Inclusion, 570-372-4302
salerno@susqu.edu, Degenstein Campus Center

Jennifer Bucher, Deputy, Title IX Coordinator for Employees and Vice President of Human Resource, 570-372-4157, bucherjennifer@susqu.edu, Selinsgrove Hall

Colleen Bunn, Deputy Title IX Coordinator, Director of Residence Life, 570-372-4137,
bunn@susqu.edu, Degenstein Campus Center

Please contact any of the above with questions regarding Title IX or this Policy. Questions may also be directed to:

Assistant Secretary for Civil Rights
U.S. Department of Education

Office for Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: 800-421-3481
Email: OCR@ed.gov

IV. DEFINITIONS

Terms used in this Policy have the following meanings:

Advisor: An Advisor is a person who has agreed to provide support and advice to a Complainant or Respondent, subject to the provisions of Section X(C).

Appeal Officer: The individual responsible for determining an appeal under Section XII. The Appeal Officer may be Susquehanna University employee or an external contractor. The Appeal Officer will not be the Title IX Coordinator, nor the Investigator or Hearing Officer who were assigned to the matter that is the subject of the Appeal.

Community Standards Sexual Misconduct and Gender Based Violence: Community Standards Sexual Misconduct and Gender Based Violence includes conduct by a student or a recognized student organization (either referred to as a “student” for purposes of this definition) that does not constitute Title IX Sexual Harassment or is not subject to the filing of a Formal Complaint as Title IX Sexual Harassment because the Complainant is not participating or attempting to participate in the University’s education program or activity, but that (a) has continuing adverse effects on or creates a hostile environment for individuals participating or attempting to participate in Susquehanna University’s education program or activity, or otherwise has a reasonable connection to Susquehanna University; and (b) constitutes one of the following:

- **Community Standards Sex Discrimination:** Discrimination on the basis of sex.
- **Community Standards Sexual Harassment:** Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Susquehanna University’s education program or activity. Community Standards Sexual Harassment also includes the following:
 - **Community Standards Sexual Assault/Rape:** Penetration or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration or attempted penetration by a sex organ of another person, without the consent of the alleged victim.
 - **Community Standards Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the alleged victim. This touching can include, but is not limited to, kissing, grabbing, groping, or touching the private parts of another, or causing the other to touch the harasser’s private parts.
 - **Community Standards Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
 - **Community Standards Sexual Exploitation:** An act or omission to act that involves a student taking non-consensual, sexual advantage of another, either for the student’s own advantage or the benefit of a third party. Consent is defined below in Section V. Examples of sexual exploitation include but are not limited to the following:

- Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other’s knowledge and consent;
 - Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only;
 - Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;
 - “Peeping Tom” or voyeuristic behaviors;
 - Engaging in sexual behavior with knowledge of an illness or disease that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;
 - Engaging in or attempting to engage others in “escort services” or “dating services” which include or encourage in any way sexual behavior in exchange for money;
 - Intentionally, knowingly, or surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation; or
 - Exposing another person to pornographic material without the person’s advance knowledge or consent.
- **Community Standards Dating Violence:** Violence, including sexual or physical abuse or the threat of such abuse, committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the alleged victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.
 - **Community Standards Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the alleged victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of Pennsylvania or by any other person against an adult or youth alleged victim who is protected from that person’s acts under the domestic or family violence laws of Pennsylvania.
 - **Community Standards Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. For purposes of this definition, (a) course of conduct means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (c) substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent: A knowing, voluntary and mutual decision among participants to engage in sexual activity, as discussed further in Section VI.

Formal Complaint: A document submitted by a Complainant and bearing the Complainant's physical or digital signature, or otherwise indicating that the Complainant is the one filing the Formal Complaint, requesting that the Susquehanna University investigate the allegations of Prohibited Conduct. The Title IX Coordinator also may sign a Formal Complaint, as discussed in Section X, but does not become the Complainant by doing so. In order to file a Formal Complaint for Title IX Sexual Harassment, a Complainant must be participating in or attempting to participate in Susquehanna University education program or activity at the time a Formal Complaint is filed. If not, the matter may proceed as a violation under Community Standards Sexual Misconduct and Gender Based Violence.

Hearing Officer: The individual responsible for conducting the Hearing under Section XI(D), reaching a decision on responsibility and assigning sanctions, if appropriate. The Hearing Officer may be a Susquehanna University employee or an external contractor. The Hearing Officer shall not be the University's Title IX Coordinator, nor the Investigator who investigated the matter that is the subject of the Hearing.

Informal Resolution Facilitator: The individual responsible for facilitating Informal Resolution, as discussed in Section X(D). The Informal Resolution Facilitator may be a Susquehanna University employee or an external contractor.

Investigator: The individual responsible for conducting the investigation of alleged Prohibited Conduct, as discussed in Section XI(A). The Investigator may be a Susquehanna University employee or an external contractor. The Title IX Coordinator may serve as the Investigator.

Party or Parties: Party refers to a Complainant or a Respondent. Parties refers to Complainant and Respondent collectively.

Prohibited Conduct: Prohibited Conduct includes Title IX Sexual Harassment and Community Standards Sexual Misconduct and Gender Based Violence.

Respondent: An individual who has been reported to have engaged in any form of Prohibited Conduct or an organization that has been reported to have engaged in Community Standards Sexual Misconduct and Gender Based Violence.

Title IX Sexual Harassment: Title IX Sexual Harassment means conduct on the basis of sex that involves an employee of Susquehanna University conditioning the provision of an aid, benefit, or service of Susquehanna University on an individual's participation in unwelcome sexual conduct; or an individual engaging in unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Susquehanna University's education program or activity. Title IX Sexual Harassment also includes the following:

- **Title IX Sexual Assault:** Sexual assault includes any of the following Prohibited Conduct:
 - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the alleged victim.
 - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the alleged victim.
 - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Title IX Dating Violence:** Violence, including sexual or physical abuse or the threat of such abuse, committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the alleged victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.
- **Title IX Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the alleged victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of Pennsylvania, or by any other person against an adult or youth alleged victim who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.
- **Title IX Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. For purposes of this definition, (a) course of conduct

means two or more acts, including, but not limited to, acts in which the alleged stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (b) reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; and (c) substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Jurisdiction. In order to constitute Title IX Sexual Harassment, the alleged misconduct must have occurred (i) in the United States, and (ii) in Susquehanna University education program or activity, which is defined as locations, events or circumstances over which Susquehanna University exercised substantial control over both Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by the University.

V. RETALIATION

Retaliation against an individual for participating in any way in a report, investigation, hearing or other proceeding under this Policy is strictly prohibited. No one may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. The University will handle all allegations of retaliation by students using our Student Code of Conduct and by employees in accordance with University employee policies. In evaluating whether retaliation has occurred, Susquehanna University may consider whether the conduct in question constituted the exercise of rights protected under the First Amendment or was covered by another Institution policy, including with respect to freedom of expression or academic freedom.

VI. CONSENT

For purposes of this Policy, consent is present when words or actions manifest a knowing, active, voluntary, and present agreement to engage in specific sexual or intimate contact.¹ When determining whether consent was present, the University will consider whether a reasonable person(s) in the same position as the Respondent(s) knew, or reasonably should have known, whether a Complainant was able to freely give consent and whether consent was given. Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent.

Knowing: Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

Active: Consent must take the form of words or actions that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not – in and of themselves – be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location or going on a date.

Voluntary: Consent must be freely given and cannot be the result of respondent’s coercion. Coercion is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. A person’s words or conduct amount to coercion if they wrongfully impair the other’s freedom of will and ability to choose whether or not to engage in sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person’s ability to consent prior to engaging in sexual activity.

Present: Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to present sexual acts; similarly, consent to one type of sexual activity does not imply consent to all sexual activity. Consent may also be withdrawn at any time, provided the person

¹ The Consensual Sexual or Romantic Relationships with Students Policy is an additional policy that applies to faculty and staff and prohibits intimate or romantic relationships with students.

withdrawing consent makes that known in words or actions.

Consent cannot be obtained from an individual who is incapacitated, where a reasonable, sober person initiating sexual activity would have known or reasonably should have known that the individual was incapacitated. An individual who is under the influence of alcohol and/or other drugs may be incapacitated, and therefore unable to Consent. However, consumption of alcohol or other drugs alone is insufficient to establish incapacitation. Incapacitation is a state beyond drunkenness or intoxication, where an individual cannot make a knowing and deliberate choice to engage in the sexual activity. Individuals who are asleep, unresponsive or unconscious are incapacitated. Other indicators that an individual may be incapacitated include, but are not limited to, the inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance. An individual also may be incapacitated due to a temporary or permanent physical or mental health condition.

Consent may be withdrawn by any party at any time. An individual who seeks to withdraw Consent must communicate, through clear words or actions, a decision to cease the sexual activity. Consent is automatically withdrawn when a party is no longer capable of consenting. Once Consent is withdrawn, the sexual activity must cease immediately. Consent must be re-established before resuming any sexual activity. Consent to one form of sexual activity does not, by itself, constitute Consent to another form of sexual activity. Consent to sexual activity on one occasion does not constitute Consent to sexual activity on other occasions. An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain Consent.

VII. REPORTING

Any person may report conduct constituting possible Prohibited Conduct to the Title IX Coordinator in person, by mail, by telephone, by email or online². The Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures (*see* Section IX) and to explain the process for filing a Formal Complaint.

Complainants are encouraged, but not required, to proceed with a Formal Complaint. If the Complainant desires to proceed with a Formal Complaint, the Title IX Coordinator or designee will begin the Formal Complaint Processes (*see* Section XI). If the Complainant decides not to submit a Formal Complaint, the Title IX Coordinator may sign a Formal Complaint when the Title IX Coordinator deems doing so necessary to address the possible Prohibited Conduct, including in order to provide a safe and nondiscriminatory environment for all members of Susquehanna University community. In deciding whether to sign a Complaint if the Complainant elects not to do so, the Title IX Coordinator may, but is not required to, consider factors such as whether the conduct alleged included threats, violence, serial predation or weapons. A Complainant is not required to submit a Formal Complaint in order to receive Supportive Measures.

A. Anonymous Reporting

With the exception of Authorized and Responsible Employees, discussed in Section VII(B), any individual may anonymously report allegations of Prohibited Conduct via the online reporting form available at: www.susqu.edu/titleix. This form goes directly to the Title IX Coordinator(s). Depending on the level of information available about the incident or the individuals involved, the University's ability to respond to an anonymous report may be limited, but the Title IX Coordinator will conduct a preliminary investigation. Anonymous reports that do not require additional investigation are used for aggregate reporting. The University will, however, take whatever steps it deems appropriate and in the best interests of the overall University community, consistent with the information available. The University will not fail or refuse to investigate an anonymous report because it is anonymous.

B. Reports to Authorized and Responsible Employees

² Only individuals with explicit authorization from SU (based on their role and official duties) may enter, update, access, share or disseminate electronic data related to incidents of sexual misconduct and gender-based violence via the online reporting form. Any information shared outside of the institution will be documented. SU immediately and permanently revokes authorization if an individual enters, shares, updates or disseminates data in violation of this policy.

There may be instances when a student or employee discloses alleged Prohibited Conduct to an employee of Susquehanna University. Whether that disclosure constitutes actual notice to the University triggering its response obligations under this Policy, depends on the role of the employee to whom the disclosure is made³, as follows:

- **Authorized Employees:** A disclosure or report of Prohibited Conduct made to an Authorized Employee (regardless of whether the disclosure is made by the Complainant or a third party) constitutes a report to the University (*i.e.*, actual knowledge), triggering a response under this Policy. All Authorized Employees are required to promptly report disclosures of Prohibited Conduct to the Title IX Coordinator, including all information that has been disclosed to the Authorized Employee, such as the names of those involved, the location of the incident, the alleged Prohibited Conduct, etc. The following individuals are Authorized Employees:
 - Title IX Coordinator and Deputy Title IX Coordinators
 - Dean of Students and Campus Life
 - Vice President for Student Life

- **Responsible Employees:** A disclosure or report of Prohibited Conduct made to a Responsible Employee (regardless of whether the disclosure is made by the Complainant or a third party) does not constitute a report to the Institution (*i.e.*, is not “actual knowledge”) triggering a response under this Policy. Susquehanna University, as a matter of policy, requires Responsible Employees to promptly report disclosures of Prohibited Conduct to the Title IX Coordinator, including all information that has been disclosed to the Responsible Employee, such as the names of those involved, the location of the incident, the alleged Prohibited Conduct, etc. The following individuals are Responsible Employees:
 - All faculty, staff or student staff members, employed by the University who have not otherwise been specifically identified and defined in this Policy as a Confidential Resource or a Semi-Confidential Resource as defined in Section [XV].

All students and employees, even if not Authorized or Responsible Employees, are encouraged to report instances of possible Prohibited Conduct to the Title IX Coordinator.

C. **Privacy and Confidentiality**

Susquehanna University respects the privacy of individuals involved in any report of alleged Prohibited Conduct, meaning the Title IX Coordinator and others responsible for carrying out this Policy will disclose information only as required to implement this Policy or by law. If a Complainant requests that a report of Prohibited Conduct remain confidential (*i.e.*, with the Complainant’s identity not being disclosed to the Respondent and an investigation not being commenced), the Title IX Coordinator will evaluate that request in the context of Susquehanna University’s responsibility to provide a safe and nondiscriminatory environment for all members of its community. Susquehanna University may question an employee-Respondent

³ If the reported incident involves the abuse of a minor, , all employees regardless of designation are mandated by law to report the incident.

about alleged Prohibited Conduct without disclosing the identity of the Complainant, provided that it does not take disciplinary action against that Respondent for Title IX Sexual Harassment without implementing the Formal Complaint Processes in Section X.

The Complainant is not required to file a Formal Complaint to receive Supportive Measures (*see* Section IX), but there may be instances when disclosing the Complainant's identity is necessary to provide certain Supportive Measures (*e.g.*, where the Respondent would need to know the identity of the Complainant in order to comply with a no-contact order).

Susquehanna University will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair its ability to provide the Supportive Measures.

Only certain professionals at Susquehanna University are legally required to keep information shared by an individual truly confidential, without reporting it to the Title IX Coordinator. Those confidential resources and support services are discussed further in Section XV.

D. False Reports and Other False Information

The submission of knowingly false information is prohibited and will be addressed under Susquehanna University's Code of Conduct for students and employment policies for faculty and staff. This provision does not apply to reports made and other information submitted in good faith, even if the facts alleged are not substantiated by an investigation and/or Hearing decision.

VIII. EMERGENCY REMOVALS

If at any point following the receipt of a report of Prohibited Conduct, Susquehanna University determines that the Respondent poses an immediate threat to the physical health or safety of the Complainant or any other person(s), including the Respondent, Susquehanna University may temporarily remove the Respondent from any or all of its programs or activities. The imposition of an Emergency Removal does not suggest a finding of responsibility for any Prohibited Conduct.

Before imposing an Emergency Removal, the Dean of Students (for student removals) or the Vice President of Human Resources (for employee removals) will undertake an individualized safety and risk analysis concerning Respondent at the request of the Title IX Coordinator. An Emergency Removal will be imposed only if the VP for Human Resources or the Dean of Students, as appropriate, concludes that the threat to physical health or safety arises from the allegations of Prohibited Conduct and warrants the removal.

An Emergency Removal may involve the denial of access to some or all of Susquehanna University campus facilities, academic program, or other programs or activities. While Susquehanna University may provide alternative academic or employment opportunities during an Emergency Removal, it is not required to do so. Non-punitive actions taken as Supportive Measures (*e.g.*, changes in housing) do not constitute Emergency Removals.

The Title IX Coordinator will notify Respondent of the terms imposed in connection with an Emergency Removal. Respondent has the opportunity to challenge the Emergency Removal upon receipt of that notice. In order to challenge the Emergency Removal, Respondent shall submit an appeal via email to the VP for Student Life (for students), the Executive Vice President (for staff) or the Provost and Dean of Faculty (for Faculty) within three (3) calendar days from the date of the notice of Emergency Removal, explaining why Emergency Removal is not appropriate. In evaluating the appeal, the VP for Student Life or Executive Vice President for Staff or Provost and Dean of Faculty for faculty, as appropriate, may seek additional information from Respondent or any other individual. The Emergency Removal will remain in place while the appeal is pending. The VP for Student Life or Executive Vice President for Staff or Provost and Dean of Faculty for faculty shall issue a decision as soon as possible under the circumstances. The decision is final and not subject to further appeal.

Separate from the Emergency Removal process, the Title IX Coordinator may request that Vice President for Human Resources place an employee-Respondent on an administrative leave, with or without pay.

IX. SUPPORTIVE MEASURES

Supportive Measures are non-disciplinary, non-punitive individualized services that may be provided to Complainants or Respondents upon request, when deemed by the Title IX Coordinator to be appropriate and reasonably available. Supportive Measures may also be imposed at

the initiative and in the sole discretion of the Title IX Coordinator. Supportive Measures are available beginning at any time after the submission of a report of Prohibited Conduct.

A Complainant may seek and be provided Supportive Measures prior to or without ever filing a Formal Complaint.

Supportive Measures are designed to restore or preserve equal access to Susquehanna University educational programs and activities, without unreasonably burdening the other party. Supportive Measures may be of any duration and may be modified at the discretion of the Title IX Coordinator, as circumstances warrant. Supportive Measures will be kept confidential to the extent doing so does not impair Susquehanna University ability to provide them.

Supportive Measures may include, but are not limited to, the following:

- Access to medical and mental health services, including counseling services;
- Extensions of deadlines or other course-related adjustments;
- Modification of work or class schedules;
- Mutual restrictions on contact between the parties (*i.e.*, “no contact” orders);
- Changes in work or housing locations;
- Leaves of absence;
- Assistance finding additional financial aid options, if income, financial resources, or employee/student status changes
- Advocacy in seeking visa and/or immigration assistance
- Assistance utilizing the Employee Assistance Program
- A no contact order (Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third-party communication with one another).
 - In some cases, an individual may also wish to consider a Protection from Abuse Order from the local courts. This is a civil proceeding independent of the University. An individual has the right to file for a Protection from Abuse Order or Sexual Violence Protection Order with the help of an on-campus advocate. The campus advocate is located in the VIP Center in the lower level of the Blough-Weis Library or available 24/7 at 1-800-850-7948. An individual also has the right to file a petition for a Protection from Abuse Order on their own at the Snyder County Courthouse Prothonotary’s Office.
 - The process for acquiring an order, includes an individual completing paperwork (with a campus advocate or on their own) about any incident(s) of misconduct and abuse. The paperwork will be filed with Snyder County Courthouse. Upon being filed, the individual who filed along with the alleged defendant will receive an order to appear in court. At that hearing, the individual can represent themselves or bring an attorney to testify about the alleged misconduct and/or abuse. If a temporary and/or final Protection from Abuse (“PFA”) court order is issued, the Department of Public Safety in conjunction with the local Selinsgrove Borough Police Department will serve the individuals named within the court order. Additionally, the University will, to the extent possible, assist the person who has obtained a PFA in benefiting from the restrictions imposed by the court and will also facilitate on-campus compliance with the order, as per the statute set forth by Commonwealth of PA.
- Increased security and monitoring of certain areas; or
- Any other measures deemed appropriate by the Title IX Coordinator to preserve equal access to Susquehanna University programs and activities.

A student or employee’s failure to abide by the terms of any Supportive Measure may result in discipline and, depending on the circumstances, could be deemed to constitute Retaliation.

X. FORMAL COMPLAINT PROCESSES

In order to commence Formal Complaint Processes, a Complainant must file a Formal Complaint for Prohibited Conduct with the Title IX Coordinator. Alternatively, if the Title IX Coordinator has

received a report of Prohibited Conduct, but the Complainant elects not to submit a Formal Complaint, the Title IX Coordinator has the discretion to sign the Complaint if the Title IX Coordinator deems doing so necessary to address Prohibited Conduct, including in order to provide a safe and nondiscriminatory environment for all members of its community. In doing so, the Title IX Coordinator does not become the Complainant.

There is no time limit within which a Complainant must file a Formal Complaint. However, at the time a Formal Complaint for Title IX Sexual Harassment is filed, the Complainant must be participating or attempting to participate in Susquehanna University programs or activities.⁴

Pursuing a Formal Complaint does not preclude a Complainant from pursuing the filing of criminal charges. However, it is important to understand that the standard for criminal prosecution is different from that used in student and employee conduct proceedings. As a result, decisions rendered in either forum are not determinative of what will happen in the other.

If the Title IX Coordinator receives Formal Complaints against more than one Respondent or by more than one Complainant against one or more Respondents, or by one Party against the other Party (i.e., “counterclaims”), where the allegations of sexual harassment arise out of the same facts or circumstances and are so intertwined that the allegations directly relate to all of the Parties, the Title IX Coordinator has the discretion to consolidate the Formal Complaints. If Formal Complaints are consolidated, all Parties must receive the same version of the written determination.

A. Written Notice

Upon the submission of a Formal Complaint, the Title IX Coordinator will provide written notice to the Complaint and Respondent, if known, including the following:

- A copy of this Policy
- A copy of their rights
- Notice of the allegations of conduct that may constitute Prohibited Conduct, with sufficient detail for the Respondent to prepare a response before any initial interview, including, if known, the identities of the Parties involved and the date and location of the incident
- The presumption that the Respondent is not responsible for the alleged Prohibited Conduct unless a determination of responsibility is reached at the conclusion of the Formal Resolution Process
- Notice of the Parties’ entitlement to an Advisor of choice at any meeting, interview or other proceeding related to the Formal Complaint, as discussed in Section X(C)
- The identity of the Investigator as described in Section XI(A)
- Notice that the Parties may inspect and review evidence gathered during the investigation as discussed in Section XI(B)
- Notice that Susquehanna University Code of Student Conduct for students and the Anti-Harassment and Non-Discrimination policy and Disciplinary Action Policy for faculty and staff prohibits knowingly making false statements or knowingly submitting false information during the Formal Complaint Processes

If additional allegations of conduct that might constitute Prohibited Conduct are identified during the course of the investigation and will be included in the Formal Complaint Processes, the Title IX Coordinator will issue an updated notice.

B. Dismissal for Purposes of Title IX Sexual Harassment

If any of the following circumstances are met, the Title IX Coordinator will dismiss the Formal Complaint for purposes of any form of

Title IX Sexual Harassment:

- Even if proved, the misconduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined in Section IV;
- The misconduct alleged in the Formal Complaint did not occur in Susquehanna University's education program or activity, which is defined as locations, events or circumstances over which Susquehanna University exercised substantial control over both Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by Susquehanna University; or
- The misconduct alleged in the Formal Complaint is not alleged to have occurred in the United States.

Further, if any of the following circumstances are met, the Title IX Coordinator may dismiss the Formal Complaint for purposes of any form of Title IX Sexual Harassment, in the Title IX Coordinator's sole discretion:

- Complainant notifies the Title IX Coordinator in writing that Complainant wishes to withdraw the Formal Complaint or any allegation in it;
- Respondent is no longer enrolled or employed at Susquehanna University; or
- Specific circumstances prevent Susquehanna University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegation.

The Title IX Coordinator will promptly send notice of the dismissal, including the reasons for dismissal, to the Complainant and Respondent via email. The notice will advise the parties whether the Formal Complaint will proceed further and, if so, whether it will do so as possible Community Standards Sexual Misconduct and Gender-Based Violence (for students) or the University's Anti-Harassment and Non-Discrimination policy (for employees). Both the Complainant and Respondent may appeal any decision to dismiss the Formal Complaint for purposes of Title IX Sexual Harassment by submitting a request for appeal to the Title IX Coordinator by email within three (3) calendar days of the date of the Title IX Coordinator's email. The appeal will be determined using the procedures set forth in Section XII.

The decision whether the matter will proceed as potential Community Standards Sexual Misconduct and Gender-Based Violence or as a possible violation of the Anti-Harassment and Non-Discrimination policy is not subject to appeal.

C. Advisors

The Parties are entitled to identify an Advisor of their choice, who may accompany them to all investigative interviews, Hearings and other meetings or proceedings held in connection with a Formal Complaint ("Formal Complaint Process Proceedings"). An Advisor is a person who has agreed to provide support and advice to a Complainant or Respondent. The Parties are responsible for identifying their own Advisor, if they wish to have one. Susquehanna University will maintain a list of employees who have agreed to serve as Advisors at no cost to Complainants or Respondents, whom the Complainant or Respondent may, but are not required to, contact to determine whether they are available for that purpose.

As discussed in Section XI(D)(5), the Parties must have an Advisor for purposes of conducting cross-examination at a Hearing. If a Party has not identified an Advisor to accompany them to the Hearing for purposes of conducting cross-examination, Susquehanna University will provide one for that limited purpose.

Except when conducting cross-examination as discussed in Section XI(D), Advisors may not speak aloud during any Formal Complaint Process Proceedings, including by addressing anyone other than the individual for whom they are an Advisor. The Advisor may confer with the individual whom they are advising quietly or by means of written notes. Parties may request a brief recess to consult with their Advisor, which may be granted at the sole discretion of the Susquehanna University representative conducting the Formal Complaint Process Proceeding. An Advisor whose presence is deemed at that individual's sole discretion to be improperly disruptive or inconsistent with Rules of Decorum established by the University, as discussed in Section X(D)(7), will be required to leave and may be prohibited from participating in future Formal Complaint Process Proceedings.

While Susquehanna University may consider short delays in scheduling to reasonably accommodate an Advisor's availability, whether to grant such a request is in the sole discretion of the Susquehanna University representative responsible for the event in question.

D. Informal Resolution

Informal Resolution presents the opportunity for the Complainant and Respondent to resolve allegations of Prohibited Conduct without an investigation or hearing. Participation in Informal Resolution in lieu of the Formal Resolution Process is purely voluntary. Informal Resolution is available only when a Formal Complaint has been filed and the Parties agree to its use in writing. Informal Resolution may be used only with the approval of the Title IX Coordinator, who may deem its use inappropriate based on the specific allegations involved or other factors. Informal resolution is not available to resolve a student-Complainant's allegations that an employee has engaged in Title IX Sexual Harassment. Prior to initiating Informal Resolution, the Title IX Coordinator will provide the Parties with written notice disclosing the allegations, the requirements of the process, the right to withdraw from Informal Resolution to pursue formal resolution, and any consequences of participation (*e.g.*, as it relates to any subsequent formal resolution if Informal Resolution is not achieved).

Informal Resolution can be commenced at any point prior to the conclusion of a Hearing under the Formal Resolution Processes. It is conducted by an Informal Resolution Facilitator appointed by the Title IX Coordinator. The Complaint, Respondent, Title IX Coordinator or Facilitator may terminate Informal Resolution at any time prior to its completion. If Informal Resolution is terminated, the Formal Resolution Process will promptly commence or resume, as appropriate.

Informal Resolution may take many forms as agreed to between the Complainant, Respondent and Title IX Coordinator, including, but not limited to:

- **Mediation**: Mediation may involve the Complainant and Respondent being in the same or different rooms, but they will never be required to be in the same room. Mediation typically does not require an admission of responsibility for the Prohibited Conduct by the Respondent.
- **Restorative Justice**: Restorative Justice may involve the Complainant and Respondent being in the same or different rooms, but they will never be required to be in the same room. Restorative Justice typically requires an admission of responsibility for the Prohibited Conduct, or certain allegations, by the Respondent.

If the Informal Resolution is terminated such that the matter resumes the Formal Resolution Processes, all documents would be forwarded to the Title IX Coordinator to determine whether or not they will be included in the Formal Resolution Process. Documents created for the purposes of the informal resolution will not be included in the Formal Process, but evidentiary documents produced for consideration by the facilitator can be used in the hearing.

The outcome of the Informal Resolution will be documented in an agreement or other form that is signed by both the Complainant and the Respondent. The outcome will be reported to the Dean of Students and placed in the student's file, but not listed as a formal conduct proceeding and therefore won't be considered in future findings of responsibility for Prohibited Conduct or other violations of Susquehanna University's Code of Conduct.

The Informal Resolution process typically should be completed within thirty (30) calendar days of the Parties documenting their agreement to participate. That period may be extended at the discretion of the Title IX Coordinator.

XI. FORMAL RESOLUTION PROCESS

Susquehanna University strives to resolve Formal Complaints within ninety (90) calendar days of the submission of a Formal Complaint, but balances its desire to achieve a prompt resolution with the need to conduct a thorough and complete investigation, which may delay that timeframe. Delays might also result from a number of factors, including but not limited to the appeal of a dismissal as discussed in Section XII, impacts of concurrent criminal processes, or an attempt at Informal Resolution. The Title IX Coordinator may extend the time for completion of the Formal Resolution Process for good cause as determined in the sole discretion of the Title IX Coordinator, and will provide written notice to the Parties of the reason for extension or delay.

At the discretion of the Title IX Coordinator, possible violations of the Student Code of Conduct or other policies that occurred directly in connection with the alleged Prohibited Conduct may be, but are not required to be, addressed under the Formal Resolution Processes here in lieu of engaging in a separate decision-making process for those possible violations.

A. Investigation

The written notice described in Section X(A) will identify the appointed Investigator. Either Party may object to the Investigator on the grounds of conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, by submitting an objection to the Title IX Coordinator in writing within three (3) calendar days of receipt of the issuance of the written notice. The Title IX Coordinator, in their sole discretion, shall determine whether a different Investigator should be appointed.

and witnesses, and gathering relevant inculpatory and exculpatory evidence. The Investigator may not access, consider, disclose or otherwise use records that are made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional in connection with the provision of treatment to the Complainant or Respondent, unless the Investigator obtains the Complainant's or Respondent's, as appropriate, voluntary written consent to do so.

All Parties will have an equal opportunity to identify witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, for the Investigator. Parties will be provided with written notice of the date, time, location, participants and purpose of all investigative interviews in which they are expected to participate. Parties may be accompanied by an Advisor of their choice at any investigative interview, as described in Section X(C).

B. Investigation Report

The Investigator will prepare an investigation report summarizing all relevant evidence. The report will exclude all non-relevant evidence, as well as any evidence not subject to disclosure for reasons set forth herein (*e.g.*, medical records regarding which the Party has not authorized disclosure).

Prior to completing the investigation report, the Investigator will send to both Complainant and Respondent, and their Advisors, if any, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, regardless of whether it is anticipated that the evidence will be used at the hearing or in connection with any decision on responsibility. The Parties are strictly prohibited from disclosing or disseminating the evidence to any third parties and from using it for purposes other than carrying out the Formal Resolution Processes. Complainant and Respondent will have ten (10) calendar days to provide a written response concerning the evidence to the Investigator, including identifying additional evidence for the Investigator's consideration prior to completing the investigation report. The response must be by the Party, not the Party's Advisor. A Party's response will be shared with the other Party.

After receipt of the Parties' responses concerning the evidence and at least ten (10) calendar days before the hearing, the Investigator will provide the Complainant and Respondent, and their Advisors, if any, a copy of the investigation report. The Complainant and Respondent may, but are not required to, provide written responses to the investigation report. Any response must be by the Party, not the Party's Advisor. A Party's response will be shared with the other party.

C. Hearing Notice

After the investigation report has been provided to the Parties and their Advisors, if any, and not fewer than 10 calendar days before the hearing, the Title IX Coordinator will issue a Hearing notice via email advising the Parties of the following:

- The date, time and location of the Hearing.
- The specific charges of Prohibited Conduct subject to disposition at the Hearing and a brief description of the conduct resulting in the charges;
- The individual to serve as the Hearing Officer; and
- That at the request of either party, the Hearing will take place with parties located in separate rooms with technology enabling the parties to simultaneously see and hear the party/witness answering questions. Requests for separate rooms must be submitted to the Title IX Coordinator via email at least 5 calendar days before the Hearing.

Any Party may object to the Hearing date or challenge the appointment of the Hearing Officer for bias or conflict of interest by submitting a written objection to the Title IX Coordinator via email within three (3) calendar days⁵ of the Title IX Coordinator issuing the Hearing Notice. The Title IX Coordinator, in their sole discretion, shall determine whether the Hearing Officer should be removed and/or the Hearing rescheduled. Once the Hearing Officer is confirmed, the Title IX Coordinator will provide the Hearing Officer with a copy of the investigation report.

D. Hearing

Hearings are governed by the procedures set forth below. The formal Rules of Evidence that may apply to any courtroom proceeding do not apply to Hearings conducted under this Policy.

The only individuals who may appear at a Hearing are the Complainant and Advisor, Respondent and Advisor, and witnesses called by the Hearing Officer. The Parties and their Advisors may be present throughout the Hearing, with the exception of any recesses for which they are excused by

the Hearing Officer. Witnesses are permitted to be present only when providing testimony. The Investigator and Title IX Coordinator may be present throughout the Hearing, as may other Susquehanna University representatives at the discretion of the Hearing Officer. If a Party fails to attend a Hearing, the Hearing may be held in the Party's absence, at the discretion of the Hearing Officer.

- i. **Witnesses:** At least 7 calendar days before the Hearing, the Hearing Officer will advise the Parties which witnesses will be requested to provide testimony at the Hearing. No later than 2 calendar days after such notice, the Parties may request that additional witnesses be requested to be present at the Hearing. The request must be submitted to the Hearing Officer in writing, including a brief description of why the information is relevant to the determination of responsibility. Whether or not to approve such request as potentially providing relevant information shall be in the sole discretion of the Hearing Officer, who will advise the requesting Party of the final decision. If the request is approved, the Hearing Officer will advise the other Party as well.
- ii. **Documents:** All documentary evidence provided to the parties under Section XI(B) will be made available at the Hearing, as well as all evidence produced by the Parties in their response. The availability of such evidence does not suggest a determination on relevance, which shall be made by the Hearing Officer.
- iii. **Relevance:** The Hearing Officer is responsible for making all determinations of relevance as to witnesses, questions and documentary evidence presented at the Hearing. For purposes of this Policy, "relevant" means that the evidence is probative of any material fact. Evidence that is not relevant will be excluded at the Hearing and may not form the basis for any decision by the Hearing Officer. Evidence that is duplicative of evidence already in the Hearing record may be deemed not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the alleged conduct or if the questions and evidence concern a specific incident of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- iv. **Standard of Proof:** The Hearing Officer will make decisions on responsibility using a preponderance of evidence standard of proof. *Preponderance of Evidence* means that the evidence demonstrates that the outcome is more likely than not.
- v. **Advisors at Hearings:** The parties may be accompanied by their Advisor at the Hearing. As discussed in Section X(C), the Advisor may not address the Title IX Coordinator, Investigator, Hearing Officer, other Advisors or any other individuals participating in the Hearing. The only exception is with respect to cross-examination as discussed below. Like the parties, Advisors are required to adhere to the Rules of Decorum applicable to Hearings, as outlined in Section XI(D)(7). An Advisor who fails to do so may, at the sole discretion of the Hearing Officer, be required to leave the Hearing. The parties shall inform the Title IX Coordinator whether they will be accompanied at the Hearing by their Advisor of choice by no later than 7 calendar days before the Hearing. If a party has not identified an Advisor, Susquehanna University will provide one for the sole purpose of conducting cross-examination as discussed below. The Parties may not conduct cross-examination themselves; cross-examination must be performed by an Advisor. If an Advisor is required to leave a Hearing for failure to adhere to the Rules of Decorum or for any other reason, the Hearing Officer shall recess the Hearing until Susquehanna University appoints an Advisor for purposes of cross-examination. Advisors provided by Susquehanna University will be adults with an

- understanding of the purpose of cross-examination.
- vi. **Hearing Procedures:** The procedures here provide the general framework for any Hearing. The Title IX Coordinator or Hearing Officer may alter certain procedures as deemed appropriate in their sole discretion to aid in the equitable resolution of the matter.
1. **Recording:** The Hearing will be recorded by means of an audio recording, if the hearing occurs in person. If the hearing occurs virtually it will be recorded using audiovisual technology. Recesses taken or approved by the Hearing Officer, including for the Hearing Officer to consult with the Title IX Coordinator, Investigator or any other Susquehanna University representative, will not be recorded.
 2. **Opening Statements:** Each Party will have the opportunity to make a brief opening statement. The Parties will make any statements themselves, not through their Advisor.
 3. **Parties:** Generally, the Hearing Officer will hear from the Complainant first, followed by the Respondent. Each Party will have the opportunity to provide relevant evidence to the Hearing Officer. The Hearing Officer will ask relevant follow-up questions of each party. Each Party's Advisor will have the opportunity to ask cross-examination questions of the other Party. Advisors are reminded of the importance of adhering to the Rules of Decorum in cross-examining the Parties and any witnesses. If a Party does not submit to cross-examination, the Hearing Officer must not rely on any statement of that Party in reaching a determination regarding responsibility, regardless of where, when or in what forum the statement was made. The Hearing Officer cannot draw an inference regarding responsibility based solely on a Party's absence from the Hearing or refusal to answer questions. With respect to cross-examination, Advisors are limited to asking only relevant questions. The Hearing Officer will determine whether questions are relevant prior to the Party answering the question. If the question is deemed not relevant, the Hearing Officer will provide a brief explanation and the question will be precluded. The Hearing Officer's decision is not subject to challenge or objection during the Hearing.
 4. **Witnesses:** A similar process and the same rules that apply to Parties will apply to the testimony of witnesses. Like the Parties, any witness may appear remotely, with technology allowing the Hearing participants to simultaneously see and hear the witness. If a witness does not submit to cross-examination, the Hearing Officer must not rely on any statement of that witness in reaching a determination regarding responsibility, regardless of where, when or in what forum the statement was made. The Hearing Officer cannot draw an inference regarding responsibility based solely on a witness's absence from the Hearing or refusal to answer questions. The Investigator may be called as a witness. At the Hearing Officer's discretion, the Investigator may be asked to testify before the Parties to facilitate an efficient presentation of evidence.
 5. **Closing Statement:** Each Party will have the opportunity to make a brief closing statement. The Parties will make any statements themselves, not through their Advisor.

vii. **Rules of Decorum**

The following Rules of Decorum apply to parties, Advisors and witnesses participating in any Hearing. Individuals failing to follow the Rules of Decorum may be directed to leave the Hearing, at the Hearing Officer's sole discretion. Although the Hearing Officer may provide warnings or reminders of the Rules of Decorum before such removal, a pre-removal warning or reminder will not necessarily be provided depending on the nature of the conduct in question.

- Be respectful of all hearing participants.
 - Be mindful of non-verbal behaviors
 - Use calm voices, avoid shouting or raising of voices.
 - Allow others to speak without interruption
 - Correctly identify all parties by their identified pronouns
 - Avoid badgering a party or witness by asking the same question repeatedly
- Respect hearing officer's decisions regarding the relevance of questions, do not object to hearing officer

E. F.Hearing Outcome Letter

Within 3 calendar days of the conclusion of the Hearing, the Hearing Officer will issue the Hearing Outcome Letter via email to the Parties.

The Hearing Outcome Letter will include:

- A description of the allegations that lead to the Hearing, as potentially constituting Prohibited Conduct.
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination.
- A statement of factual findings supporting the determination.
- A statement of the conclusions regarding the application of this Policy to the facts.
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
- An explanation of the disciplinary sanctions imposed on the Respondent, if any.
- A statement of whether remedies designed to restore or preserve equal access to Susquehanna University education program or activity will be provided to the Complainant. Specific remedies will be identified in the Hearing Outcome Letter only to the extent those remedies directly affect the Respondent. The Title IX Coordinator is responsible for implementing such remedies.
- The procedures and permissible bases for the Complainant and Respondent to appeal.

The Hearing Outcome becomes final following the determination of the appeals, if any, or upon the date following the deadline for filing an appeal, if no appeal is pursued. No further appeals of any kind are permitted.

F. Sanctions and Remedies

i. Sanctions

If the Respondent is found responsible for any Prohibited Conduct, the Title IX Coordinator will provide the Hearing Officer with the Respondent's prior conduct record for consideration in the Hearing Officer's assignment of a sanction or sanctions. The range of available sanctions includes:

Primary Conduct Sanctions for Students include:

Disciplinary Reprimand: a written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action, including disciplinary probation.

Disciplinary Probation: a trial period during which a student must behave in a manner acceptable to the University. This period can include exclusion from participation in privileged or co-curricular institutional activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of this Policy or the Code of Student Conduct during the period of probation, will normally result in suspension or expulsion from the university. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate university officials. Disciplinary probation status may also affect qualifications for some awards, prizes or financial aid, particularly those stipulating conduct acceptable to the university. Disciplinary Probation can affect a student's ability to apply for or participate in GO Programs.

Disciplinary Suspension: temporary separation from university premises, and other privileges or activities, as set forth in the suspension notice. Students who are suspended are not permitted to participate in any University activities, academic or non-academic, during the suspension timeframe. They may not take part in any official exercise, including commencement. Suspended students are not allowed on Susquehanna University's premises during their suspension unless prior approval has been granted by the Dean of Students. Any

request for the privilege of visiting Susquehanna during the suspension must be received in writing at least seven business days prior to the requested date by the Dean of Students. It should be understood that the submission of a request does not guarantee approval. The Dean may require the student requesting the privilege meet prior to the date. Decisions regarding the request will be communicated to the student and appropriate university staff.

Disciplinary Deferred Suspension: The sanction of disciplinary suspension may be placed in deferred status for a limited period of time. During this period of time, the student is on notice that any further violations of the Code of Student Conduct will result in the suspension that was originally defined becoming effective immediately without further review. Disciplinary Deferred Suspension may not be imposed for longer than one regular semester. If this sanction is imposed during a semester, it may be imposed for the remainder of that semester and one additional semester.

Expulsion: permanent termination of student status and exclusion from university premises, privileges and activities including, but not limited to: receipt of Susquehanna University degree, registration, class attendance, residence in university-owned housing and use of university facilities. A student who has been expelled is not eligible for readmission. Students expelled from Susquehanna University are not allowed on Susquehanna University's premises and will receive a No Trespass Order from Public Safety. Expulsion will be kept on file in the Student Life Office, will remain in the student's conduct record permanently, and will be reflected on transcripts.

In addition to the above sanctions, students may also be assigned additional secondary sanctions.

Secondary Conduct Sanctions:

Restriction or Revocation of Privileges: the determination to withdraw a privilege, use of a service, participation in a program, event or activity for a specific period of time. The loss of privilege may prohibit a student or student organization from being released to live off-campus, or from participating in off-campus study (GO Program), co-curricular or athletic activities where the Individual(s) represents the university. Restrictions include, but are not limited to, registering or taking part in organizational or university social activities, the use of a particular university facility, guest privileges or parking privileges.

Restitution: repayment to the university or to an affected party for damages resulting from a violation of this code. Restitution can occur at any level.

Additional Sanctions: Additional sanctions may be imposed. Service, research projects or educational programs or activities, including but not limited to, an educational seminar, a treatment program for alcohol or drug abuse or psychological assessments may also be assigned.

Parents may be notified to the extent permitted by law. (See the Parental Notification Policy under the Additional Campus Policies section of this Individual Handbook.)

Title IX Sexual Harassment Sanctions for employees

Sanctions include but are not limited to written warning(s), suspension, change in duties, workplace changes or termination as listed in the staff Disciplinary Actions Policy and Faculty Handbook.

ii. Remedies

The Title IX Coordinator is responsible for the implementation of remedies designed to restore or preserve equal access to Susquehanna University education program or activity. While remedies might constitute Supportive Measures, they also might be in the form of Sanctions.

G. APPEALS

Either Party may appeal a determination of responsibility (or non-responsibility) as set forth in the Hearing Outcome by submitting a written appeal to the Title IX Coordinator by email within 10 calendar days of the Hearing Officer's issues of the Hearing Outcome Letter. Appeals may be based on only one of the following:

- A procedural irregularity that affected the determination of responsibility;
- The existence of new evidence that was not reasonably available at the time of the Hearing that could affect the outcome of the matter; and
- The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter.

As discussed in Section X(B), appeals may also be based on the dismissal of a Formal Complaint alleging Title IX Sexual Harassment.

The appeal must be in writing and clearly explain the basis for the appeal. If the appeal is from the outcome of a Hearing, the Parties shall have access to the record of the Hearing to prepare their appeal on such terms as the Title IX Coordinator provides. Upon receipt of an appeal, the Title IX Coordinator will notify the other Party that the appeal has been filed, permitting the party 5 days to provide a response, and providing the parties with the identity of the Appeal Officer who will determine the matter. The Party's response will be provided to the appealing party, but no further exchange of positions is permitted.

The Parties may challenge the appointment of the Appeal Officer for bias or conflict of interest by submitting a written objection to the Title IX Coordinator via email within 3 calendar days of the Title IX Coordinator issuing the notice. The Title IX Coordinator, in their sole discretion, shall determine whether a new Appeal Officer should be identified.⁶

The Title IX Coordinator will forward the appeal and the other Party's response to the Appeal Officer. The Appeal Officer will evaluate the appeal on the written record and recording of the Hearing, and may seek input from the Title IX Coordinator, Investigator and/or Hearing Officer as deemed appropriate in the Appeal Officer's sole discretion.

For appeals from a Dismissal in Section X(B), the Appeal Officer will typically issue a written decision on the appeal, including the result and a brief rationale, within 7 calendar days of the Hearing Officer's receipt of the appeal materials.

For appeals from a Hearing Outcome, the Appeal Officer will typically issue a written decision on the appeal, including the result and a brief rationale, within 7 calendar days of the Appeal Officer's receipt of the appeal materials.

The appeals officer has the ability to uphold the decision, send it back for a new hearing in front of the same hearing officer, send it back for a new hearing with a different hearing officer or reach a different outcome.

The Appeal Officer's decision is final. No further appeals are permitted.

H. RECORDKEEPING

Susquehanna University will retain records created in connection with a Formal Complaint for seven (7) years. Such records include those relating to any Informal Resolution, the investigation, any determination regarding responsibility (including any audio or audiovisual recording or transcript), any disciplinary sanction imposed, any appeal and any remedies provided to the Complainant designed to restore or preserve equal access to Susquehanna University education program or activity

Susquehanna University will also document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the education program or activity. If Susquehanna University provides no Supportive Measures to the Complainant, it will additionally document why such a response was not clearly unreasonable in light of all the known circumstances.

I. TRAINING

Any individual serving as Susquehanna University Title IX Coordinator, Investigator, Informal Resolution Facilitator, Hearing Officer or Appeal Officer will receive training on this Policy, the scope of Susquehanna University education program or activity, how to conduct an investigation and Formal Resolution Processes (including Hearings, Appeals and Informal Resolution, as applicable), and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. Further, they will receive training on questions of relevance, and on preparing an Investigation Report, Hearing Outcome Letter or Appeal decision, as appropriate.

a. Prevention and Education

Sexual misconduct and gender-based violence prevention and education cannot exist in a void. How we develop and construct our social lives including our norms, beliefs, expectations, boundaries, and communication skills all affect and intertwine with our culture's understanding of sexual misconduct and gender-based violence. In order to dismantle these scripts our approach must be multi-faceted.

By understanding the culture, we aim to meet our campus community where they are. We offer an array of prevention programming to engage students, faculty, and staff to examine their lives and increase their understanding of accountability and care for others. The University's 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 (students and employees) that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines domestic violence, dating violence, sexual assault, and stalking including how those terms are defined in the Commonwealth of Pennsylvania;
- Defines what behavior and actions constitute consent to sexual activity in the Commonwealth of Pennsylvania;
- 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 ⁷so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks.

All of Susquehanna University athletes and first year students receive preventative education programming. A list of our primary prevention programs and awareness programs can be found here: <https://www.susqu.edu/campus-life/student-safety/prevention>

b. Employee Training

As a result of Act 104 from November 17, 2010 from the Department of Education, which added Article XX-G, "Sexual Violence Education at Institutions for Higher Education" to the Public School Code, as well as the Violence Against Women Reauthorization Act of 2013, the University offers mandatory educational programs for all employees. These programs include, but are not limited to the following topics:

- Discussion of sexual misconduct and gender-based violence
- Discussion of consent
- Discussion of drug and alcohol-facilitated sexual misconduct and gender-based violence
- Information on where/how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities or local law enforcement
- An explanation of the definitions of sexual misconduct and gender-based violence
- Safe and positive options for bystander intervention
- Information on recognizing warning signs of abusive behaviors

⁷ Risk reduction programming is performed to help students build the capacity to recognize potentially harmful situations.

- Procedures for pursuing institutional disciplinary action in cases of alleged sexual misconduct and gender-based violence
- Information about how the University works to protect the confidentiality of students and employees;
- Explanation of available on and off-campus resources for students, faculty, and staff

Public Awareness Events: The University recognizes, along with the Office of Civil Rights (OCR), that public awareness events and education programs are best served by a higher level of confidentiality. The University wants students to feel free to participate in preventative education programs and access resources. Therefore, public awareness events such as “Take Back the Night” or other forums which students disclose experiences of sexual misconduct and gender-based violence are not considered notice to the University for the purpose of triggering an individual investigation unless the individual initiates a complaint.

Our full prevention policy can be found in the Student Handbook.

J. SUSQUEHANNA UNIVERSITY AND COMMUNITY RESOURCES

a. Semi-Confidential Resources

Semi-Confidential Reporters are required to report the nature, date, time, and general location of an incident to the Title IX Coordinator and, under certain circumstances, to the Department of Public Safety, but are not required to report the Complainant’s name or other personally-identifiable information unless (1) given permission to do so by the person who disclosed the information; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or (4) as otherwise required or permitted by law or court order. If the University determines that the Respondent(s) pose a serious and immediate threat to the campus community the Department of Public Safety may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the Complainant. For more information on timely warnings see Section XII.

At Susquehanna, Semi-Confidential Reporters are limited to individuals who work or volunteer in the on-campus Health Center or Violence, Intervention and Prevention Center, including front desk staff and student workers. Following is contact information for these non-professional counselors and advocates:

Health Center
620 University Avenue, Selinsgrove, PA
570-372-4385

For emergencies at lunch (noon – 1 p.m.) or after hours call 570-374-9164 to reach the on-call nurse. This nurse is available 24 hours/day, 7 days/week during the academic schedule.

Violence, Intervention, and Prevention (VIP) Center
Location: Lower Level of Blough Weis Library
Phone Number: 570-372-4063
Available resources for faculty, staff, and students.

An individual who speaks to a confidential or semi-confidential resource must understand that, if the individual wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue University disciplinary action against the Respondent. Even so, these counselors and advocates will still assist the individual in receiving other necessary protections and support.

b. Confidential Resources

Confidential Resources will not share information about an incident unless (1) given permission to do so by the person who disclosed the information; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or (4) as otherwise required or permitted by law or court order.

At Susquehanna, Confidential Resources are limited to professional, licensed counselors and pastoral counselors who provide mental health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor). Following is the contact information for these individuals:

Counseling Center
606 University Avenue, Selinsgrove, PA
(570) 372-4751—business hours
(570)-374-9164—after hours

University Chaplain
Weber Chapel
(570) 372-4220

Director of Jewish Life
Hillel House—514 University Ave. Selinsgrove, PA
(570) 372 – 4440

Employee Assistance Program
workhealthlife.com/Standard3
(888)-293-6948 or TDD: 1-800-327-1833

c. **Off Campus Medical Resources**

The nearest hospital to campus is Evangelical Community Hospital. An advocate from Transitions of PA can be available to transport a Complainant to the hospital and/or meet them at the hospital. Evangelical Community Hospital can provide many critical services including:

- Physical Exam
- Emergency Contraception
- STD/HIV Medications
- Forensic Exam (*A forensic exam, completed by a medical practitioner, is the process through which physical evidence is collected and may include a rape kit. Physical evidence can include photo documentation of injuries, collection of fluids (blood, semen, urine, saliva) and other identifiable objects (hair, clothing with potential DNA)). *More information on preserving evidence is provided below after the medical services contact information.*

Contact information is as follows:

Evangelical Community Hospital
One Hospital Drive, Lewisburg, PA
570-522-2770

Please note that under Pennsylvania law when a forensic rape exam is completed, a medical provider is required to notify law enforcement to retrieve the exam for safekeeping. Although the medical provider

will provide information to law enforcement, the Complainant is not required to speak with a law enforcement officer at the hospital. Additionally, they can decide on the extent of their participation in a criminal prosecution.

d. Off Campus Counselors and Advocates

Off campus counselors and advocates and health care providers will also generally maintain confidentiality and not share information with the University unless the individual requests the disclosure and signs a consent or waiver form. The following off campus resources are available:

Transitions of PA (comprehensive crime center)
VIP Center, Blough Weis Library 120 S. 3rd St. Lewisburg, PA 17837
570-372-4377 or 570-217-6312 1-800-850-7948
24/7 at 1-800-850-7948

Other local counseling resources can be found on the Counseling Center’s website:
<https://www.susqu.edu/campus-life/student-and-campus-services/counseling-services>

e. Off Campus Legal Services

Off campus free legal services are available near the University. Legal service providers will also generally maintain confidentiality and not share information with the University unless the individual requests the disclosure and signs a consent or waiver form. The following off campus resources are available:

Transitions of PA (comprehensive crime center)
VIP Center, Blough Weis Library 120 S. 3rd St. Lewisburg, PA 17837
570-372-4377 or 570-217-6312 1-800-850-7948
24/7 at 1-800-850-7948

North Penn Legal Services
133 N 2nd St.
Sunbury, PA 17801
570-286-5687

Other local free legal resources can be found on the American Bar Association’s website:
https://www.americanbar.org/groups/legal_services/flh-home/flh-free-legal-help/

f. Off Campus Visa/Immigration Services

Off campus visa and immigration services are available. Immigration service providers will generally maintain confidentiality and not share information with the University unless the individual requests the disclosure and signs a consent or waiver form. The following off campus resources are available:

Immigration Support Service
2215 Millennium Way
Enola, PA 17025
1-800-437-7313

Find your local embassy at the nearest location:
<https://www.usembassy.gov/>

G. Off Campus Police Services

Off campus police services are available from the local borough and state police.

You have the option to report to, or decline to report to, the University and local law enforcement:

Although the University strongly encourages prompt reporting of conduct that may violate this Policy, individuals have the option of reporting to (a) local law enforcement; (b) the University, including Public Safety; (c) both (a) and (b); or (d) none of the above. **This means that individuals have the right to decline to notify the University or law enforcement officials.**

If you want to notify local law enforcement, the University can assist you in notifying those authorities:

If an individual wants to notify local law enforcement, then the University will, upon request, help that individual make a report to local law enforcement. **A report to local law enforcement is separate from a report to the University.**

How the University coordinates with local law enforcement if a report is made to both: University

internal investigations and any disciplinary or remedial actions are independent of any civil, criminal or external administrative investigation. The University may pursue an investigation, take appropriate remedial action and/or impose disciplinary sanctions against a member of the University community at the same time the individual is facing criminal charges for the same incident, even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced. In the case where an individual is pursuing civil or criminal investigation the Department of Public Safety will work alongside Selinsgrove Borough Police Department and organize a co-occurring investigation.

RESOURCES

F. Clery Compliant Resources

Preserving Information and Tangible Materials

Although in the immediate aftermath of an incident, an individual may not be interested in reporting the incident to the University or in pressing criminal charges, preserving evidence immediately can be vital to a successful investigation if in the future if an individual decides to move forward with a civil, criminal, or University conduct case, or seeks a protective order. This information is also provided in writing after a report has been made to the University.

Here are some tips on preserving evidence:

- Avoid any of the following before seeking medical attention: showering, bathing, douching, brushing of teeth, going to the bathroom, drinking, and/or change of clothing.
- Similarly, any clothing, towels or bedding should remain untouched pending collection by law enforcement.
- If an individual has any bruising or injuries, they should take photos of the bruising with a camera and document the date and time of the photograph (cell phones automatically do this). If an individual goes to the hospital, they can do this as it is deemed necessary.
- Document the harassment, abuse, or stalking behavior by logging details, dates, and times of incidents.
- Save any voicemails, screenshots of text messages, and social media posts, etc.

- Share locations with friends, classmates, and coworkers.
- Collect and/or call Public Safety to collect any trinkets, notes, gifts, etc. that someone may have left for you to find.
- Record the names of any witnesses.

Information on Medical Amnesty for Individuals Reporting Sexual Misconduct and Gender Based Violence: The health and safety of every person at Susquehanna University is of utmost importance. SU recognizes that students who have been drinking or using drugs, whether such use is voluntary or involuntary, at the time that violence, including, but not limited to, domestic violence, dating violence, stalking or sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. We strongly encourage students to report domestic violence, dating violence, stalking or sexual misconduct to University officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual misconduct to Susquehanna University officials or law enforcement will not be subject to SU's code of conduct action for violations of alcohol or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual misconduct.

For situations outside of sexual misconduct and gender based violence a Complainant or a third-party witness, may be eligible for medical amnesty under the Medical Amnesty Policy. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. For the complete Medical Amnesty Policy for students, please see the Student Handbook at www.susqu.edu/student_handbook.

Timely Warning

In compliance with federal law, the University will provide timely notice to the campus community regarding certain crimes covered by the Clery Act that are reported to a "Campus Security Authority" (as defined under the Clery Act) and that are considered to be a serious or continuing threat to the safety of students and employees. The manner of notification depends upon the particular circumstances of the crime. The University will make every effort not to release personally identifying information while still providing enough detail for community members to make safety decisions in light of the danger.

Sexual Misconduct and Gender-Based Violence Prevention Policy

All students and employees within our campus community deserve to feel safe and supported. Susquehanna University prohibits the crimes of sexual assault, domestic violence, dating violence and stalking (for definitions of how we define these incidents, please see our Sexual Misconduct and Gender-Based Violence Policy) and works year-round to provide you with education, tools, and resources to recognize concerning or harmful behaviors and strategies for intervening or to help others get the support they need.

As part of these efforts, Susquehanna University provides primary prevention and awareness campaigns for all incoming students and new employees as well as ongoing prevention and awareness campaigns for all students and employees.

These programs are comprehensive, intentional, and integrated programs, initiatives, strategies, and campaigns intended to end sexual assault, domestic violence, dating violence, and stalking.

Susquehanna University considers our own unique campus when designing these programs, to ensure they are:

- Culturally relevant
- Inclusive of diverse communities and identities
- Sustainable, so the programs can continue to benefit our campus community
- Responsive to community needs; and
- Informed by research or assessed for value, effectiveness or outcome, so we know they're working and ultimately benefiting you!

We also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels, so that we can address actual issues that may influence how or if violence is occurring within our own community and how the programs can meet our collective needs.

You'll notice some common themes throughout our programs. All of the programs will reinforce that sexual assault, domestic violence, dating violence, and stalking is unacceptable (and prohibited) within our campus community. Many of these programs will:

- Address how we define these terms under Susquehanna University's Sexual Misconduct and Gender-Based Violence policy.
- Address the definitions of dating violence, domestic violence, sexual assault, and stalking within our jurisdiction. (Susquehanna University's policy uses different definitions to define these crimes than the definitions within our jurisdiction. It's helpful to know the distinction in case you or a friend would ever choose to pursue the criminal justice process. You can find the jurisdictional definitions in the appendix of our Sexual Misconduct and Gender-Based Violence Policy. They'll also talk about how consent is defined within our jurisdiction.
- Discuss safe and positive options for bystander intervention. This is an important part of our prevention philosophy on our campus, so you can also find some of these strategies listed below.
- Share information on risk reduction, options that work to decrease perpetration and bystander inaction (by giving you the tools you need to intervene!) and increase empowerment for victims of these crimes. The goal is to promote safety overall and help our institution address any conditions that might facilitate violence within our own community.
- Give you more information about our institution's disciplinary process, which is also explained in our Sexual Misconduct and Gender Based Violence policy as well as in our Annual Security Report, which is published each year on October 1st.

What's the difference between primary prevention and awareness?

PRIMARY PREVENTION	AWARENESS
<p>Primary prevention programs are those that are <u>intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.</u></p> <p>- In the descriptions of our programs below, you'll get a sense of what programs focus on these ideas and encourage you and your peers to intervene if appropriate.</p>	<p>Awareness programs are <u>programs that are community-wide</u> (anyone can access) or <u>audience-specific</u> (targeted towards a certain segment of our community or students or employees specifically) that <u>increase your knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.</u></p> <p>Our awareness programs may address primary prevention specifically, but may also raise your own knowledge about these types of crimes and how they can impact a campus community.</p>

What is bystander intervention?

Bystander intervention involves safe and positive options that might be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening;
- Identifying safe and effective intervention options; and
- Taking action to intervene.

You'll learn more about these options in the programs described below, but here are a few strategies for bystander intervention to consider:

- Direct
 - *Examples include: "Stop, that [behavior] is not okay." Directly address the behavior that is occurring.*
- Distract
 - *Examples include: Turn on the lights, create commotion, shout something unrelated, etc. The point is to distract the person potentially causing/actually causing harm to be distracted so that you can get the person who may potentially experience/is actually experiencing harm to get away.*
- Delegate
 - *Examples include: get other friends to help in the intervention, call Public Safety, call 911, etc. Based on the type of situation, the level of danger, or your comfort intervening, delegation can be a useful intervention tactic.*
- Delay
 - *Examples include: "maybe we can talk about this later," "let's come back to this when we're sober." This intervention technique may only be useful in very specific circumstances. It can be a cue to friends and others that the behavior they are participating in isn't okay; you're interrupting it as it occurs and tabling a discussion of why for a later date that might be more appropriate.*

What is risk reduction?

Risk reduction refers to tools/strategies/behaviors/options that decrease perpetration and bystander inaction and promote victim empowerment.

Notice that our definition of risk reduction includes giving bystanders tools to overcome barriers that might lead them not to intervene, so all the tips provided above are not just bystander intervention, but can also be considered risk reduction. It is up to us as a community to look out for one another and create the safe environment all our students and employees deserve.

Examples of risk reduction education can include:

- A discussion of individual barriers to intervention and a safety plan/accountability plan to hold yourself and others accountable
 - Identifying who might help you delegate in a scenario
 - Discuss the possibility of anonymous reporting
 - Practice and discuss intervention scenarios with friends and community members, so you are more comfortable knowing what to say and what to do in the moment.
 - Identify an accountability buddy, so that you can hold each other accountable to act if you see something

As you can see from some of the tips and information we've included above, we stress in our programming the need for consent and respecting a partner's boundaries at all times, especially when engaging in sexual activity, not pressuring others to consume alcohol or any other harmful behaviors; and reinforcing resources within the community to access safe rides or other safety support.

Below is information on the programs we offer – we hope we’ll see you at some of them this year. For more information on some of these offerings, visit or call the VIP Center in the lower level of the Blough Weis Library, 570-372-4063. Find us on social media at: @VIPCenter_SU (Twitter & Instagram) and @VIPCenterSU (Facebook).

Primary Prevention

Program Name/Description	Who is it for?	When/how can I access it?
<p>PRACTICING CONSENT</p> <ul style="list-style-type: none"> This program is dedicated to creating a safe environment to dialogue about healthy sexuality and sexual relations. It has been created so attendees feel empowered to start defining what they want and how best to effectively communicate that to a future or current sexual partner. Audience members will go through a skill building workshop to establish communication styles and how best to assert and establish boundaries with a partner(s). 	Students	Offered twice in October and April, available by appt. for student groups and audiences.
<p>HEALTHY RELATIONSHIPS</p> <ul style="list-style-type: none"> This program provides information about aspects of healthy relationships, conflict resolution skills and role play scenarios to help walk audience members through various skill building exercises to increase communication skills amongst the people you are closest to. 	Students	Offered once in October and April, available by appt. for student groups and audiences.
<p>DATE NIGHT</p> <ul style="list-style-type: none"> Bring a friend or partner and spend time together over dinner discussing your values and boundaries while practicing non violent communication skills. 	Students	Offered every month
<p>FINANCIAL LITERACY SERIES</p> <ul style="list-style-type: none"> Three part series facilitated by experts across campus that take audience members through financial abuse to financial independence, skills include understanding and identifying warning signs and abusive behaviors to developing and tracking a budget. 	Campus community	Offered every April (3 part series)
<p>ESCALATION WORKSHOP</p> <ul style="list-style-type: none"> The Escalation Workshop is a film-based discussion that opens people’s eyes to the warning signs of relationship abuse. The workshop consists of a film, <i>Escalation</i>, followed by a guided discussion led by a trained facilitator. 	Students	Offered once per semester and available by appt. for student groups and audiences.
<p>NAVIGATING RELATIONSHIPS</p>	Students	Monthly in the VIP Center

<ul style="list-style-type: none"> • Communication is hard. We'd like to make it easier! Each month we will be sponsoring an interactive communication workshop focused on a variety of themes. Partnering with different organizations across campus we'd like to help you navigate difficult conversations you might have with your friends, partners, and family members. Topics include: navigating relationship labels, conflict resolution, coming out in a relationship, differing religious/spiritual beliefs, consent, supporting a partner with mental illness, and many more! 		
<p>GREEN DOT</p> <ul style="list-style-type: none"> • We've all been in situations that may feel uncomfortable and dangerous. This program gives you tools and strategies for bystanders to help out in a way that feels comfortable for them. 	Students, Faculty, Staff	Monthly in publicized spaces across campus, additionally available by appointment for athletic teams, Greek organizations, student clubs/organizations, faculty departments, etc.

Awareness Programming

Program Name/Description	Who is it for?	When/how can I access it?
<p>WELCOME WEEK PROGRAMS</p> <ul style="list-style-type: none"> • Each year Susquehanna University kicks off Welcome Week with an interactive program related to boundaries, healthy relationships and consent. 	Campus Community	Offered every August/September
<p>DV/SV AWARENESS/ACTION MONTHS</p> <ul style="list-style-type: none"> • Every year our October and April programming offer 30+ opportunities to take action against violence. From pledge signing to interactive boards in Mellon Lounge to weekly conversations in the V.I.P. Center and multiple opportunities to get trained in bystander intervention workshops, there are plenty of ways for students to get involved and raise their awareness regarding warning signs of relationship and sexual violence. 	Campus community	October and April
<p>PROTECT THE NEST</p> <ul style="list-style-type: none"> • Each semester we will be hosting a tabling event at a River Hawks game to hear about how parents, alumni, players and spectators—Protect the Nest! here at SU, home, and abroad. 	Students, Parents, Supporters, Campus Community	Once per semester
<p>THE MASK YOU LIVE IN</p> <ul style="list-style-type: none"> • This film explores how our culture's narrow definition of masculinity is 	Campus community	Once per semester

<p>harming our boys, men, and society at large and unveils what we can do about it. Using the film curriculum, we will lead masculinity forums across campus.</p>		
<p>MOCK UNIVERSITY HEARING</p> <ul style="list-style-type: none"> Once a year student audiences get the opportunity to be an observer at a mock conduct hearing focused on an incident of sexual misconduct or gender-based violence. 	<p>Campus community</p>	<p>Once per year</p>
<p>TAKE BACK THE NIGHT</p> <ul style="list-style-type: none"> Including a private, survivor speak out, how to be an ally training and the opportunity for organizations to come together, raise awareness and Take Back the Night. 	<p>Campus community</p>	<p>Once per year</p>