

SUNY
SCHENECTADY
COUNTY COMMUNITY COLLEGE

2017

Annual Security Report



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2017 ANNUAL CAMPUS SECURITY REPORT

POLICIES FOR PREPARING THE ANNUAL SECURITY REPORT

The 2017 Annual Security Report is prepared and made available to you as required by the federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the Clery Act).

The purpose of this report is to inform the SUNY Schenectady County Community College (SUNY Schenectady) community as well as prospective students and employees about campus safety policies and crimes on campus and in other geographic areas required under the Clery Act. The College has no student organizations that own, possess or control non-campus locations, so this report does not include crimes emanating from those types of locations. The report includes policies and additional material in accordance with the United States Education Department's (USED) Handbook for Campus Safety and Security Reporting 2018 Edition and the Clery Center for Security on Campus, Inc. 2018 guide.

SUNY Schenectady annually submits crime statistics to USED. A copy of SUNY Schenectady's statistics for calendar years 2014-2016 may be viewed at the end of this report or electronically at <http://ope.ed.gov/security/>.

This document was written collaboratively by the Vice President of Administration, Patrick Ryan, who oversees the security function at the College, Taunya Hannibal-Williams, who began serving as the Title IX Coordinator in May 2018, and the Director of Campus Safety, Michael G. Munger. It was previewed by the Campus Safety Committee (CSC). Created in compliance with NYS Education Law Section 6431, the CSC is charged with making recommendations to the President to improve and strengthen the College's safety policies.

ACCESS TO CAMPUS FACILITIES

SUNY Schenectady is a public institution with an "open access" campus. Most college buildings and grounds are open to the public for individual use during college business hours. Building entrance doors are opened on a varying schedule depending on the activities occurring on campus. Remote sites employ electronic access doors where students, faculty, and staff have access using their college ID which also serves as a proximity card. When the main campus is closed, staff and authorized vendors are permitted entry through the main door of Elston Hall on a "sign-in/sign-out" basis. SUNY Schenectady does not own, possess or maintain student housing.

MAINTENANCE AND CAMPUS SAFETY

The College strives to maintain a clean and safe environment for its faculty, staff, students, guests, and visitors. Requests for maintenance can be made by going to the homepage on the College's website, scrolling to the bottom and clicking "Work Orders" under "Faculty & Staff". Maintenance issues which pose an immediate safety threat may be reported to security in person at the main

security desk or by calling (518) 381-1308. The College does not own or offer housing to its students.

CAMPUS LAW ENFORCEMENT & JURISDICTION

Neither the Director of Campus Safety nor the contracted security guards have authority to make arrests or enforce Orders of Protection. Guards are first responders to emergency situations and accident and misconduct related incidents; once the situation is under control, criminal matters are referred to the local police for charges and follow up investigations. Memoranda of Understanding (MOUs) are in place with both the County and City of Schenectady for Fire, Emergency Medical, and Law Enforcement services and with the Towns of Rotterdam and Glenville. We have a good working relationship with the Albany Police Department which made several safety presentations on Personal Safety and Situational Awareness, and on Responding to an Active Shooter Incident, to College members at the Albany extension site and on the main campus.

MONITORING & REPORTING CRIMINAL ACTIVITY

SUNY Schenectady does not own or operate any non-campus locations of student organizations, nor any student organizations with non-campus housing facilities.

HOW TO REPORT CRIMINAL ACTIVITY?

Reports of criminal activity may be made to Campus Safety. Campus Safety provides protection for all students, faculty, staff and visitors; protects real and personal property; and enforces many of the College's policies and regulations. The Director of Campus Safety is responsible for the day-to-day safety and security of the College; the Director's office is located at the main campus in Elston Hall Room 512. The College provides the services of licensed, professional security guards through a long term contract with a private vendor who are under the direct supervision of the Director of Campus Safety. Security guard services are provided on a 24-hour basis seven (7) days a week at the main campus and during all hours of operation at the College's remote sites at Center City, the Kindl Building, and the Albany Extension Site.

Reports of criminal activity may also be made to individuals called "Campus Security Authorities (CSAs)." These are officials at the College with significant responsibility for student and campus activities, including the Provost, the Vice President of Administration, the Assistant Vice President for Student Affairs, the Dean of Students, the Director of Wellness and Support Services, the Student Activities Director, the Director of Athletics and Athletic Coaches, Faculty Advisors to Student Clubs, the Executive Director of Human Resources, and the Title IX Coordinator. CSAs must report these allegations to the Office of Campus Security or assist the victim or witness to do so.

ACCURATE AND PROMPT REPORTING

Students, faculty, and staff are encouraged to promptly and accurately report criminal activity by visiting or phoning the following individuals and offices:

Director of Campus Safety, whose office is located in Elston Hall, Room 512; phone, (518) 381-1445; mungermg@sunysccc.edu;

The security stations in Elston Hall (near the cafeteria on the ground floor), Center City location, the Kindl Building, and the downtown Albany extension site;

- Calling Security by:
 - Picking up a Cisco phone located in each classroom and most offices and keying “5555;”
 - Via your cell or home phone by calling (518) 381-1308;
 - Picking up a blue phone found throughout the parking lot area of the main campus (including CST); or
 - Picking up a red phone found throughout the campus.
- Contact the local police agency by calling 911 in an emergency, or for non-emergencies, call the Schenectady Police Department at (518) 630-0911 or the Albany Police Department (for crimes occurring at our Albany extension site) at (518) 438-4000;
- Contact the Title IX Coordinator (for acts involving sexual violence): For 2017, Susan E. Beaudoin, via beaudose@sunysccc.edu, or by phoning (518) 381-1210 option 3. As of May 2018, Taunya Hannibal-Williams, by email to hannibtj@sunysccc.edu, or by phoning (518) 381-1200 Ext. 1069 ;
- Contact any other Campus Security Authority.

Reports of criminal activity will be recorded on an incident report and shared with the Director of Campus Safety and other administrators as necessary. Follow up statements may be taken. These reports, as well as more routine events, are included in a Daily Security Report compiled by the Office of Campus Security. If warranted, the matter may be referred to student conduct or to the Office of Human Resources. In some instances, the local police agency will be notified. Depending on the outcome of the investigation, disciplinary action may be taken against the perpetrator. If the perpetrator is not affiliated with the College, that individual may be issued a persona non grata order. Blank incident reports can be obtained on the campus website or at the Security Desk.

SUNY Schenectady 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 the college against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

PRIVACY AND CONFIDENTIAL REPORTING

SUNY Schenectady will take all necessary steps to ensure that personally-identifiable information about the victim will not be made public. Confidentiality may be offered by a Campus Security Authority (CSA) who is not required by law to report known incidents of sexual assault or other crimes, in a manner consistent with state and federal law. Licensed mental health counselors, medical providers and pastoral counselors are examples of College employees who may offer confidentiality. The College has a Memorandum of Understanding with the Sexual Assault and

Crime Victim Services of Planned Parenthood Mohawk Hudson to provide confidential crisis counselling and other support services to victims of sexual violence.

Information concerning allegations of sexual violence is shared internally among administrators on a need to know basis. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with New York State law and, with respect to student records, the federal Family Educational Rights and Privacy Act of 1974 (FERPA) statute. Any public release of information to comply with the timely warning provisions of the Jeanne Clery Act (Clery Act) will not release the names of victims or information that could easily lead to a victim's identification.

TIMELY WARNING

If deemed by the Director of Campus Safety to constitute a potential risk to our campus community, timely warnings will be issued following receipt of allegations of the following:

- **Criminal Offenses**—Criminal Homicide, including Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;
- **Offenses identified in the Violence Against Women Act (VAWA)**—Any incidents of Domestic Violence, Dating Violence and Stalking; and
- **Arrests and Referrals for Disciplinary Action for Weapons, Alcohol and Illegal Substances**—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

Timely warnings of potential or continuing threats will be issued through the e2Campus system (see below for more information on the system) to the entire college community.

CRIME STATISTICS

Crime statistics reported at the back of this document reflect crime data from buildings and property that are part of our campus, as well as public property within or immediately adjacent to and accessible from the campus. The data was gathered by the College's Director of Campus Safety from local police agencies-namely, Schenectady, Albany, Scotia, Rotterdam, and Glenville Police Departments, as well as Philadelphia, PA, Cobleskill, NY, and the Schenectady County Sheriff's Department where some overnight athletic trips have occurred. Also, College incident reports concerning crimes occurring on campus were reviewed and any Clery-reportable criminal activity occurring on campus is included in the crime statistics.

EMERGENCY RESPONSE

The SUNY Schenectady Critical Incident Management Plan (CIMP) contains the College's comprehensive guidelines for addressing campus safety. It identifies the College Response Team (CRT) which includes the College President, members of the President's Council, and others, and provides detailed guidance concerning the steps to be taken in responding to critical incidents on campus.

Those becoming aware of an immediate danger on campus should call 911, pick up a nearby red or blue phone, pick up a Cisco phone and call 5555, or call the security desk at (518) 381-1308 from your cell phone. Security will respond to and secure the scene and will relocate the individual(s) involved.

The Security Desk will contact the Director of Campus Safety and/or the Schenectady Police depending on the severity of the disruption and individuals involved. If it is a significant emergency or dangerous situation, the College President and/or Director of Campus Safety will authorize the immediate issuance of an Emergency Notification to the section or sections of the College affected, unless notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

SUNY Schenectady employs a product called e2Campus which electronically sends visual and audio notices to a number of different end points, including all monitors, desk phones, and cell phones. The Director of Campus Safety and the Public Information Officer have worked together to create "one-touch" response scenarios which can be immediately disseminated via a smartphone application, as well as more customary means of dissemination through the desktop PC, laptop, and tablet. Once the dangerous situation is confirmed and a determination is made that the issuance of a notification will not increase the risk of harm to others, the affected campus community will be notified what to do through e2Campus system.

EVACUATION PROCEDURES

The signal for evacuation will be the continuous sounding of the fire alarm system.

This system can be activated manually as well as automatically. If you see a fire, you can activate the system by pulling the handle on one of the red fire alarm devices located throughout the campus.

When the system is activated, all faculty, staff, and students shall immediately evacuate the building by using the closest door or stairwell. Before leaving the building, faculty and staff should inspect the area for which they have responsibility to insure that everyone has promptly evacuated the area. Signs are posted "**DO NOT USE THE ELEVATOR TO EVACUATE.**".

Individuals physically unable to use the stairway can remain in a fire tower/area of refuge. Officials will aid in safely evacuating individuals in these areas. In accordance with New York State Fire Code Regulations, we conduct a test of our fire alarm system at least once a semester. The New York State Office of Fire Prevention and Control (OFPC) inspects the College annually

for compliance with state fire codes. Our fire system vendor, Simplex Grinnell, tests and certifies that our fire extinguishers are functioning. Under no circumstances should an attempt be made to extinguish the fire; firefighting will be left to Fire Department personnel.

In case of fire or other facility emergency, for example a power failure, there are emergency lights installed throughout SUNY Schenectady facilities that will activate automatically. These emergency lights operate on auxiliary battery power.

Maps showing the location of fire towers, exits and evacuation routes are posted prominently on each floor of every campus building and in each classroom.

CAMPUS SAFETY AND SECURITY AWARENESS PROGRAMS

The Office of Campus Safety presents safety programs and safety tips throughout the school year to all members of the College community. The Director of Campus Safety has given safety presentations at most department level meetings at least once, as well as presented at student orientations and to faculty and staff during Institute Week, to inform them about safety procedures and crime prevention. He also provides training to faculty and students in the early childhood development program and other programs which provide services to minors on the college's Child Protective Policy. Emergency training exercises, known as Table Top Exercises are conducted at least once annually. Fire drills and emergency evacuation exercises are also conducted at least once a semester. The Office of Campus Safety, periodically presents informational sessions on safety and security, including active shooter incident response and terrorism.

Returning students receive information throughout the year. Safety programming for students includes presentations on crime prevention, personal safety, and self-defense. The Division of Student Affairs presents programs on student wellness, including self-defense and mental health, and provides safety programming throughout campus by way of LCD screens that display messages encouraging all to be responsible for their own security as well as the security of others.

Annual electronic training on preventing workplace violence, workplace safety, reporting child abuse on campus, Title IX, and active shooter preparedness must be completed by all employees, including student employees.

DRUG, ALCOHOL & SUBSTANCE ABUSE

The federal Drug Free Schools and Communities Act requires that the College establish policies and programs concerning the use of drugs and alcohol, and that we annually notify our community of those policies and programs. This section of the Annual Security Report provides the required notice.

SUNY Schenectady has developed a substance abuse program to assist faculty, staff, and students in coping with substance abuse issues, and to provide members of the college community with a greater awareness and understanding of the health risks and some of the legal sanctions under

local, state and federal laws associated with substance abuse. In addition, information is provided to identify various local agencies where assistance services are available to those individuals with substance abuse concerns.

Alcoholic Beverage - Except for appropriate classroom activities or approved activities, the possession and/or consumption of any alcoholic beverage is a violation of the Student Code of Conduct. Possession and/or consumption of alcoholic beverages by students participating in a college club, college sponsored trip, or an off-campus activity is also prohibited.

- **City of Schenectady Open Container Ordinance.** The City of Schenectady has an ordinance prohibiting the consumption of or possession of an open container with the intent to consume an alcoholic beverage in any public place or in any vehicle. Violation of this law is punishable by a fine of up to \$250 or imprisonment up to 15 days. Second offenses warrant a fine of up to \$500 and up to 30 days of imprisonment.
- **New York State Alcoholic Beverage Control Law.** New York prohibits selling or giving any alcoholic beverage to a minor (anyone under 21) or to a person already intoxicated. A fine of up to \$200, five days in jail, or both can punish a violation of this law. Any minor using false identification to purchase alcohol faces a maximum fine of \$100; or up to 30 hours of community service; or participation in an alcohol awareness program. If the I.D. used is a New York state driver's license, the minor faces a 90-day suspension.
- **New York State Vehicle and Traffic Law.** It is a misdemeanor punishable by a fine of at least \$350 and/or imprisonment for up to one year, plus suspension and/or revocation of your driver's license, to operate a motor vehicle with a blood alcohol content of 0.8%. Multiple convictions result in more serious penalties.
- **New York Public Health Law.** It is a violation of this law to:
 - Sell or possess a hypodermic needle without a doctor's written prescription;
 - Grow marijuana (except in accordance with the state's Compassionate Care Act) or allow it to be grown;
 - Manufacture or sell an imitation controlled substance;
 - Inhale any glue that produces vapors; or
 - Sell glue for this purpose.

The above are Class "A" misdemeanors are punishable by up to one year in a local penitentiary. Any private vehicle, boat, or plane used to transport an illegal substance can be seized and forfeited under the law.

- **New York Vehicle and Traffic Law.** The rules and penalties for drinking and driving also apply to driving while impaired by the use of a drug.
- **Drugs and/or Drug Paraphernalia.** Possession or use of any illegal controlled substance, drug, or drug paraphernalia is prohibited and will be reported to local and state authorities and will also be subject to disciplinary action by the College. The College will cooperate with local and state authorities on any cases of suspected illegal use, possession or distribution of state controlled drugs.

- **New York Penal Law.** Most crimes involving the unlawful possession and distribution of drugs are defined under the New York State Penal Law. The Penal Law contains exhaustive lists of various controlled substances, specific types of offenses, and sanctions ranging from a fine of not more than \$100 to imprisonment for life. Examples of crimes under New York state law include loitering with the intent to use drugs, using or possessing drug paraphernalia, and selling or possessing actual controlled substances.

A person with no previous drug or marijuana convictions in three years who is found guilty of possessing less than 25 grams (about 9/10 of an ounce) of marijuana for private use may be fined up to a maximum of \$100, whereas conviction of possessing even one gram of a controlled narcotic substance can result in imprisonment for up to one year. The criminal sanctions become more serious depending on the amount possessed and whether or not it is possessed with the intent to distribute.

For example, possession of even one gram of a narcotic drug with the intent to sell it is a Class B felony punishable by up to 25 years in prison. A person who is convicted of the sale of more than two ounces of a controlled narcotic substance in New York State can be sentenced to a term of imprisonment for life. However, the Penal Law also provides for a variety of sanctions depending on the offense.

In accordance with the New York State law, SUNY Schenectady is a tobacco and smoke free campus. Smoking cessation classes are offered throughout the year to students and employees to encourage smoking cessation. Additionally, a 7-week smoking cessation program is available to all employees through the employer assistance program, Capital EAP.

Drug and Alcohol Abuse Prevention Education programs included:

- **HIV Testing**—A staff member from Albany Medical Center offered HIV testing on the SUNY Schenectady campus throughout the academic year for students, faculty, and staff.
- **Referrals**—Staff from Wellness and Support Services refer students to community drug and alcohol counseling/treatment programs, as appropriate.
- **Educational Outreach**—Information related to drug abuse prevention is posted in various locations on campus. Handouts have also been made available.
- **Community Resource Information**—A brochure including contact information for community drug and alcohol counseling/treatment programs is made available to the campus community.
- **DWI Victim Impact Panel**—SUNY Schenectady is host site for the Schenectady County DWI Victim Impact Panel.
- **Mental Health First Aid Training**—SUNY Schenectady has a Memorandum of Understanding with the Mental Health Association in New York State, Inc. to provide Mental Health First Aid Training on our campus. This training program is included on the Substance Abuse and Mental Health Services Administration's (SAMHSA) National Registry of Evidence-based Programs and Practices. The training was offered at SUNY Schenectady during each semester.
- **Naloxone Training**—Staff and students have received Naloxone training.

- **Presentations**—Presentations related to drug and alcohol abuse are periodically made on campus.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING – PREVENTION

SUNY Schenectady prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined below:

- **Dating Violence** - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- **Domestic Violence** –violence between current or former spouses or individuals who have an intimate relationship.
- **Sexual Assault** - sexual misconduct, rape, sexual abuse, forcible touching, and aggravated sexual contact
- **Stalking** - engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or suffer substantial emotional distress.

Sexual assault is premised on the absence of consent to sexual activity. Consent means a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. The decision to engage in sexual activity must be made affirmatively by all parties.

Below are SUNY Schenectady’s policies used for its 2017 Annual Security Report:

Sexual Assault, Relationship Violence, and Stalking Policies & Procedures For Students and Employees

I. Policy Statement on Sexual Misconduct:

SUNY Schenectady is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual assault, relationship violence, and stalking. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, SUNY Schenectady strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. These acts have a real impact on the lives of victims. They not only violate a person’s feelings of trust and safety, but they can also substantially interfere with a student’s education.

It is the collective responsibility of all members of the SUNY Schenectady community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual assault, relationship violence, and stalking from occurring, SUNY Schenectady engages in ongoing prevention and awareness education programs. All incoming students and employees are required to participate in these programs, and all members of the SUNY Schenectady community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual assault, relationship violence, and stalking on campus.

II. Scope

A. Who: This policy applies to all members of the SUNY Schenectady community, including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct (this can be someone who witnessed an incident or who wishes to report an incident on behalf of another). The policy applies to these parties regardless of sexual orientation or gender identity.

B. What: This policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking. Please refer to the Definitions section for a complete list of terms and prohibited acts.

C. Where: This policy covers conduct that takes place at SUNY Schenectady. This includes any building or property owned or controlled by SUNY Schenectady and used in direct support of, or in a manner related to, the school's educational purposes, including residence halls, dining halls, and public property within or immediately adjacent to and accessible from campus. This also includes any building or property owned or controlled by a student organization that is officially recognized by SUNY Schenectady and any building or property not within the same reasonably contiguous geographic area of SUNY Schenectady that supports or relates to the school's educational purposes and is frequently used by students. This policy also covers conduct that takes place off-campus that may have a nexus to the SUNY Schenectady community. This policy also applies to incidents that occur while a student is studying abroad.

D. Programs: This policy covers all educational, extracurricular, athletic, or other campus programs.

E. Activities: This policy covers all campus and school-related activities, including, but not limited to, student organizations (academic, Greek, multicultural, religious, service, social and support, sports and recreational), community organizations with student and/or faculty participation, and all other educational or extracurricular events hosted by or at SUNY Schenectady.

F. Relationships: This policy covers sexual assault, relationship violence, and stalking incidents occurring between individuals in various types of relationships. These include, but are not limited to, student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to faculty/staff, faculty member to student, staff to student, supervisor to subordinate, and coach to student athlete. These may be acts committed by an individual or collective actions committed by members of a group or organization.

These acts may be committed against an individual or against a group or organization.

These acts may be committed by a stranger, an acquaintance, or someone with whom the victim has a social, romantic, or intimate relationship. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.

G. Confidentiality: SUNY Schenectady is committed to maintaining the privacy of all individuals involved in

a report of sexual assault, relationship violence, and stalking. While SUNY Schenectady encourages victims to report an incident of sexual assault, relationship violence, and stalking, there are many options available for students to speak with someone about what happened while maintaining confidentiality. Please see below for more information on confidentiality.

III. Non-discrimination

SUNY Schenectady applies the protections set forth in these policies and procedures regardless of race, color,

national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or other protected characteristics.

Students may exercise civil rights and practice religion without interference by SUNY Schenectady's investigative, criminal justice, or judicial or conduct process.

IV. Definitions

A. **Bystander** – a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of SUNY Schenectady.

B. **Accused** – a person accused of a violation who has not yet entered SUNY Schenectady's judicial or conduct process.

C. **Respondent** – a person accused of a violation who has entered SUNY Schenectady's judicial or conduct process.

D. **Reporting Individual** – a victim, survivor, complainant, claimant, or witness with victim status.

E. **Sexual Activity** – “sexual act” and “sexual contact” as defined below.

F. **Sexual Act** – includes:

1. contact between the penis and the vulva or the penis and the anus, and for purposes of this definition contact involving the penis occurs upon penetration, however slight;
2. contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
3. the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
4. the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

G. **Sexual Contact** – the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

H. **Affirmative Consent** – a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent may be initially given but withdrawn at any time.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity.

Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

When consent is withdrawn or can no longer be given, sexual activity must stop.

I. **Sexual Assault** – “sexual assault” as defined under both federal and state law.

Under the federal Clery Act regulations, the term “sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Unified Crime Reporting (UCR) program and as set forth in Appendix A to the Clery Act regulations (34 CFR § 668.46). In Appendix A to the Clery Act regulations, these terms are defined as follows:

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

o Fondling – the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

o Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

o Statutory Rape – sexual intercourse with a person who is under the statutory age of consent.

Under New York law, “sexual assault” includes any and all “sexual offenses” defined in New York State Penal Code Article 130. These sexual offenses include sexual misconduct, rape, sexual abuse, forcible touching, and aggravated sexual contact, and involve conduct that would generally fall within the above-listed definitions. However, these offenses also cover certain actions, such as sexual assault with an object, which may not be included within the above-listed definitions. Students and employees are encouraged to review the full definitions and elements of these offenses, which can be found in New York State Penal Law §§ 130.00 to 130.96. Under New York State law, a sexual offense occurs when certain sexual acts are perpetrated against a victim without his or her affirmative consent.

J. Relationship Violence – “domestic violence” and “dating violence” as defined under federal and state law.

Generally, relationship violence is a pattern of coercive behaviors that serve to exercise control and power in an intimate relationship. The coercive and abusive behaviors can be physical, sexual, psychological, verbal and/or emotional in nature. Intimate partner abuse can occur in relationships of the same or different genders; between current or former intimate partners who have dated, lived together, or been married.

Under the federal Clery Act regulations:

o domestic violence is defined as felony or misdemeanor crimes 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 New York family violence laws, or by any other person against an adult or youth victim who is protected from that person’s acts under New York domestic or family violence laws.

o dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Under New York law:

o domestic violence is an act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breathing or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person’s child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person’s child is a

victim of the act.

- “Family or household member” means persons related by consanguinity or affinity; persons legally married to one another; person formerly married to one another regardless of whether they still reside in the same household; persons who have a child in common regardless of whether such persons are married or have lived together at any time; Unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; Persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time.

- Factors that may be considered in determining whether a relationship is an “intimate relationship” include, but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; Any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation.

Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were, or are in an intimate relationship.

- “Parent” means natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.

o dating violence - New York State does not specifically define “dating violence.” However, under New York Law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime and is committed by a person in an “intimate relationship” with the victim.

K. Stalking – “stalking” as defined under both federal and state law.

Generally, stalking is a pattern of behavior that can include:

- o Repeatedly leaving or sending victim unwanted items, presents, flowers
- o Harassing the victim through the internet, including social networking websites
- o Repeated, unwanted and intrusive phone calls, e-mails or text messages; especially after being clearly informed to stop by the complainant
- o Damaging or threatening to damage the victim’s property
- o Following, monitoring, surveillance of victim and/or victim’s family, friends, co-workers
- o Abusing or killing a pet or other animal
- o Crossing jurisdictions/borders to stalk/commit offenses

Under the federal Clery Act regulations, stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person’s safety or the safety of others; or (b) suffer substantial emotional distress. For the purposes of this definition:

o “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils,

threatens, or communicates to or about a person, or interferes with a person's property;

o "reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim; and

o "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Under New York law, a person engages in stalking when he or she intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct:

o is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or

o causes material harm to the mental or emotional health of such person, where such conduct consists of following (including unauthorized tracking of someone's movements or location through a GPS or other device), telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or

o is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

o More detailed definitions can be found in New York State Penal Law §§ 120.45 to 120.60.

L. Crime of Violence – murder, sexual assault, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, and arson.

M. Confidentiality

SUNY Schenectady is dedicated to protecting victim confidentiality. SUNY Schenectady will take all necessary steps

to ensure that personally-identifiable information about the victim will not be made public.

Confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law. Licensed mental health counselors, medical providers and pastoral counselors are examples of institution employees who may offer confidentiality.

The investigation and resolution conducted by SUNY Schenectady are maintained confidentially.

Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with New York State law and, with respect to student records, the federal Family Educational Rights and Privacy Act of 1974 (FERPA) statute. Any public release of information to comply with the timely warning provisions of the Jeanne Clery Act (Clery Act) will not release the names of victims or information that could easily lead to a victim's identification.

N. Privacy

Employees of SUNY Schenectady must offer privacy to reporting individuals if they are unable to offer confidentiality to those individuals under the law. Information learned from a reporting individual or bystander to a crime or incident will not be disclosed more than necessary to comply with state and federal laws, including informing appropriate officials of SUNY Schenectady. A

reporting individual's identity will remain private at all times if the reporting individual wishes to maintain privacy.

V. Students' Bill of Rights

The State University of New York and SUNY Schenectady are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in SUNY Schenectady-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or other protected characteristic, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

VI. Rights of Reporting Individuals

In accordance with the Students' Bill of Rights, reporting individuals shall have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

A. Reporting

Reporting individuals have the right:

- To disclose confidentially the incident to a college official who by law may maintain confidentiality, and can assist in obtaining services. See below for details on options to confidentially report an incident at SUNY Schenectady.
- To disclose confidentially the incident and obtain services from New York State, Schenectady County, or other outside resources. See below for details on options to confidentially report an incident to other outside resources.
- To disclose the incident to one of the following college officials who can offer privacy and can provide information about remedies, accommodations, evidence

preservation, and how to obtain resources.

o Contact Information:

Title IX Coordinator:

Susan Beaudoin, Assistant Vice President of Administration
Elston - Room 502, phone (518) 381-1210

Email: beaudose@sunysccc.edu

Affirmative Action Officer:

Jalisa D. Williams, Executive Director of Human Resources
Elston - Room 126; phone (518) 381-1331

Email: williajd@sunysccc.edu

o Those officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution.

o These college officials will disclose that they are private and not confidential resources, and they may still be required by law and college policy to inform one or more college officials about the incident, including but not limited to the Title IX Coordinator.

o They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal process should be directed to law enforcement or district attorney:

To file a criminal complaint with local law enforcement and/or state police:

o Schenectady Police Department

531 Liberty Street

Schenectady, NY 12305

General Number: (518) 382 - 5200

Emergencies: 9-1-1

Domestic Violence Advocate: (518) 382-5280

o State police 24-hour hotline to report sexual assault on a NY college campus: 1-844-845-7269.

To receive assistance by Sexual Assault and Crime Victims Services of Planned Parenthood Mohawk Hudson per the Memorandum of Understanding with SUNY Schenectady.

To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance.

o Title IX Coordinator, Susan Beaudoin, Assistant Vice President of Administration, Elston - Room 502, phone (518) 381-1210, Email: beaudose@sunysccc.edu

o Reports will be investigated in accordance with SUNY Schenectady policy and the reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy.

o If a reporting individual wishes to keep his/her identity anonymous, he or she may call the SUNY Schenectady Title IX Coordinator anonymously to discuss the situation and available options. See below for additional details on making a confidential report to SUNY Schenectady.

When the accused is an employee, to report the incident to the SUNY Schenectady Office of Human Resources or request that one of the below-referenced confidential or private employees assist in reporting to Employee Relations or Human Resources:

Jalisa D. Williams, Executive Director of Human Resources

Elston - Room 126; phone (518) 381-1331

Email: williajd@sunysccc.edu

o Disciplinary proceedings (if any) will be conducted in accordance with any applicable collective bargaining agreement. o When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy.

To withdraw your complaint or involvement from the SUNY Schenectady process at any time.

To receive, at a minimum, at the first instance of disclosure by a reporting individual to a college representative, the following information:

o “You have the right to make a report to SUNY Schenectady Police or Campus Security, local law enforcement, and/or State Police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.”

B. Resources:

Reporting individuals have the right:

o to obtain effective intervention services and learn more about available resources at SUNY Schenectady include the Wellness and Support Services Office, 222 Elston Hall, 381-1344.

o Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Testing for STIs and emergency contraception is available. Students can obtain tests for STIs and emergency contraception at the following:

Program/Entity Location Contact Information

Cost

Planned

Parenthood

Schenectady

1040 State Street

Schenectady, NY 12307

P: 518-374-5353 Fees charged

Ellis Hospital 1101 Nott Street

Schenectady, NY 1308

P: 518-243-3333 Fees charged

Albany Medical

Center

43 New Scotland Ave.

Albany, NY 12208

P: 518-262-3125 Fees charged

St. Peter’s

Hospital

315 S. Manning Blvd.

Albany, NY 12208

P: 518-262-3125 Fees charged

Albany Memorial

Hospital

600 Northern Blvd.

Albany, NY 12204

P: 518-471-3221 Fees charged

o Other applicable available centers and services include the following:

Program/Entity Contact Information Cost

YWCA

Northeastern NY

(NENY)

P: (518) 374-3394

Hotline: (518) 374-3386

E: info@ywca-neny.org

W: <http://www.ywca-northeasternny.org/>

Sexual Assault

Support Services

of Planned

Parenthood

Mohawk-Hudson

P: (518) 346-5353

Hotline: (518) 346-2266

E: j.pustolka@ppmhchoices.org

W: <http://plannedparenthood.org/plannedparenthood->

[Mohawk-Hudson/rape-crisis sexual-](http://plannedparenthood.org/plannedparenthood-mohawk-hudson/rape-crisis-sexual-assault-services/if-need-help)

[assault-services/if-need-help](http://plannedparenthood.org/plannedparenthood-mohawk-hudson/rape-crisis-sexual-assault-services/if-need-help)

Unity House P: (518) 272-2370

W: <http://www.unityhouseny.org>

No cost

Equinox Domestic

Violence Services

P: (518) 434-7865

W:

<http://www.equinoxinc.org/whatwedo/dv.php>

No cost

Legal Aid Society

of Northeastern

New York

P: 1-800-462-2922

W: <http://www.lasnny.org>

For a fee

Empire Justice

Center

P: (518) 462-6831

W: <http://www.empirejustice.org>

New York State

Office for the

Prevention of

Domestic Violence

P: 1-800-942-6906

W: <http://www.opdv.ny.gov/contact.html>

No cost

New York State

Coalition Against

Sexual Assault

P: 1-800-942-6906

W: <http://nyscasa.org/information>

For a fee

o Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at one of the above-listed hospitals

- While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services.

- The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling 1-800-247-8035. Options are explained here:

<http://www.ovs.ny.gov/helpforcrimevictims.html>.

o to best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

C. Protection and Accommodations:

Reporting individuals have the right:

When the accused is a student:

o to have SUNY Schenectady issue a “No Contact Order,” consistent with college policy and procedure, meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct sanctions.

- If the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person.

- Both the accused/respondent and reporting individual may request a prompt review of the need for and terms of a No Contact Order, consistent with SUNY Schenectady policy. Parties may submit evidence in support of their request.

To have assistance from Campus Safety or other college officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.

To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a college official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).

To an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.

To have assistance from Campus Safety in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of Campus Safety or, if outside of the jurisdiction or to call on and assist local law enforcement in effecting an arrest for violating such an order.

When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension

pending the outcome of a conduct process.

o Parties may request a prompt review of the need for and terms of an interim suspension. Parties may submit evidence in support as well.

When the accused is not a student but is a member of the SUNY Schenectady community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and SUNY Schenectady policies and rules.

When the accused is not a member of the college community, to have assistance from Campus Safety or other college officials in obtaining a persona non grata letter, subject to legal requirements and college policy.

To obtain reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment.

o Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them.

o While reporting individuals may request accommodations through any of the offices referenced in this policy, the following office can serve as a point to assist with these measures:

- Student Affairs Office, Vice President of Student Affairs, Dr. Martha Asselin, 222 Elston Hall, (518) 381-1336

- Wellness and Support Services Office, Director of Wellness and Support Services, Dr. Ellen Wertlieb, 222 Elston Hall, (518) 381-1282

D. Student Conduct Process:

Reporting individuals have the right:

If the accused is a student, to request that student conduct charges be filed against the accused.

o Conduct proceedings for students are governed by the procedures set forth in the Student Code of Conduct, available at:

<http://www.sunysccc.edu/pdf/code-conduct.pdf>

o Disciplinary proceedings against employees are governed by the procedures set forth in SUNY Schenectady Employee Handbooks, collective bargaining agreements, SUNY Schenectady policies, federal and New York State law, including the due process provisions of the United States and New York State Constitutions.

o Throughout conduct proceedings, the respondent and the reporting individual will both have:

- The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;

- The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.

- The right to an investigation and process conducted in a manner that

recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.

- The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
- The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
- The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by SUNY Schenectady).
- The right to present evidence and testimony at a hearing, where appropriate.
- The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.
- The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in college disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.
- The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.
- The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.
- The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.
- The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.
- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.
- The right to have access to a full and fair record of a student conduct hearing, which shall be preserved and maintained for at least five years.
- The right to choose whether to disclose or discuss the outcome of a

conduct hearing.

- The right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

VII. Options for Confidentially Disclosing Incidents of Sexual Assault, Relationship Violence, or Stalking.

The State University of New York and SUNY Schenectady want you to get the information and support you need regardless of whether you would like to move forward with a report of sexual violence to campus officials or to police. You may want to talk with someone about something you observed or experienced, even if you are not sure that the behavior constitutes sexual violence. A conversation where questions can be answered is far superior to keeping something to yourself. Confidentiality varies, and this document is aimed at helping you understand how confidentiality applies to different resources that may be available to you.

A. Privileged and Confidential Resources.

Individuals who are confidential resources will not report crimes to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At SUNY Schenectady, this includes:

SUNY Schenectady Wellness and Support Services:

Dr. Ellen Wertlieb, Director (518) 381- 1282 or Robyn King, Counselor (518) 381-1257, 222 Elston Hall, <http://www.sunysccc.edu/student/wellness/>

SUNY Schenectady confidential victim advocates: Sexual Assault and Crime Victims Services of Planned Parenthood Mohawk Hudson; 1040 State Street, Schenectady, NY 12307; phone (518) 374-5353

Off-campus options to disclose sexual violence confidentially include (note that these outside options do not provide any information to the campus):

Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.

Program/Entity Contact Information Cost

YWCA

Northeastern NY
(NENY)

P: (518) 374-3394

Hotline: (518) 374-3386

E: info@ywca-neny.org

W: <http://www.ywca-northeasternny.org/>

Sexual Assault

Support Services of

Planned

Parenthood

Mohawk-Hudson

P: (518) 346-5353

Hotline: (518) 346-2266

E: j.pustolka@ppmhchoices.org

W: [http://plannedparenthood.org/plannedparenthood-](http://plannedparenthood.org/plannedparenthood-Mohawk-Hudson/rape-crisis-sexual-assault-services/if-need-help)

[Mohawk-Hudson/rape-crisis sexual-](http://plannedparenthood.org/plannedparenthood-Mohawk-Hudson/rape-crisis-sexual-assault-services/if-need-help)
[assault-services/if-need-help](http://plannedparenthood.org/plannedparenthood-Mohawk-Hudson/rape-crisis-sexual-assault-services/if-need-help)

Unity House P: (518) 272-2370

W: <http://www.unityhousesny.org>

No cost
Equinox Domestic
Violence Services
P: (518) 434-7865
W:
<http://www.equinoxinc.org/whatwedo/dv.php>

No cost
Legal Aid Society
of Northeastern
New York
P: 1-800-462-2922
W: <http://www.lasnny.org>
For a fee
Empire Justice
Center
P: (518) 462-6831
W: <http://www.empirejustice.org>
New York State
Office for the
Prevention of
Domestic Violence
P: 1-800-942-6906
W: <http://www.opdv.ny.gov/contact.html>

No cost
New York State
Coalition Against
Sexual Assault
P: 1-800-942-6906
W: <http://nyscasa.org/information>

For a fee
 Off-campus healthcare providers

**Program/Entity Location Contact
Information**

Cost
Ellis Hospital 1101 Nott Street
Schenectady, NY 1308
P: 518-243-3333 Fees charged
Albany Medical
Center
43 New Scotland Ave.
Albany, NY 12208
P: 518-262-3125 Fees charged
St. Peter's
Hospital
315 S. Manning Blvd.
Albany, NY 12208
P: 518-262-3125 Fees charged
Albany Memorial
Hospital
600 Northern Blvd.
Albany, NY 12204

P: 518-471-3221 Fees charged

o Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf, or by calling: 1-800-247-8035 or visiting: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

B. Non-Professional Counselors and Advocates.

Non-professional counselors and advocates can also assist you without sharing information that could identify you. At SUNY Schenectady, this includes members of Student Affairs Division, located in room

222 Elston Hall, (518) 381-1344. These individuals will report the nature, date, time, and general location of an incident to SUNY Schenectady's Title IX Coordinator, but will consult with you to ensure no personally identifying details are shared without your consent. These individuals are not considered confidential resources as discussed above.

C. Privacy versus Confidentiality.

Even SUNY Schenectady officers and employees who cannot guarantee *confidentiality* will maintain your *privacy* to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues. SUNY Schenectady will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

D. Requesting Confidentiality: How SUNY Schenectady Will Weigh the Request and Respond.

If you disclose an incident to an SUNY Schenectady employee who is responsible for responding to or reporting

sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, nondiscriminatory environment for all members of our community, including you.

We will assist you with academic, housing, transportation, employment, and other reasonable and available accommodations regardless of your reporting choices. While reporting individuals may request accommodations through several college offices, the following office can serve as a primary point of contact to assist with these measures

o Title IX Coordinator, Susan Beaudoin, Assistant Vice President of Administration,
Elston - Room 502, phone (518) 381-1210, Email: beaudose@sunysy.edu

We also may take proactive steps, such as training or awareness efforts, to combat sexual violence in a general way that does not identify you or the situation you disclosed.

We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless SUNY Schenectady's failure to act does not

adequately mitigate the risk of harm to you or other members of the SUNY Schenectady community.

Honoring

your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting

sexual violence or sexual harassment, but wish to maintain confidentiality, SUNY Schenectady will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking,
- the increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If SUNY Schenectady determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and SUNY Schenectady will take immediate action as necessary to protect and assist them.

E. Public Awareness/Advocacy Events.

If you disclose a situation through a public awareness event such as “Take Back the Night,” candlelight vigils, protests, an applicable student organization or other event or forum, or other public event, SUNY Schenectady is not obligated to begin an investigation. SUNY Schenectady may use the information

you provide to inform the need for additional education and prevention efforts.

F. Anonymous Disclosure.

You can make a through an anonymous hotline. The Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism. These hotlines include the following:

- New York State Domestic and Sexual Violence Hotline: 1-800-942-6906.
- Equinox Hotline: 518-432-7865.
- Unity House Hotline: 518-272-2370.
- The National Domestic Violence Hotline: 1-800-799-7233.
- The National Sexual Assault Hotline: 1-800-656-4673.
- Safe Horizon Hotlines: 800-621-4673 (domestic violence), 866-689-4357 (victims of other crimes, 1-212-227-3000 (rape & sexual assault victims).
- New York City or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>.
- Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906), and assistance can also be obtained through:

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- o SurvJustice: <http://survjustice.org/our-services/civil-rights-complaints/>;
- o Legal Momentum: <https://www.legalmomentum.org/>;
- o NYSCASA: <http://nyscasa.org/responding>;
- o NYSCADV: <http://www.nyscadv.org/>;
- o Pandora’s Project: <http://www.pandys.org/lgbtsurvivors.html>
- o GLBTQ Domestic Violence Project: <http://www.glbtqdv.org/>; and
- o RAINN: <https://www.rainn.org/get-help>.

note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

G. Institutional Crime Reporting.

Reports of certain crimes occurring in certain geographic locations will be included in the SUNY Schenectady

Clery Act Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the reporting individual or victim/survivor.

o Contact Information:

Title IX Coordinator:

Susan Beaudoin, Assistant Vice President of Administration

Elston - Room 502, phone (518) 381-1210

Email: beaudose@sunysccc.edu

Affirmative Action Officer:

Jalisa D. Williams, Executive Director of Human Resources

Elston - Room 126; phone (518) 381-1331

Email: williajd@sunysccc.edu

Campus Safety Office:

Michael Munger, Director of Campus Safety

Elston – Room 512; phone 381-1445

Email: mungermg@sunysccc.edu

Student Affairs Officer:

Martha J. Asselin, Vice President of Student Affairs

Elston – Room 222; phone (518) 381-1336

Email: asselimj@sunysccc.edu

SUNY Schenectady is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual or victim/survivor). A reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents' prior year federal income tax return. Generally, SUNY Schenectady will not share information

about a report of sexual violence with parents without the permission of the reporting individual.

VIII. Investigation Procedures:

1. Criminal complaints: the NYS and/or federal law will apply, and the matter will follow the criminal processes through a police investigation, a referral to the District Attorney's Office for prosecution and the criminal court system for resolution.

2. Institutional complaints: the complaint will be handled through this Policy.

When SUNY Schenectady becomes aware of an incident of sexual assault, relationship violence, or stalking by or against an employee or student or that has a reasonable connection to SUNY Schenectady, it will take prompt and appropriate action.

The Director of Human Resources (for employees) or the Vice President of Student Affairs (for students) will make an initial assessment regarding the validity of any information received about the incident. If SUNY Schenectady determines that an investigation is required, it must seek consent from reporting individuals prior to conducting an investigation. If a reporting individual does not consent to SUNY Schenectady's request to initiate an investigation, the Title IX Coordinator will weigh the request against SUNY Schenectady's obligation to provide a safe, nondiscriminatory environment for all members of its community.

SUNY Schenectady will honor a request to decline to consent to an investigation, unless SUNY Schenectady

determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community, based on the

Title IX Coordinator's consideration of factors that include, but are not limited to, the following:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior;
- The increased risk that the accused will commit additional acts of violence;
- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether the institution possesses other means to obtain evidence such as security footage, and
- Whether available information reveals a pattern of perpetration at a given location or by a particular group.

If the Title IX Coordinator determines that the request to decline to consent to an investigation can be honored, SUNY Schenectady will still assist with academic, housing, transportation, employment, and other reasonable and available accommodations.

If the Title IX Coordinator determines that a request to decline to consent to an investigation cannot be honored, and an investigation is necessary, SUNY Schenectady must notify the reporting individuals and take immediate action as necessary to protect and assist them.

When an investigation is commenced, and the accused is a student, the student must be informed, as promptly as possible, of:

- the specific rule, rules, laws, and/or code of conduct provisions alleged to have been violated;
- the date, time, location and factual allegations concerning the violation;
- in what manner the specific rule, rules or laws are alleged to have been violated, and
- the sanction or sanctions that may be imposed on the respondent based upon the outcome of any judicial or conduct process.

The Director of Human Resources (for employees) or the Vice President of Student Affairs (for students) will designate a Compliance Officer or other trained investigator, who does not have a conflict of interest, to promptly conduct a fair, complete, thorough, and impartial investigation, that provides a meaningful opportunity to be heard. Each of the Compliance Officers, and any other designated investigator, receives annual training on issues related to sexual assault, relationship violence, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The Compliance Officers, and any other designated investigator, will also receive annual training on conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, SUNY Schenectady's policies and procedures, and other issues.

If the Director of Human Resources or Vice President of Student Affairs is implicated in the report, the President will be responsible for designating a Compliance Officer or other trained investigator to conduct the investigation. If it would be inappropriate for the Director of Human Resources, Vice President of Student Affairs, or President to designate a Compliance Officer or other trained investigator to conduct the investigation, then the Chair of the Board of Trustees will make this designation.

The standard of evidence used to evaluate a report of sexual assault, relationship violence, or stalking by or against an employee or student is a "preponderance of the evidence." Under this standard, a determination must be made on the basis of whether it is more likely than not that the accused student or employee violated the Sexual Assault, Relationship Violence, and Stalking Policy.

In investigating the complaint, the designated Compliance Officer or other trained

investigator shall:

Meet with the appropriate individuals and review all appropriate records that bear on the case.

Provide the accuser and the accused with copies of the Sexual Assault, Relationship Violence, and Stalking Policies & Procedures for Students and Employees.

Discuss the allegations in the complaint with the accuser and accused at separate meetings, and provide the accuser and accused with equal opportunities to identify witnesses and present evidence supporting their respective positions at these meetings.

Provide the accuser and the accused with the same opportunities for a support person or advisor of their choice throughout the process, including any meeting, conference, hearing or other procedural action. An attorney for either the accuser or the accused, however, may be present but may not have a speaking role during such meeting, conference, hearing, or other procedural action.

Where the reporting individual or accused are students, provide the students with:
o reasonable advance written or electronic notice of any meeting they are required to or are eligible to attend,

o an opportunity to submit evidence during an investigation concerning a report of sexual assault, relationship violence, or stalking, and

o the opportunity to exclude (1) their own prior sexual history with persons other than the other party in the conduct process and (2) their own mental health diagnosis and/or treatment from the Compliance Officer or other investigator's consideration when determining responsibility. (However, the Compliance Officer or other investigator may consider past findings of domestic violence, dating violence, stalking, or sexual assault when determining the sanction to be imposed).

Attempt, where appropriate, to resolve the complaint by exploring and suggesting possible solutions to the problem with all involved parties, provided, however, that the complainant or accuser will not be required to participate in mediation with the accused.

(If the preceding step does not resolve the problem), make and transmit a preponderance of the evidence determination in the matter of the allegation of sexual assault, relationship violence, or stalking to the accused, accuser, and, if the accused is an employee, the senior officer for the unit in which the accused is employed (or the President if the accused is a senior officer), or, if the accused is a student, the Vice President for Student Affairs.

The time necessary to complete an investigation will vary depending upon the facts of a particular case. In most cases, investigations will be completed within 60 days of receipt of a report.

The Compliance Officer or other trained investigator who conducted the investigation shall prepare written findings of fact and recommendations, with respect to whether it is more likely than not that the incident of sexual assault, relationship violence, or stalking occurred, appropriate disciplinary actions, if any, and/or other appropriate remedial measures.

Once the investigation is complete, the parties will be informed, in writing, of the outcome. When the victim or accused is a student, this written notice will include the result of the investigation, any recommended sanctions, the rationale for the result and any recommended sanctions, the findings of fact, and a notification if conduct charges will be pursued and/or continued. Delivery of this outcome will not be delayed to either party, and

should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

If the Compliance Officer or other trained investigator concludes that the accused student or employee did not violate the Sexual Assault, Relationship Violence, and Stalking Policies & Procedures for Students and Employees, SUNY Schenectady will not pursue discipline against the student or employee. The parties will be informed of their potential rights to exercise a request for an appeal of the determination, if applicable. Pursuant to the Student Code of Conduct, available at <http://www.sunysccc.edu/pdf/code-conduct.pdf>, if a Compliance Officer or other trained investigator determines that a student did not violate SUNY Schenectady's Sexual Assault, Relationship Violence, and Stalking Policies & Procedures For Students and Employees, the reporting individual has the right to appeal the Compliance Officer's finding of no violation to an Appellate Board within two (2) business days of the decision.

If the Compliance Officer or other trained investigator concludes that it is more likely than not that the accused student or employee violated the Sexual Assault, Relationship Violence, and Stalking Policies & Procedures for Students and Employees, SUNY Schenectady will take the matter very seriously, and will pursue (or continue to pursue) internal disciplinary proceedings against the accused or respondent.

3. Student Discipline: student discipline will be handled through SUNY Schenectady's Student Code of Conduct. Please see <http://www.sunysccc.edu/pdf/code-conduct.pdf>

Internal disciplinary proceedings where a student or employee is accused of sexual assault, relationship violence, or stalking are fair and impartial, include timely notice of meetings and timely and equal access to information and evidence that will be used, and are conducted by unbiased decision makers who have no conflict of interest. The proceedings are completed within a reasonably prompt, designated timeframe. However, the timeframe may be extended for good cause upon written notice to the accuser and accused. The proceedings provide students with the opportunity to present evidence and testimony at a hearing.

Following any internal disciplinary proceeding for cases of sexual assault, relationship violence, and stalking, the victim and accused will be provided with simultaneous written notice of the result of the proceeding, including any sanctions imposed, and the rationale for the result and sanctions. When the victim or accused in an internal disciplinary proceeding for sexual assault, relationship violence, or stalking is a student, the student will also receive written notice of the findings of fact. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

All parties will also be informed of their potential rights to exercise a request for an appeal of the disciplinary determination under the Student Code of Conduct, Employee Handbook, Contract, and/or collective bargaining agreement with SUNY Schenectady. Pursuant to the Student Code of Conduct, all students have a right to an appeal any final disciplinary determination by a Student Conduct Board to an Appellate Board within two (2) business days of the decision. Unless otherwise required by law, SUNY Schenectady will protect all information obtained about students during the course of the disciplinary process from public release, until the Appeals Board makes a final determination.

4. Employee Discipline: employee discipline will be handled through the Office of Human Resources, in accordance with its procedures for complaints against management confidential employees, or for complaints against an employee who is a member of a union, in accordance with the disciplinary procedures set forth in the applicable Collective Bargaining Agreements.

IX. Notation on Student Transcripts

If a student is suspended or expelled after being found responsible for a crime of violence, SUNY Schenectady

must make a notation on the student's transcript that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." If a student withdraws from SUNY Schenectady while such conduct charges related

to crimes of violence are pending against the student, and declines to complete the disciplinary process, SUNY Schenectady must make a notation on the student's transcript that he or she "withdrew with conduct charges pending."

These transcript notations can be appealed by contacting the Title IX Coordinator, Assistant Vice President of Administration, Susan Beaudoin, room 501 Elston Hall, beaudose@sunysccc.edu.

Transcript notations for violence-related suspensions shall not be removed prior to one-year after conclusion of the suspension. Transcript notations for violence-related expulsions shall never be removed from a student's transcript. If a finding of responsibility is vacated for any reason, however, the transcript notation must be removed.

X. Prohibition of Retaliation

It is a violation of federal and state law and this policy for any employee or student to retaliate against any student or employee for exercising any rights or responsibilities under the Violence Against Women Act, the Clery Act, and/or Title IX. This includes retaliating against a student or employee who reports an incident of sexual assault, relationship violence, or stalking in good faith, or furnishes information or participates in any manner in an investigation of such a report. Retaliation includes any conduct directed at someone because he or she engaged in such protected activity, which might deter a reasonable student or employee from making or supporting such a report.

Retaliation is unlawful and will not be tolerated. SUNY Schenectady will protect students from retaliation by

SUNY Schenectady, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within SUNY Schenectady's jurisdiction. Any individual found to have engaged in retaliation will

be subject to disciplinary action, up to and including, termination of employment and/or dismissal from SUNY Schenectady.

Any employee or student who feels as though someone has subjected him or her to retaliation as a result of a report or participation into the investigation of a report should contact a Compliance Officer (identified below) or other senior officer immediately.

XI. Compliance Officers

SUNY Schenectady has appointed certain individuals as Compliance Officers. The Compliance Officers are responsible for assisting in the resolution of reports of sexual assault, relationship violence, and stalking. In addition, Compliance Officers are responsible for being proactive in creating an atmosphere which will inhibit sexual assault, relationship violence, and stalking. A list of these individuals are set forth below:

A. Reports by Employees, Administrators and Faculty

Title IX Coordinator:

Susan Beaudoin, Assistant Vice President of Administration

Elston - Room 502, phone (518) 381-1210

Email: beaudose@sunysccc.edu

Affirmative Action Officer:

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Jalisa D. Williams, Executive Director of Human Resources

Elston - Room 126; phone (518) 381-1331

Email: williajd@sunysccc.edu

B. Reports by Students

Title IX Coordinator:

Susan Beaudoin, Assistant Vice President of Administration

Elston - Room 502, phone (518) 381-1210

Email: beaudose@sunysccc.edu

Student Affairs Officer:

Martha J. Asselin, Vice President of Student Affairs

Elston – Room 222; phone (518) 381-1336

Email: asselimj@sunysccc.edu

Policy for Alcohol and/or Drug Use Amnesty for Students

The health and safety of every student at SUNY Schenectady is of utmost importance. SUNY Schenectady recognizes that

students who have been drinking and/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 assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. SUNY Schenectady strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to SUNY Schenectady's officials or law enforcement will not be subject to SUNY Schenectady's Student Code of Conduct action for violations of alcohol

and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

XII. How to Help as a Bystander

SUNY Schenectady expects all members of the campus community to take reasonable and prudent actions to

prevent or stop an act of sexual misconduct. Educating and engaging bystanders are effective ways to help prevent acts of sexual misconduct. Bystanders can help in several different ways, including direct invention, seeking assistance from an authority figure, notifying campus security, or calling State or local law enforcement.

If you see an act of sexual misconduct: It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervening. Required campus education and training programs give a full synopsis on recognizing when sexual misconduct is taking place. If you make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, call law enforcement. Do not be afraid to ask an employee or other students for help.

If a victim confides in you: It is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play “devil’s advocate” even if parts of the story don’t immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

XIII. Prevention Education & Awareness Programs/Trainings

It is the policy of SUNY Schenectady to offer multiple methods of educational programming to all students and

employees each year to prevent relationship violence, sexual assault (including stranger and

known offender assaults), and stalking. SUNY Schenectady has adopted a comprehensive student onboarding

and ongoing education campaign to educate members of SUNY Schenectady's community about domestic violence, dating violence, stalking, and sexual assault, in compliance with applicable federal laws.

As part of this campaign, SUNY Schenectady requires all new first-year and transfer students who enroll in SUNY Schenectady, whether first-year or transfer to receive training, during the course of their onboarding, on

the following topics, using a method and manner determined by SUNY Schenectady:

1. SUNY Schenectady prohibits sexual and interpersonal violence and will offer resources to any victims and survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of the institution;
2. Relevant definitions including, but not limited to, the definitions of sexual assault, domestic violence, dating violence, stalking, confidentiality, privacy, and consent;
3. Policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression;
4. The role of the Title IX Coordinator, SUNY Schenectady police or campus security, and other relevant offices that address domestic violence, dating violence, stalking, and sexual assault prevention and response;
5. Awareness of violence, its impact on victims and survivors and their friends and family, and its long-term impact;
6. Bystander intervention and the importance of taking action to prevent violence when one can safely do so;
7. Risk assessment and reduction including, but not limited to, steps that potential victims, perpetrators, and bystanders can take to lower the incidence of violations, which may contain information about the dangers of drug and alcohol use, including underage drinking and binge drinking, involuntary consumption of incapacitating drugs and the danger of mislabeled drugs and alcohol, the importance of communication with trusted friends and family whether on campus or off campus, and the availability of institution officials who can answer general or specific questions about risk reduction; and
8. Consequences and sanctions for individuals who commit these crimes and code of conduct violations.

SUNY Schenectady requires student leaders and officers of student organizations recognized by or registered

with SUNY Schenectady, as well as those seeking recognition by SUNY Schenectady, to complete training on domestic

violence, dating violence, stalking, or sexual assault prevention prior to receiving recognition or registration. SUNY Schenectady requires each student-athlete to complete training on domestic violence, dating violence, stalking, or sexual assault prevention prior to participating in intercollegiate athletic competition.

SUNY Schenectady provides specific training to international students, students that are also employees, leaders and officers of registered or recognized student organizations, and online and distance education students, and members of any high-risk populations, as determined by SUNY Schenectady.

SUNY Schenectady offers general and specific training on each of the following topics to all students and employees:

1. SUNY Schenectady's policy prohibiting relationship violence, sexual assault, and stalking;
2. the definitions of "dating violence," "domestic violence," "sexual assault," and "stalking" under federal law, New York law, and SUNY Schenectady's policies;
3. the definition of "consent," in reference to sexual activity, under federal law, New York law, and The SUNY Schenectady Colleges' policies;
4. a description of SUNY Schenectady's educational programs and campaigns to promote the

awareness of relationship violence, sexual assault, and stalking;

5. procedures victims should follow if a crime of relationship violence, sexual assault, or stalking has occurred, including information about:
 - a. the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
 - b. how and to whom the alleged offense should be reported;
 - c. options about the involvement of law enforcement and campus authorities, including notification of the victim's option to: (i) notify proper law enforcement authorities, including on-campus and local police; (ii) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and (iii) decline to notify such authorities;
6. the rights of victims and SUNY Schenectady's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by SUNY Schenectady;
7. information about how SUNY Schenectady will protect the confidentiality of victims and other necessary parties, including how it will:
 - a. complete publicly available recordkeeping without including personally identifying information about the victim; and
 - b. maintains as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of SUNY Schenectady to provide the accommodations or protective measures;
8. SUNY Schenectady's policy of providing written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within SUNY Schenectady and in the community; and
9. SUNY Schenectady's policy of providing written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures;
10. SUNY Schenectady's policy that, when a student or employee reports to SUNY Schenectady that the student or employee has been a victim of relationship violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options;
11. a description of SUNY Schenectady's disciplinary proceedings regarding alleged incidents of relationship violence, sexual assault, or stalking, which:
 - a. includes a prompt, fair, and impartial process from the initial investigation to the final result;
 - b. are conducted by officials who, at a minimum, receive annual training on the issues related to relationship violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
 - c. provides the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
 - d. do not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; and
 - e. requires simultaneous notification, in writing, to both the accuser and the accused, of (i) the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; (ii) the institution's procedures for the accused and the victim to appeal the result of the

institutional disciplinary proceeding, if such procedures are available; (iii) any change to the result; and (iv) when such results become final.

12. information on how to prevent and identify sexual violence;

13. the potential for re-victimization by responders and its effect on students and employees;

14. the impact of trauma on victims;

15. the role alcohol and drugs can play in sexual violence incidents;

16. appropriate methods for responding to a student or employee who may have experienced sexual violence, including the use of nonjudgmental language;

17. reporting obligations, including what should be included in a report, any consequences for failing to report, and how requests for confidentiality should be treated;

18. protections against retaliation; and

19. other information to prevent violence, promote safety and reduce perpetration.

SUNY Schenectady also offers training on bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of relationship 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.

Additionally, all employees and students are offered information regarding risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

SUNY Schenectady shares information on domestic violence, dating violence, stalking and sexual assault prevention with parents of enrolling students.

SUNY Schenectady regularly assesses programs and policies established pursuant to federal and state law to determine effectiveness and relevance for students and employees.

XIV. Public Awareness and Advocacy Events

As part of SUNY Schenectady's public awareness campaign, SUNY Schenectady may from time to time schedule primary

prevention, public awareness, and advocacy programs for students and employees. Information regarding these programs can be found on SUNY Schenectady's website, at

<http://www.sunysccc.edu/student/student.htm> and

<http://www.sunysccc.edu/student/jps/Faculty.htm>.

If an individual discloses information through a public awareness event such as candlelight vigils, protests, or other public event, SUNY Schenectady is not obligated to begin an investigation based on such information. However, SUNY Schenectady may use the information provided at such an event to inform its efforts for additional education and prevention efforts.

XV. Memoranda of Understanding

SUNY Schenectady has entered into memoranda of understanding with providers to:

1. provide sexual assault forensic examination to students;

2. provide legal assistance to students (including both accused/respondents and reporting individuals); and

3. provide victim advocacy and support services to victims of sexual violence

SUNY Schenectady will also propose and endeavor to execute memoranda of understanding in partnership with local law enforcement authorities, regarding the protocols and procedures for referring allegations of sexual violence, relationship violence, and stalking, sharing information and conducting contemporaneous investigations regarding such allegations.

XVI. Campus Climate Assessment

Climate assessments afford institutions the opportunity to better understand their campus and to make informed decisions when it comes to providing a safe educational environment. Beginning

in the 2015-2016 academic year, SUNY Schenectady will conduct a uniform climate survey that ascertains student experience with and knowledge of reporting and college adjudicatory processes for sexual harassment, including sexual violence, and other related crimes.

The survey will address at least the following:

Student and employee knowledge about:

- o The Title IX Coordinator's role;
- o Campus policies and procedures addressing sexual assault;
- o How and where to report sexual violence as a victim/survivor or witness;
- o The availability of resources on and off campus, such as counseling, health, academic assistance;
- o The prevalence of victimization and perpetration of sexual assault, domestic violence, dating violence, and stalking on and off campus during a set time period (for example, the last two years);
- o Bystander attitudes and behavior;
- o Whether victims/survivors reported to SUNY Schenectady and/or police, and reasons why they did or did not report.
- o The general awareness of the difference, if any, between the institution's policies and the penal law; and
- o The general awareness of the definition of affirmative consent.

SUNY Schenectady will take steps to ensure that answers remain anonymous and that no individual is identified. Results will be published on the campus website providing no personally identifiable information shall be shared.

Beginning in the spring semester of 2015, the Chancellor or designee will convene a group of scholars and practitioners to review methods of assessing campus climate, specific questions asked in past surveys, relevant data on responses and response rates, issues and problems encountered in survey implementation, and lessons learned from past surveys. The Chancellor or designee will gather this data and seek to develop a standardized survey, with the advice of relevant members of the SUNY Schenectady community and knowledgeable outside entities, that uses established measurement tools, to be implemented every two years by SUNY Schenectady beginning in the 2015-2016 academic year. This policy may be changed by the Chancellor or designee should federal and/or State legislation require a different process or duplicate efforts to assess campus climate via survey.

XVII. Annual Reporting

Reports of certain crimes occurring in specific geographic locations are included in SUNY Schenectady's annual security report (ASR), in an anonymized manner that identifies neither the specifics of the crime nor the identity of the reporting individual.

SUNY Schenectady is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within

relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. A reporting individual shall not be identified in a timely warning.

FERPA allows SUNY Schenectady to share information with parents when (i.) there is a health or safety emergency, or (ii.) when the student is a dependent on either parent's prior year federal income tax return. Generally, however, SUNY Schenectady will not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.

Effective July 7, 2016, SUNY Schenectady will annually report the following information about reports of domestic violence, dating violence, stalking and sexual assault to the New York State Education Department:

1. The number of such incidents that were reported to the Title IX Coordinator.

2. The number of reporting individuals who sought SUNY Schenectady's judicial or conduct process.
3. The number of cases processed through SUNY Schenectady's judicial or conduct process.
4. The number of respondents who were found responsible through SUNY Schenectady's judicial or conduct process.
5. The number of respondents who were found not responsible through SUNY Schenectady's judicial or conduct process.
6. A description of the final sanctions imposed by SUNY Schenectady for each incident for which a respondent was found responsible through SUNY Schenectady's judicial or conduct process.
7. The number of cases in SUNY Schenectady's judicial or conduct process that were closed prior to a final determination after the respondent withdrew from SUNY Schenectady and declined to complete the disciplinary process.
8. The number of cases in SUNY Schenectady's judicial or conduct process that were closed because the complaint was withdrawn by the reporting individual prior to a final determination.

HOW TO HELP IF YOU WITNESS A SEX CRIME (BYSTANDER INTERVENTION)

SUNY Schenectady expects all members of the campus community to take reasonable and prudent actions to prevent or stop an act of sexual misconduct if they see one occurring. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling State or local law enforcement.

If you witness an act of sexual violence and make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, call law enforcement. Do not be afraid to ask other employees or other students for help.

If a victim confides in you, it is important to let the victim tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play “devil’s advocate” even if parts of the story don’t immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the victim identify others in their network who they can confide in. Ask the victim what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a victim talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this victim in seeking the help they require to move forward.

REDUCING YOUR RISK OF BECOMING A VICTIM OF A SEX CRIME

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Guidance on “See Something Say Something,” consensual sex, appropriate behavior on away trips, and proper faculty/student interaction is provided.

ONGOING PREVENTION AND AWARENESS CAMPAIGNS ON SEXUAL VIOLENCE

Programs to prevent dating violence, domestic violence, sexual assault and stalking are offered to all incoming students and new employees during student orientation and employee onboarding. All employees are required to take annual sexual violence awareness training through an online interactive training module. The Office of Wellness and Student Success conducts classroom presentations concerning bystander intervention as well as campus wide programs on responding to and coping with trauma. 2017 programming included Sexual Assault and Crime Victims Services and The Legal Project providing one on one information sessions on the campus once a month and held a program on Bystander Intervention which occurred in the Fall of 2017.

PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING HAS OCCURRED

If you have been the victim of sexual violence, it is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Sexual Assault Forensic Exams (known as “SAFE” exams) are available at no charge to victims of sexual assaults at any hospital in the Capital Region. Through the College’s agreement with the Mohawk Hudson Planned Parenthood, victims may be accompanied by an advocate to the hospital and during the exam. A SAFE will preserve physical evidence of the sexual assault that can be helpful in a criminal prosecution and is also helpful for campus disciplinary action. Other ways to preserve evidence include retaining voice and text messages, photos, emails, and exchanges on social media.

Victims have several options to report incidents of dating violence, domestic violence, sexual assault or stalking. Reports may be made to the College’s Title IX Coordinator, campus security, local law enforcement, and the New York State police. Victims will be assisted by campus authorities in notifying law enforcement if the victim chooses; however, victims may also decline to notify such authorities.

Reports of sexual violence may be made to the following individuals or offices by using the following contact information:

- Title IX Coordinator –Susan Beaudoin, Elston Hall 502, (518) 381-1210, beaudose@sunysccc.edu—in person, phone or email, or completing the online report via the Title IX webpage (www.sunysccc.edu/aboutus/GenderDiscrimination);
- Office for Student Wellness – Ellen Wertlieb, Elston Hall 2nd Floor, (518) 381-1282;
- Director of Campus Safety, Mike Munger, Elston Hall 512, (518)381-1445
- Campus Safety – Security Desk –Ground Floor of Elston Hall (near cafeteria and Student Commons) (518) 381-1308;
- Schenectady Police - (518) 630-0911;
- New York State Police – (844) 845-7269.

If a victim of a sex crime wishes to report the crime to the local Schenectady police, that can be done by contacting the police at the above phone number, or by going to the police station which is located at 531 Liberty Street, Schenectady, NY 12305. At the request of the victim, the College will provide assistance in filing a police report and/or obtaining an order of protection.

PROCEDURES SUNY Schenectady WILL FOLLOW IN THE CASE OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING

When a student or employee reports to the college that they have been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

The College will protect the confidentiality of victims and other necessary parties by sharing information about the allegations with only those within the College who must know in order to comply with the College's policies and the law. The College will complete publicly available recordkeeping, including *Clery Act* reporting and disclosures, without inclusion of personally identifying information about the victim. For example, the College will maintain as confidential any interim measures, academic accommodations or other protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Further, the College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the College and in the community.

The College will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The College will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING

STUDENTS:

If the Title IX Coordinator or designee who conducted the initial investigation determines it is more likely than not that the student committed a sexual offense, the Title IX Officer will refer the charges to the Chairperson of the Student Affairs Committee or his/her designee. The Chairperson of the Student Affairs Committee will appoint an appropriate Subcommittee and refer the charges to the Subcommittee for a disciplinary hearing. The standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault or stalking is a fair preponderance of evidence.

The following procedures regarding disciplinary hearings before Subcommittees apply to cases involving one or more sexual offenses.

1. Students must receive reasonable advance written or electronic notice of:

- any meeting they are required to or are eligible to attend,
- the specific rule, rules, laws, and/or code of conduct provisions alleged to have been violated;
- the date, time, location and factual allegations concerning the violation; and
- in what manner the specific rule, rules or laws are alleged to have been violated.

2. Co-complainants and accused will be given the opportunity to review and present available evidence in the case file, or otherwise in SUNY Schenectady's possession or control, and relevant to the conduct case, in order to prepare for the hearing before the Subcommittee.

3. Co-complainants and accused will be provided the opportunity to present evidence and testimony at the hearing before the Subcommittee.

4. The co-complainant and the accused may select any advisor of their own choosing, including an attorney, who must be permitted to assist and advise a co-complainant, accused, or respondent throughout the process, including during all meetings and hearings related to such process. The co-complainant and/or the accused student is responsible for presenting his or her own information, and therefore, advisors (including an attorney, when applicable), are not permitted to speak or to participate directly in any hearing before a Subcommittee.

5. Subcommittee hearings must be conducted by Subcommittee members who do not have a conflict of interest and who have received annual training on issues related to conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until a finding of responsibility is made, how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability, SUNY Schenectady's policies and procedures, and other issues including, but not limited to domestic violence, dating violence, stalking and sexual assault.

6. Timeframes for hearings involving one or more charges may be extended for good cause upon written notice to the accuser and the accused.

7. At any hearing conducted by the Subcommittee, the accused student will be offered an opportunity to present evidence and testimony. SUNY Schenectady will try to arrange the attendance of witnesses who are members of the SUNY Schenectady community, if reasonably possible, and who are identified by the complainant, accused student, and/or the co-complainant, at least two weekdays prior to the Subcommittee Hearing.

8. Students will be provided with the opportunity to exclude (1) their own prior sexual history with persons other than the other party in the conduct process and (2) their own mental health diagnosis and/or treatment from admittance in any stage of the disciplinary proceeding where responsibility is determined (including determinations by the Compliance Officer, Subcommittee, and Appeals Board). However, past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in disciplinary stages that determine sanctions.

9. Students will have the right to ask questions of the decision maker and, via the decision maker, indirectly request responses from other parties and any other witnesses present.

10. Students will have the right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.

11. The accused student and complainant will have access to the full and fair record of the hearing, and SUNY Schenectady will maintain a copy of the record for at least five (5) years after the hearing.

12. Students have the option to choose whether to disclose or discuss the outcome of the Subcommittee Hearing.

13. Unless otherwise required by law, SUNY Schenectady will protect all information obtained about students during the course of the disciplinary process from public release, until the Appeals Board makes a final determination.

14. The co-complainant must be permitted to withdraw his or her complaint and/or withdraw from SUNY Schenectady's investigation and/or disciplinary process at any time.

15. Students will have the right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanctions, and the rationale for the decision and any sanctions.

The possible sanctions that the institution may impose following the results of any institutional disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault or stalking are:

- No action;
- Reprimand: written reprimand with warning that continuation or repetition of misconduct may result in further disciplinary action;
- Restitution: compensation for loss or injury, reimbursement for damages to or the misappropriation of property; or other payment for expenses incurred as a result of the student's actions;
- Mediation and/or counseling referral;
- Disciplinary Probation: suspension of a student from any or all College programs or activities that do not relate directly to the student's academic performance;
- Suspension: discontinuance from classes and other designated privileges or activities for a definite period of time;
- Expulsion: termination as a student of the College for an indefinite period;
- Degree Revocation: The College reserves the right to revoke a degree when upon conclusion of an investigatory process it is determined that the degree was obtained by fraud; 12 § Other Secondary Sanctions: such sanctions may be imposed instead of or in addition to those specified above;
- Community Service: may include performance of no more than fifty (50) hours of unpaid work assignments per semester either on or off campus as specified. Assignments are assigned and supervised by an administrative officer of the College and may not be combined or in conjunction with any other volunteer or court ordered requirement;

- Educational Activities: such sanctions may include a formal apology in writing and/or in person; a behavioral contract specifying the behavioral requirements to be followed, a reflective writing assignment or attendance at an event directly related to the violation committed;
- Restrictions: temporary or permanent loss of the use of a College facility, service, and or the privilege of participating in any extra-curricular activity
- Mental Health and Threat Assessments: professional assessments may be imposed at the expense of the student;
- Other Secondary Sanctions/Interventions: such sanctions/interventions may be imposed instead of or in addition to those specified above.
- A notation on your school transcript that you were found to have violated the College's Student Code of Conduct concerning sexual harassment and stalking.

The range of protective measures that SUNY Schenectady may offer to the victim following an allegation of dating violence, domestic violence, sexual assault or stalking includes but is not limited to the following:

- No-contact orders for activities on campus or during college related events, and assistance obtaining orders of protection, restraining orders, or similar lawful orders issued by a criminal, civil or family court;
- Security escorts to your car or off campus;
- Modifications to academic requirements or class schedules;
- Changes in working situations.

The College's proceedings will include a prompt, fair and impartial process from the initial investigation to the final result. This means that proceedings will be completed within reasonably prompt timeframes consistent with the college's code of conduct, and will allow for an extension of time for good cause. Written notice to the accuser and the accused of any delay and the reason for the delay will be given if needed.

The proceedings will be conducted in a manner that:

- is consistent with the College's policies;
- is transparent to the accuser and the accused;
- includes timely notice of meetings at which the accuser or accused, or both, may be present;
- provides timely and equal access to the accuser, the accused and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.

All proceedings will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused, and who, at a minimum, receive annual training on (a) the issues related to dating violence, domestic violence, sexual assault and stalking and (b) on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.

During the proceedings, the accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. While the College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or disciplinary proceeding, it may establish restrictions regarding the extent to which the advisor may participate in the proceedings; these restrictions will apply equally to both parties.

The College will provide simultaneous notification, in writing, to both the accuser and the accused of the result of any college disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking. In that notice, the College will include information concerning procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. The College will also inform both the accuser and the accused if the determination is changed as a result of the appeals process, and when the results become final.

EMPLOYEES:

When the accused is an employee, a victim/survivor may also report the incident to the Office of Human Resources or may request that one of the above referenced confidential or private employees assist in reporting to the Office of Human Resources. Disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the college, college officials will, at the request of the victim/survivor, assist in reporting to the appropriate office of the vendor or affiliated entity, and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and college policy. You may withdraw your complaint or involvement from the college process at any time.

REGISTERED SEX OFFENDERS

Pursuant to New York State Correction Law, every registered sex offender within the state must notify the New York State Division of Criminal Justice Services (DCJS) if he or she is attending, enrolled, employed or residing at an institution of higher education. When a registered sex offender enrolls or becomes employed by the College, we are notified by DCJS. Upon receipt of such notification, the College disseminates relevant information about the offender to the appropriate members of the College community.

DCJS maintains an online registry of Level 2 and 3 (individuals at medium and high risk of re-offense) registered offenders which is available to the public at www.criminaljustice.ny.gov/nsor.

DCJS is barred by law from posting information on Level 1 (low level) sex offenders, or those with a pending risk level, on their public site. You may call 1-800-262-3257 with the name and at least one other identifier (an exact address, date of birth, driver's license number, or a social security number) to learn if a particular individual is a Level 1 registered sex offender in New York. Photographs of Level 1 offenders also are provided upon request to DCJS.

CLERY CRIME STATISTICS

Criminal Offenses – On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus (195322001)
 User ID: C1953221

Criminal Offenses – Non-Campus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Non-campus buildings or property		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

Institution: Main Campus (195322001)

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus (195322001)
 User ID: C1953221

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

	Occurrences of Hate crimes	
Criminal offense		Category of Bias for crimes reported in 2017

	2017 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft (Do not include theft from a motor vehicle)</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	1	1	0	0	0	0	0	0	0

Occurrences of Hate crimes									
Criminal offense	2016 Total	Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Occurrences of Hate crimes									
Criminal offense	2015 Total	Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0

o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>								
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Caveat:
 If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus (195322001)
 User ID: C1953221

Hate Crimes – Non-campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes										
	Total by year			Category of Bias for crimes reported in 2016							
	2015	2016	2017	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of **Hate Crimes** that were reported to have occurred on **Public Property**. Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes									
Criminal offense	2017 Total	Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Occurrences of Hate crimes									
Criminal offense	2016 Total	Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0

e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Occurrences of Hate crimes									
Criminal offense	2015 Total	Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0

I. <u>Simple assault</u>	<input type="text" value="0"/>								
m. <u>Larceny-theft</u>	<input type="text" value="0"/>								
n. <u>Intimidation</u>	<input type="text" value="0"/>								
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>								

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus (195322001)
User ID: C1953221

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2015	2016	2017
a. <u>Domestic violence</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	0	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus (195322001)
User ID: C1953221

VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime	Total occurrences in or on Non-campus buildings or property		
	2015	2016	2017
a. <u>Domestic violence</u>		<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>		<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>		<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat: VAWA offenses not ASR required before 2016

Institution: Main Campus (195322001)
User ID: C1953221

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2015	2016	2017
a. <u>Domestic violence</u>		0	0
b. <u>Dating violence</u>		0	0
c. <u>Stalking</u>		0	0

Caveat:
VAWA offenses not ASR required before 2016

Institution: Main Campus (195322001)
User ID: C1953221

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus (195322001)
User ID: C1953221

Arrests – Non-campus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

Institution: Main Campus (195322001)
User ID: C1953221

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus (195322001)
 User ID: C1953221

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus (195322001)
 User ID: C1953221

Disciplinary Actions – Non-campus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

c. Liquor law violations

0

0

0

Caveat:

Institution: Main Campus (195322001)
User ID: C1953221

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2015	2016	2017
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Institution: Main Campus (195322001)
User ID: C1953221

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number
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	2015	2016	2017
a. <u>Total unfounded crimes</u>	0	0	0