



2014 ANNUAL SECURITY AND FIRE SAFETY REPORT



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From the President-

To the University Community –

Mississippi University for Women is committed to providing a safe and ethical environment. In the last several years, The W has undertaken many important institutional efforts to address the safety and wellbeing of our university community. I encourage you to review the information about campus safety measures, reporting crimes and other emergencies, and the procedures and policies designed to protect our campus community. Providing a safe place to work, learn, live and visit for our faculty, staff, students and visitors is one of our greatest priorities. A truly safe campus can only be achieved through the cooperation of everyone.



Jim Borsig, Ph.D.
President



From the Chief of MUW Police Department-

On behalf of our faculty and staff, it is my pleasure to welcome you to Mississippi University for Women. I want to thank you for your interest in our Annual Security and Fire Report. We publish this report because it contains valuable information on our campus community. Mississippi University for Women (MUW) works to maintain a safe and secure campus and to protect your property by providing full police and environmental safety services through the Police Department. We also share information you can use to reduce your chances of becoming a crime or accident victim. An informed community is a safer community.

Each year, MUW publishes the Annual Security and Fire Report which includes crime statistics, fire safety report, housing report, injuries and property damage. This report also outlines MUW security policies and procedures. Please take the time to familiarize yourself with this report in order to become an informed member of our community and contribute to the University's effort to create and maintain a safe environment.

The men and women of the MUW Police Department are committed to making our campus a safe place in which to live, work, and study.



Danny Patton
Chief of Police
MUW Police Department



2014 ANNUAL SECURITY & FIRE SAFETY REPORT

PREPARATION OF ANNUAL SECURITY REPORT & DISCLOSURE OF CRIME STATISTICS

In accordance with the federal regulations of the Campus Security Act, MUW publishes crime, fire and security-related policies and procedures for the three most recent calendar years. This information is distributed each year to enrolled students and current employees and is also made available to prospective employees and students. The University's Student Handbook, which includes policies and procedures and Right-to-Know information informs our prospective and current students, faculty and staff about the general procedures for reporting crimes both on and off campus. It also includes tips on preventing thefts of property and crimes of violence, including physical and sexual assaults.

In compliance with the 1998 amendments to the Campus Security Act (now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) and Department of Education regulations, the crime and fire statistics published in this report illustrate the reporting of crime categories as specified below:

1. Reporting of specified hate crimes by category of prejudice against the victim (race, gender, religion, sexual orientation, ethnicity, disability)
2. Reporting of violation arrests and referrals to campus disciplinary action
3. Reporting of fires, death/injuries and property damage

Each of these statistical categories is further broken down by geographic area:

- **On-Campus** (include On- Campus **Residential** facilities)
- **Non-Campus** property
- **Public Property** (includes property within campus or immediately adjacent to it)

The University Police Department makes annual requests to the Columbus Police Department for crime statistics taken from the **public areas** within campus or immediately adjacent to the campus to be included in the Annual Campus Security and Fire Safety Report.

The Annual Campus Security and Fire Safety Report includes crime statistics for the following *categories of crimes*, reported to campus security authorities and local law enforcement:

- homicide (murder, non-negligent and negligent manslaughter)
- robbery
- aggravated assault
- burglary
- motor vehicle theft
- arson

Also included are statistics for the following categories of **violations arrests** and **referrals for campus disciplinary action**:

- liquor law violations
- drug law violations
- illegal weapons possession violations

The University distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the University community. Anyone, including prospective

students and employees, may obtain a paper copy of this report by contacting the MUW PD at 662.241.7777 or by visiting the MUW PD Office located in McDevitt Hall on campus.

Additional Sources of Statistical Information

Consistent with the U.S. Department of Education federal regulations, the MUW PD has developed, and periodically reviews, procedures to include on campus statistics, reports of required crimes made to the following campus security authorities: the Office of the Vice President for Student Affairs, student organization advisors, and the Office of Housing and Residence Life (including residential hall advisors).

ABOUT THE MUW POLICE DEPARTMENT

Mission and Core Values

It is the mission of the MUW Police Department to safeguard persons and property through preparedness and vigilance. The department holds true to the customer-service policing philosophy. Its members shall continually strive for excellence in service, training and professional development. Our Core Values are: accountability, honesty, integrity, dependability, service to others before self and a genuine desire to pursue what is right, good and fair.

Role and Authority

The University Police protect and serve the MUW campus twenty-four hours a day, 365 days a year. The University Police department is responsible to the Vice President for Student Affairs and employs nine full-time sworn officers, four full-time dispatchers, and two full-time office staff members.

MUW Police Department have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, the campus police may also refer the individual to the disciplinary division of Student Affairs.

Major offenses such as rape, murder, aggravated assault, robbery and auto theft are reported to the police. Investigators from MUW PD, the city police, and/or the county may be deployed to solve these serious felony crimes. The prosecution of all felony offenses and some misdemeanors are conducted at the Lowndes County Circuit Court. The prosecution of most misdemeanors is conducted at the Lowndes County Justice Court.

MUW PD provides full police and environmental safety services to the campus community. The University Police force consists of sworn officers with full arrest powers who are on duty 24 hours a day, 7 days a week and are certified by the state of Mississippi. These officers are vested with all the powers, authority and responsibilities of any officer of the state on property owned or operated by the University and property immediately adjacent to campus. There are dispatchers for every shift that officers are working.

Working Relationship with Local Agencies

The MUW Police Department maintains a cooperative relationship with the City of Columbus Police Department, Lowndes County Sheriff's Department, and other surrounding police agencies. Mississippi University for Women Police Department cooperates fully with other law enforcement agencies in cases that involve both on and off campus jurisdictions or when resources of an agency other than the MUW PD

can be used to facilitate the resolution of an investigation. Local police agencies and MUW PD exchange information on a regular basis and work together during campus and community events.

Crimes Involving Students and Student Organizations Off-Campus

The MUW Police Department relies on a close working relationship with the local law enforcement agencies to receive information about incidents that involve students and recognized student organizations. Local law enforcement will notify MUW Police Department of criminal activity including students and student organizations.

When a student is involved in an off-campus offense, police officers may assist with the investigation in cooperation with local, state or federal law enforcement. Columbus Police and Lowndes County Sheriff's Department routinely work and communicate with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. MUW operates no off-campus housing, but has one facility, Plymouth Bluff. However, some students live in the neighborhoods surrounding MUW. While the Columbus Police Department has primary jurisdiction in all areas off campus, MUW officers can and do respond to student-related incidents that occur in close proximity to campus. MUW officers have direct communication with the city police, fire department and 911 to facilitate rapid response to any emergency situation. MUW does not have any off-campus student organizations with off-campus housing.

REPORTING CRIMES AND OTHER EMERGENCIES

The University has a number of ways for the campus community members and visitors to report crimes, serious incidents, and other emergencies to the appropriate University officials. Regardless of how incidents are reported, it is critical for the safety of the entire MUW community that incidents are reported immediately so that the MUW PD can investigate and determine if follow-up actions are required.

Voluntary, Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of the MUW PD can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Under the law, campus pastoral and professional counselors, when acting as such, **are not** considered to be a campus security authority and **are not** required to report crimes for inclusion in the annual disclosure of campus crime statistics. As a matter of policy, however, Mississippi University for Women encourages its counselors, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

All verified and unverified confidential reports of sexual offenses that meet reporting criteria as determined by MUW PD and that are made to University staff are included in MUW campus crime statistics (see Prevention and Reporting of Sexual Assaults for more information about MUW policies and procedures concerning sexual offenses).

Crimes reported to counselors **are not** included unless the victim chooses to report to one of the other campus security authorities.

Reporting to University Police

To maximize the safety of campus, the MUW Police Department strongly encourages anyone with knowledge about any crime, suspicious activity or unsafe actions/conditions on campus (either as a witness or as a victim) to make an immediate report to the MUW Police Department in person or by phone. Reporting does not mean legal action but it may help police officers stop further incidents as well as help them keep the community informed about criminal activity.

To make a report in person, go to the MUW Police Department, located in McDevitt Hall. To make a report by phone, call 662-241-7777 and describe the situation to the dispatcher. In emergency situations, including fires and medical emergencies, call 911. All 911 calls made from campus will go to the Lowndes County 911 Dispatch Center and the dispatcher on duty will contact the MUW Police Department dispatcher. It is best to contact 911 first and then, call 662-241-7777 in the event of an emergency.

University students requiring non-emergency care may contact the Student Health Center at 662-329-7289. Students seeking counseling services may contact the Counseling Center at 662-329-7748.

MUW employees requiring non-emergency medical care may contact the Student Health Center at 662-329-7289 or Baptist Memorial Hospital at 662-244-1000.

Students, faculty and staff members who are victims of interpersonal relationship violence may contact the Domestic Violence Hotline at 1-800-799-7233 for counseling and advocacy and file a report with the university's Title IX Coordinator, located in Cochran Hall – Room 405.

MUW Response to a Crime Report

When you report a crime to the MUW Police Department, a MUW police officer will meet you, listen to what happened and if necessary, make a preliminary report. Next, an investigator will review the report and conduct a follow-up investigation. If a suspect is found and you decide to press charges, information will be presented to the District Attorney, who decides if there is a legal basis to arrest the suspect. If there is an arrest to be made, you will be asked to sign an affidavit and a warrant will be issued. Any Law Enforcement officer can serve the warrant. If the subject lives on campus, it will be best if the warrant is served by MUW police officers. A court date will be set and you will have to be present to testify.

MUW encourages you to report criminal activity even if you don't want to take legal action in order to help us maintain accurate statistical records. The MUW Police Department is responsible for preparing the University's Annual Campus Security and Fire Safety Report and for compiling the crime and fire statistics included in the report. We would like to keep the community informed as much as possible. The information you report may require the MUW PD to issue a W-Alert if they determine that the circumstances warrant such action. Also, see information below regarding another way in which to make a voluntary confidential reporting of forcible and non-forcible sexual offenses.

Anonymous Reporting

If you are interested in reporting a crime or incident anonymously, you can utilize the University's online reporting website, which can be accessed at www.muw.edu/reporting.

Emergency Phones

Although the ultimate goal of our departments is to create a safe campus through initiatives and public cooperation, we recognize that emergencies occur and it is reassuring to know that help is a mere phone call away. Throughout our campus locations, there are six outdoor emergency phones strategically located on campus walkways, near residence halls and university buildings and near parking areas. These communication devices are highly visible and provide a fully-contained emergency communication device for anyone in urgent need of help. These phones are to be used for **EMERGENCIES ONLY**.

The following locations have **Code Blue Emergency Phones**:

- Callaway Hall – 662.241.6187
- Cromwell Hall – 662.241.6189
- Kincannon Hall – 662.241.6176
- Martin Hall – 662.241.6170
- Peyton Hall – 662.241.6216
- Shattuck Hall – 662.241.7854

Reporting to Other Campus Security Authorities

While the University prefers that community members promptly report all crimes and other emergencies directly to the MUW PD at 662.241.7777 or 911, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as “Campus Security Authorities (CSA).” The act defines these individuals as “officials of an institution who have significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

Victims or witnesses to criminal activity occurring off campus should contact the agency that has jurisdiction. University Police officers can assist in notifying other law enforcement agencies.

- Columbus Police Department at 911
- Lowndes County Sheriff Department at 911

TIMELY WARNINGS

The purpose of a timely warning is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. The University will issue timely warnings whenever there is a substantial risk to the safety of other members of the campus community. For incidents involving off-campus crimes, the University may issue a timely warning if the crime occurred adjacent to the campus or in a location frequented by the University population.

In the event that a situation arises, either on or off campus, that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the University’s text messaging system to students, faculty and staff. In the event of inclement weather, the Chief of Police will be in constant contact with Emergency Management and will keep the University updated regarding inclement weather. Depending on the particular circumstances, **especially in all situations that could pose an immediate threat to the community and individuals**, a notice may be posted on the main page of the University Website providing the community with immediate notification. Anyone with information

warranting a timely warning should report the circumstances to the MUW Police Department (662-241-7777) or in person to the dispatcher at the front gate.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at MUW

The Project Director within the Finance and Administration Division and MUW PD assist departments and campus with developing, maintaining, and implementing emergency operations plans, developing and conducting exercises, and building partnerships with external response agencies. An emergency procedures flipchart is provided to the campus community. This document contains emergency response information for a wide range of events that could potentially occur on campus.

The University maintains a Crisis Action Team (CAT), which may be activated by senior university officials for response to emergencies on the MUW campus. Team members and University Police have received training in Incident Command System (ICS), which is utilized when responding to these incidents.

Drills, Exercises, and Training

To ensure the campus's emergency management plans remain current and actionable, the campus conducts at least one large scale exercise annually. The exercise includes a full scale scenario that involves coordination with local and state agencies. In conjunction with the annual exercise, the campus will notify the campus community of the exercise and remind the campus community of the W-Alert system and emergency response procedures.

2014 – Disaster Drill

The university participated in an exercise on September 4, 2014 that involved a simulated fire and bomb within a residence hall. Local, state and national agencies participated in this event in order to improve inter-agency communication and response time.

Emergency Notification

MUW is committed to ensuring the campus community receives timely and accurate information in the event of a confirmation of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health and safety of the students and employees. The University uses the emergency notification system through Blackboard Connect to provide alerts via W-ALERT. This is the MUW emergency notification service available to all students, faculty and staff. It can be used to send emergency messages within minutes of the occurrence of an incident. Once the timely warning has been made, more detailed follow-up information will be released to the campus community on the university website or via campus email.

SECURITY OF AND ACCESS TO MUW FACILITIES

On the MUW campus, academic and administrative buildings are open from 7:00am until 5:00pm, Monday through Friday. Academic and administrative buildings close at 5:00pm. Academic buildings are scheduled to be open at night and on weekends only as needed. MUW PD officers routinely check all building entrances and exits to ensure security of each building.

Special Considerations for Residence Hall Access

On the MUW campus, all residence halls operate under a computerized Access Control System. All exterior doors are locked twenty-four hours a day. Identification cards are coded so that only students who are residents in a particular hall have authorized electronic access entry to that hall. The system will deny entry to all unauthorized persons and log that denied entrance. When a door is malfunctioning, personnel are summoned for immediate repair. Residents should always lock doors and windows.

Each on-campus resident receives the MUW Student Handbook/Planner each year, which includes information on safety and security. Only residents and their invited guests are permitted in the residence halls. It is the resident's responsibility to ensure that his or her guests are aware of the University and residence hall policies which can be found in the MUW Student Handbook/Planner.

Security Considerations for the Maintenance of Campus Facilities

MUW is committed to campus safety and security. At MUW, locks, landscaping, and outdoor lighting are designed for safety and security. Outdoor lighting is inspected once a semester to ensure adequate lighting. Grounds-keeping personnel trim shrubs and trees in order to provide well-lighted routes on campus.

We encourage campus community members to report promptly any security concern, including concerns about locking mechanisms, lighting, or landscaping, to the MUW PD at 662.241.7777.



MUW'S RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Commitment to Addressing Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking

Mississippi University for Women seeks to foster an atmosphere of respect for all members of the University community. To this end, the University is committed to maintaining a working and learning environment free of sexual misconduct. Sexual misconduct encompasses any non-consensual behavior of a sexual nature that is committed by force or intimidation, incapacitation, or that is otherwise unwelcome. The term sexual misconduct includes, but is not limited to, sexual assault, sexual exploitation, sexual intimidation, and sexual harassment.

The University's Sexual Misconduct Policy describes the prohibited conduct and sets forth the resources available. Offenders are subject to appropriate University disciplinary action up to and including termination or expulsion.

MUW has committed to training of Investigators and the Title IX Coordinator. All investigators were trained by the Association of Title IX Administrators (ATIXA). The training was offered at the University of Southern Mississippi on November 13-14, 2014.

What is consent?

Consent between two or more people is defined as an affirmative agreement – through clear actions or words – to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving consent.

ANY FORM OF SEXUAL ACTIVITY REQUIRES CONSENT.

EFFECTIVE CONSENT IS:

Effective consent is the basis of this policy because effective consent maintains the value that all persons have the right to feel respected, acknowledged, and safe during sexual activity. The use of force to obtain sexual access or to induce consent violates this policy whether the force is physical in nature, violent, or involves threats, intimidation or coercion.

Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in sexual activity are responsible for obtaining consent – it should never be assumed.

A prior relationship or prior sexual activity is not sufficient to demonstrate consent.

EFFECTIVE CONSENT IS NOT:

Consent is not effective if it is obtained from force, threat of force, fraud or intimidation. Additionally, it is not consent if the initiator has sex with someone he or she knows, or reasonably should know, to be incapacitated by alcohol, drugs, sleep or illness. A person who is unconscious, unaware, or otherwise physically helpless cannot give consent to sexual activity.

Age of Consent: According to Mississippi Code Annotated § 97-3-65, an individual who is 17 years or older cannot receive consent from a child who is between the ages of 14 and 16, if the child is thirty-six (36) or more months younger than the person.

Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking

Sexual misconduct is a broad term encompassing sexual behavior that is committed without effective consent and may vary in its severity. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same sex, and this policy applies regardless of the sexual orientation, gender status or sexual preference of the individuals engaging in sexual activity.

Dating violence

The use of physical, sexual or emotional abuse or threats to control another person who is, or has been involved in, a sexual, dating, or other intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of the interaction.

Domestic violence

The same as domestic violence committed by the victim's current or former spouse, current or former husband, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Non-consensual intentional sexual contact (or attempt to commit)

Any intentional sexual touching with any object, by any person upon another, without consent and/or by force.

Non-consensual sexual intercourse (or attempt to commit)

Any sexual intercourse, however slight, by any person upon another without consent and/or by force.

Sexual Assault

Any form of sexual contact without the consent of all parties involved. Sexual contact is the intentional touching, whether with one's own body part, or an instrument or object, of another person, no matter how slight, in or on, an area of the body generally recognized as being a private part of the body; or the intentional touching of another person, no matter how slight, with one's own private body part anywhere on the other person's body. The amount or lack thereof, of clothing being worn by either person is of no consequence in determining whether a "sexual physical contact" has occurred, and the body part touched, or used to touch with, may be covered or clothed.

Types of sexual assault may include, but are not limited to:

- rape or attempted rape
- non-consensual, intentional contact with intimate body parts
- non-consensual oral sex
- lewd exposure of one's sexual organs, either in person, in print, or electronically, to another without his or her consent
- any sexual contact between two individuals that, because of the age of the parties, is prohibited under State law.

Sexual exploitation

Behavior which occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples include, but are not limited to: non-consensual video or audio taping of sexual activity even if the sexual act is consensual; engaging in any form of voyeurism; any disrobing or exposing oneself to another without effective consent.

Sexual harassment

Is a form of sex discrimination prohibited by federal law under Title IX and Title VII. It is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence.

Sexual harassment becomes unlawful when it creates a hostile environment where the harassing conduct is sufficiently severe, persistent or pervasive so that it unreasonably interferes with, denies or limits an individual's ability to participate in or benefit from the University's work environment, educational programs and/or activities based on sex. A single instance of sexual assault may be sufficiently severe to constitute a hostile environment. Sexual harassment is also unlawful when there are: a) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and b) submission to or rejection of such conduct results in an adverse educational or employment action. This is known as *quid pro quo* sexual harassment.

Sexual misconduct

Any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. This descriptive term includes, but is not limited to, sexual harassment, sexual assault, dating violence, domestic violence, stalking, sexual exploitation and sexual intimidation.

Stalking

A course of conduct directed at a specific person, or the act of making a credible threat, that would cause a reasonable person to fear for his, her, or others' safety, or to fear damage or destruction of his or her own property.

What to do if you have been the victim of sexual assault/rape, dating violence, domestic violence, or stalking?

The Title IX Coordinator oversees the University's compliance with Title IX including the review, investigation, and resolution of reports of discrimination, harassment, and sexual harassment including sexual misconduct. Any student or employee who wishes to file a claim related to Title IX or who has questions about the application of Title IX can contact:

Title IX Coordinator
Sirena Cantrell
Cochran Hall, Rm. 405

Email: slcantrell@muw.edu
Office: (662) 241-6083
Fax: (662) 241-7497

Office of Civil Rights
U.S. Dept. of Health and Human Services
Health and Human Services
61 Forsyth Street, S.W.
Atlanta, GA 30303-8909
Phone: (404) 562-7886
Fax: (404) 331-2867

Title IX Deputy Investigators consist of administration, faculty and staff employees of the University who represent the four colleges and other segments of University life. They receive specific, specialized training related to their responsibilities of investigating complaints or reports of sexual misconduct. The Title IX Deputy Investigators may also advise students and employees, who wish to make a complaint under this policy and those who have been accused, of their rights and resources when dealing with sexual misconduct. See www.muw.edu/titleix/deputies for contact information.

University Procedures for Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

The University will make every effort to investigate a complaint or report promptly through the process so long as such speed does not interfere with the quality of the investigation. Reports of sexual misconduct will be adjudicated within 60 calendar days of the date that the Title IX Coordinator is notified of the complaint, unless there are extenuating circumstances (i.e. uncooperative witness, break periods and periods when the University is closed).

The Title IX Coordinator will comply with law enforcement requests for cooperation and such cooperation may require the Title IX Coordinator to temporarily suspend the fact-finding aspect of the investigation while law enforcement is in the process of gathering evidence. The University promptly will resume its investigation as soon as it is notified by the law enforcement agency that it has completed the evidence gathering process.

Upon receiving a complaint or report of sexual misconduct, the Title IX Coordinator has the initial responsibility of determining whether there is sufficient evidence of a violation of the University's sexual misconduct policy which would justify proceeding with a formal investigation. The Title IX Coordinator shall make this initial preliminary investigation within ten (10) business days of receiving a complaint.

If the Title IX Coordinator finds (a) that the facts in the complaint or the report, even if taken as true, do not constitute a violation of the University's sexual misconduct policy; or (b) the complaint fails to assert facts that suggest sexual misconduct; or (c) the appropriate resolution or remedy has already been achieved, the Coordinator shall close the investigation and notify the reporting party of the findings and that the matter is closed.

If the Title IX Coordinator finds sufficient evidence of a violation of the University's Sexual Misconduct Policy, a formal investigation will be initiated.

Internal Disciplinary Procedures that will be followed once an incident Domestic Violence, Dating Violence, Sexual Assault, or Stalking has been reported

Informal Resolution of Sexual Misconduct or Sexual Harassment

Employees or students who believe they are victims of sexual harassment or misconduct have the option of proceeding informally or formally. Informal resolution may be appropriate if the conduct is isolated or non-threatening. Informal resolution is not an option for cases of sexual assault, including sexual or inappropriate touching of any kind.

If one chooses to proceed informally, the employee or student should contact the Title IX Coordinator to report the sexual harassment or misconduct and specify they wish to proceed informally. Resolution at the informal complaint process will be mediated by the Title IX Coordinator, or his/her designee, and may include an agreement in which one or more of the parties involved agree to accept discipline in the form of a warning, censure, probation, or other such disciplinary action as may be warranted by the circumstances of each case.

To the extent the parties are able to achieve a satisfactory resolution of the complaint through the informal resolution process, the complaint will be considered resolved. The reporting party and responding party will receive written notification of the outcome and disposition of the complaint. The fact that a complaint of sexual harassment or misconduct may be concluded at the request of the accusing party does not preclude the filing of a formal complaint by others, including appropriate University officials.

Formal Complaint Process

Responsible employees, except those who are to maintain confidentiality through their employment at the Health Center or Counseling Center, are required to immediately report incidents of sexual misconduct which come to their attention to the Title IX Coordinator. Students or third parties who witness, or are aware of suspected incidents of sexual misconduct are strongly encouraged to report the incident.

All individual complaints of sexual misconduct should be reported immediately to the University's Title IX Coordinator. Complaints may be made directly in person to the Title IX Coordinator or in writing by completing the Sexual Misconduct Complaint Form. Online reporting may be made anonymously. Complaints may also be made or reported in person to the Faculty, Chairs, Deans, or any University employee who, then, shall report the incident to the Title IX Coordinator.

Formal investigation

The Title IX Coordinator shall notify the reporting party when the formal investigation commences and provide a tentative time frame for the completion of the investigation and the decision. The Title IX Coordinator shall also prepare and send notice of the complaint to the responding party, which will include the tentative time frame for the completion of the investigation and the decision.

The reporting party and the responding party may have one adviser of their own choosing present for support and consultation during the investigation at any time the respective party is meeting with the Title IX Coordinator or the Deputy Investigators.

During the investigation, the Title IX Coordinator shall by himself/herself and/or with the aid of one or more of the Title IX Deputy Investigators collect all evidence relating to the complaint or report of sexual misconduct from all available sources. Interviews of the parties and any witnesses, if applicable, will be conducted. Each person interviewed will be asked to write a statement or sign a summary drafted by the investigator based upon the information given during the interview. Upon completion of the formal investigation, the Title IX Coordinator shall make a factual finding, based upon a preponderance of the evidence, as to whether or not a violation occurred and will prepare a written report in conformity with those findings.

If there is a finding of no violation of the University Sexual Misconduct Policy, the process is concluded. The Title IX Coordinator will give written notice of the findings and termination of the proceedings to the reporting party, responding party, and appropriate University Administrators.

If there is a finding of a violation of the University Sexual Misconduct Policy, the Title IX Coordinator will convene with the Sanctioning Official to determine the appropriate sanction(s) to be imposed. The Sanctioning Official shall be the Chief Student Affairs Officer, if a student is the Respondent; the Chief Academic Officer, if a faculty member is the Respondent; or the Senior Vice President of Finance and Administration, if a staff member or anyone else is the Respondent.

Notification of the Outcome

Once the Title IX Coordinator and Sanctioning Official decide upon an appropriate sanction, the Title IX Coordinator shall notify the reporting party and responding party in writing of the outcome of the investigation by email to the parties' University email account or by U.S. Mail. The notification shall include a summary of the investigative findings, the sanction(s) to be imposed, if applicable, and each party's right to appeal. The form of notice shall be at the discretion of the Title IX Coordinator and shall be that which is determined to be the most expedient and reliable method of informing the parties.

Any disclosure to persons other than the parties deemed necessary shall be in accordance with all applicable federal and state laws, including FERPA with regard to students.

Any sanction imposed may be suspended pending appeal.

Possible sanctions or protective measures MUW may impose following a final determination of an institutional procedure

The following matrix shall guide the Title IX Coordinator and the Sanctioning Official in determining sanctions and provide notice to the University community of the possible sanctions for an individual who is found responsible under this policy. **This matrix only provides guidance and is not meant to be exclusive as to other sanctions that can be imposed.**

Additionally, prior disciplinary actions of a same or similar nature against an individual may be taken into consideration when imposing sanctions. The sanctions of dismissal, suspension, and probation may apply to academic enrollment, participation in campus activities and organizations, and residence life.

Prohibited Behavior/Conduct	Range of Sanctions
Sexual Misconduct Constituting of Sexual Assault	Dismissal/Termination
Sexual Misconduct Not Constituting Sexual Assault	Dismissal/Termination Suspension Probation
Unwanted Sexual Touching	Dismissal/Termination Suspension Probation Community Service Educational/Counseling Consultation
Non-physical Sexual Harassment	Dismissal/Termination Suspension Probation Community Service Educational/Counseling Consultation
Discrimination	Dismissal/Termination Suspension Probation Community Service Educational/Counseling Consultation
Retaliation False Allegations	Dismissal/Termination Suspension Probation Community Service Educational/Counseling Consultation

Protecting the confidentiality of victims

The University will work to safeguard the identities and privacy of those who seek help or who report sexual misconduct and is committed to creating an environment that encourages reporting. It is important to understand, however, that there are limits on confidentiality. Different people, depending on their positions, have different obligations with regard to confidentiality.

Communications with some individuals are confidential. Individuals should always confirm whether confidentiality applies to the communication. Generally, confidentiality applies when one seeks services from the following persons:

- Local rape crisis center
- Psychological counselor (including counselors at MUW's Counseling Center)
- Health care provider (including medical professionals at MUW Student Health Center)
- Personal attorney
- Religious/spiritual counselor

All University employees, other than those who work in the Health Center or Counseling Center, are not confidential resources and are considered "responsible employees." A responsible employee is one that has the authority to take action to redress the harassment; has the duty to report harassment or other types of misconduct to appropriate officials; OR is someone a student could reasonably believe has this authority or responsibility. Responsible employees have a duty to report incidents of sexual misconduct to the Title IX Coordinator. Examples of a responsible employee are a faculty member, staff member, student employee or a resident advisor.

Information shared with a responsible employee will be disclosed only to those individuals who have an essential need to know in order to carry out their University responsibilities. As is the case with any educational institution, the University must balance the needs of the individual reporting an alleged offense with its obligation to protect the safety and well-being of the community at large.

Under the Clery Act, the University must issue timely warnings with respect to crimes that pose a serious or continuing threat of bodily harm or danger to members of the campus community. A reporting party (individual files a report of misconduct) or responding party's (individual accused of misconduct) name will never be disclosed and the University will make every effort to ensure that any other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Protection Against Retaliation

The University prohibits retaliation against an individual for making a complaint of sexual misconduct, for resisting such behavior, or for otherwise using or participating in the complaint resolution process. Prohibited behavior includes any form of intimidation, threats, or harassment by the individual accused of misconduct or friends, family or other person acting in support or on behalf of that individual. Acts of retaliation are, by themselves, cause for disciplinary action. Concerns of retaliation should be communicated immediately to the Title IX Coordinator.

Education and Prevention Programs

Individuals who have been victims of either sexual assault or sexual violence are encouraged to immediately contact the MUW PD at 662-241-7777 or by dialing 911 and seeking immediate medical attention. Keep in mind that medical examinations are time-sensitive and are critical in preserving evidence of sexual assault.

Campus and community services are available, even if University or criminal reports are not made. The University strongly encourages anyone who feels they have been the victim of sexual misconduct to seek emotional and physical support through confidential crisis intervention, healthcare, and counseling.

The University is also committed to providing preventive, informative and supportive programming for all members of the University community throughout the year. Campus-wide programs are designed to

increase safety awareness, develop self-defense techniques, improve communication skills between all persons, and help prevent acquaintance and stranger rape, build self-esteem, and provide information related to bystander intervention and steps to take in the event of a sexual assault.

List of events during the calendar year 2014:

Name of Event	Date	Time	Location	Audience
Fall Convocation 2014	8/18/2014	8:30am	Rent Auditorium	Staff and Faculty
Developed Sexual Misconduct Policy	Fall Semester	NA	NA	Campus
Developed Title IX Webpage	Fall Semester	NA	NA	Campus
SGA Round Table	9/10/2014	4:00pm	Limbert Assembly	Students
Train the Trainer Session	9/30/2014	4:00pm	Limbert Assembly	Campus
Can I Kiss You?	9/30/2014	7:00PM	Poindexter Auditorium	Campus
Wesley Foundation	10/8/2014	5:15pm	Wesley Building	Students
SGA - It's On Us Week	10/20-10/23	11:00am	Cafeteria	Campus
SGA - It's On Us Video	10/20-10/23	Daily	All Video Boards	Campus
Sexual Misconduct Presentation	10/29/2014	3:00pm	Education Room	Staff Council
Title IX Statement in Banner	November	NA	NA	All Students
Investigator Group Meeting	November	NA	Cochran Hall	Investigators
Sexual Misconduct Presentation	November	NA	Welty Hall	Academic Council
ATIXA Title IX Investigator Training	11/13-11/14	All Day	All Day	Deputies
Sexual Misconduct Presentation	11/4/2014	1:00pm	204 Painter Hall	UN 101 Class
Sexual Misconduct Presentation	11/11/2014	1:00pm	Nissan Auditorium	UN 101 Class
Sexual Misconduct Presentation	11/11/2014	1:30pm	315 EDHS	UN 101 Class
Sexual Misconduct Presentation	11/25/2014	1:00pm	242 Cromwell	UN 101 Class
Sexual Misconduct Presentation	12/2/2014	1:00pm	104 Parkinson	UN 101 Class
SGA - Empowerment Program	11/19/2014	7:30pm	Limbert Assembly	Campus

Sex Offender Registration-Campus Sex Crimes Prevention Act

Upon release from prison, individuals convicted of sex crimes may be required to register with law enforcement agencies (under laws referred to as “Megan’s Law”). If registered sex offenders are enrolled at or employed at a postsecondary institution, the offenders must also provide this information to the state. The information is then provided by the state to campus police departments or to other law enforcement authorities in the jurisdiction where the institution is located.

The State of Mississippi maintains a statewide sex offender registry. This web address allows you to search by county for sex offenders in the MUW and surrounding areas. The Mississippi sex offender registry statute requires all sex offenders to register. To obtain Mississippi Sex Offender information, please go to the following web address: <http://state.sor.dps.ms.gov>.

CAMPUS SECURITY POLICIES: CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

Behavioral Intervention Team

The University utilizes a Behavioral Intervention Team which is a select group of trained staff and faculty across campus. The objective of the team is to identify, evaluate, and manage potentially threatening situations, including persons of concern, at the university.

This team is trained annually by NaBITA, the National Behavioral Intervention Team Association. NaBITA is committed to providing education, resources and support to professionals in schools and in the workplace who endeavor every day to make their campuses and workplaces safer through caring prevention and intervention.

MUW's Behavioral Intervention Team Mission Statement

“To proactively build and sustain community with a comprehensive, collaborative team that identifies behaviors that are a risk of harm to self or others. To promote campus safety by fostering a culture of reporting. To help and support via educational, rather than punitive means, according to an established protocol and transparent procedures. To provide training and education as we work together to promote student and community success and development. To assess, evaluate and evolve team function and protocols over time as best practices are identified and refined.”

Weapons Policy

Institutions of Higher Learning, State of Mississippi
Policy 1106

“The Board recognizes that the possession of pistols, firearms or other weapons on any of its institutional premises or at its institutions or student functions off-campus by persons other than duly authorized law enforcement officials, institutional security officials, other authorized persons and the institutional approved programs creates an unreasonable and unwarranted risk of injury or death to its institutions' employees, students, visitors and guests and further creates an unreasonable and unwarranted risk of damage to properties of the institutions, employees, students, visitors, guests and properties of others. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or other weapons in any form by any person other than duly authorized law enforcement officials, institutional security officials and other authorized persons regardless of whether such person possesses a valid permit to carry such pistols, firearms or weapons.”

The possession of any weapon on campus is of serious concern to the University. Under most circumstances, possession of a weapon is a violation of university policy and state law. Any individual found in possession of a weapon may be subject to arrest and confiscation of the weapon. Additionally, students, faculty, and staff may be subject to disciplinary action. The MUW PD does not store weapons. An individual living on-campus that wishes to have access to a weapon for hunting or other legal purposes must make arrangements to store the weapon off-campus. If you have any questions, contact the MUW PD at **662-241-7777**.

Student Conduct

GENERAL REGULATIONS OF STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

The following is a list of rights and responsibilities of the student body of Mississippi University for Women. Also contained herein are the sanctions that can be imposed as a result of an infraction. Proper procedures are also outlined here.

Standards of Student Conduct

All students shall be free to exercise all constitutional rights guaranteed by the United States Constitution, and the Constitution of the State of Mississippi. Nothing contained herein shall supplant, supersede, override, or infringe upon the authority of the aforementioned documents.

Student Rights and Responsibilities

1. Students at MUW are members of a community designed to encourage academic excellence. The privilege of belonging to this community requires that students assume responsibility for themselves and others. Every student must respect the rights and privileges of others and federal, state, and local statutes.
2. Upon enrollment at MUW, students must assume the responsibility for being fully acquainted with published rules and regulations and for complying with them in the interest of an atmosphere conducive to the pursuit of knowledge.
3. It is the responsibility of students to serve on University committees as appointed by University officials.

Primary Rights of Students

1. The right to read and study free from undue interference in one's room. One basic purpose of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep, the right to one's personal belongings, the right to free access to one's room and suite facilities during the period that the residence halls are open, and the right to a clean environment in which to live.
3. The right to redress of grievance. If the academic and residential communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is paramount. In exercising this right the student further holds the right to be free from fear or intimidation, physical and emotional harm and to be without imposition of sanctions apart from due process.

Subordinate Rights of the Students

1. The right to personal privacy: all persons should have freedom from the interference with their personal activities within the parameters of university policies and the Student Code of Conduct and should be able to maintain privacy for other than academic reasons.
2. The right to host guests: All students should have an opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization (in accordance with residence life guidelines).

CODE OF CONDUCT

Authority

Section 615, of the Bylaws and Policies of the Board of Trustees of State Institutions of Higher Learning delegates to the President of Mississippi University for Women “full authority in all matters concerning student affairs.” In accordance with this responsibility, the aim of disciplinary action is the redirection of student behavior toward the achievement of academic, community and student developmental goals. This Code of Conduct applies to all official university sanctioned activities including off campus programs.

The President has delegated this function to the Vice President for Student Affairs (VPSA) or designee(s). It is the responsibility of the Vice President for Student Affairs or designee(s) to initiate, implement, and supervise the disciplinary process for students.

MUW recognizes students as adults who are expected to obey the law and the rules and regulations of the University, to take personal responsibility for their conduct, to respect the rights of others, and to have regard for the preservation of state and University property, as well as the private property of others. Students whose conduct, whether on or off-campus, threatens to cause disorder, public disturbances, danger to themselves or others, or property damage will be disciplined. Those apprehended and proven guilty of violating the law or rules and regulations of the University may receive a maximum sanction of expulsion from the University.

In order to protect the university community and the educational mission of the institution the following actions will result in disciplinary review:

1. Academic Misconduct
Any form.
2. Alcohol
Possession, distribution, or use of alcoholic beverages on University-owned or controlled property or at a University-supervised activity.
3. Assault and Battery
Physical abuse to any person or the threat to offer corporal injury to another person by force, creating a fear of imminent danger, on institutional premises or at an institutionally supervised or sponsored function.
4. Burglary
Unauthorized Entry.
5. Disorderly Conduct
Public inconvenience, annoyance or alarm, or reckless creating a risk thereof, by engaging in fights, threats, or in violent behavior; or making unreasonable noise or offensively coarse utterance, gesture or display; or abusive language. Disorderly conduct — including indecent or obscene conduct or expression on University-controlled property — is prohibited.
6. Disregard for University Authority
Failure to comply with directions of University officials acting in the performance of their duties, including failure of the student to respond to requests for conferences on matters pertaining to the student at the University, whether the request is by mail, telephone, messenger, or in person.
7. Disruption of Activities
Intentionally disrupting or obstructing teaching, research, student proceedings, administrative proceedings, disciplinary proceeding, or any other institutional proceeding. It shall be unlawful for students to assemble on campus for the purpose of creating a riot, destruction, or disorderly diversion which interferes with the normal operation of the University.
8. Drugs

- Possession, use, manufacture, sale, or distribution of drugs, drug paraphernalia or narcotics, including stimulants and depressants, sedatives, tranquilizers, hallucinogens, marijuana or other illegal substances on University-owned or controlled property or at a University-supervised activity.
9. Evidence of Felony
If there is evidence that a student has committed a felony and is a potential danger to the university community.
 10. Explosive Devices
Possession or discharge of explosive devices of any kind is prohibited on campus.
 11. False Alarms and Arson
Misusing, tampering with, or otherwise disturbing without proper cause any fire safety and/or prevention or control equipment — including, but not limited to, thermal, smoke detectors or emergency fire alarms — in University buildings. The unauthorized possession, sale, furnishing, or use of any incendiary device shall be unlawful.
 12. Fraud
Obtaining or attempting to obtain something of value, or preferential treatment through trickery, deceit, or threatening means. Furnishing false information to any representative of the institution in any way; misusing any University documents, records, or identification to forge, alter, lend, or sell with the intent to defraud; or passing a worthless check in payment to the University.
 13. Gambling
Encouraging, promoting, or participating in gambling on campus is prohibited, except games or raffles approved by the Vice President for Student Affairs.
 14. Harassment
Conduct (physical, verbal, graphic, written, or electronic) that is (1) unwelcome; (2) discriminatory on the basis of race, color, ethnicity, national origin, sex, pregnancy, religion, disability, age, sexual orientation, gender identity, genetic information, veteran status or any other status protected by state or federal law; and (3) directed at an individual.
 15. Hazing
Any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule.
 16. Littering
Dispersing litter of any form onto University grounds or facilities.
 17. Off-campus Misconduct
Off-campus misconduct can be the subject of an administrative or conduct board hearing and disciplinary action.
 18. Noise
Unapproved use or moving of stationary sound systems on campus in such a manner as would disrupt or disturb the normal functioning of the University.
 19. Perjury
Failure to present factual or truthful testimony during an administrative hearing or conduct board hearing.
 20. Reckless Conduct
Conduct that creates a substantial risk to another.
 21. Residence Hall Violations
 22. Sexual Harassment
 23. Stalking
Conduct that reasonably causes another to fear their safety is at risk.
 24. Student Organizational Violations
Any breach of university student organization policies.
 25. Theft
Unauthorized use, taking, or withholding of anything of value belonging to another individual.
 26. Traffic & Parking

Any violation of university rules and regulations regarding the operation and parking of motor vehicles.

27. Threats of Violence (against another person)

28. Trespass

Unauthorized entry onto, or into, the property of others, including computers, computer accounts, and computer systems, and/or unauthorized possession of keys to University facilities.

29. Vandalism

Abuse, damage, destruction, or defacement of University, state, federal, public, or private property.

30. Violating University Policies

Violation of written University policies and/or rules and regulations relating to use of campus buildings and other University facilities or services that are disseminated to the campus community.

31. Violation of Ordinances or Laws

Any violation of civil or criminal ordinances or laws which brings into question the student's integrity or brings discredit upon the University.

32. Weapons

Possession or discharge of any weapon, ammunition, explosives, or any other offensive weapon on University property or at events sponsored or supervised by the University or any recognized University organization. Weapons will include any item that is designed to replicate or simulate actual firearms or other weapons.

STUDENT JUDICIAL PROCEDURES

Disciplinary Responsibility

- A. The Vice President for Student Affairs (VPSA) or designee(s) is assigned the responsibility for disciplinary matters concerning the behavior of students, groups, and/or student organizations. When a disciplinary matter is reported to the VPSA office, it will be reviewed promptly. If there is a basis for charges, written notification will be sent to those involved outlining initiated proceedings.
- B. Disciplinary procedures are initiated by an official incident report or valid complaint. The VPSA or designee(s) investigates to determine if there is sufficient cause to proceed with a pre-hearing meeting.
- C. MUW disciplinary proceedings may be initiated against a student charged with conduct that potentially violates both the criminal law and the Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal proceedings. At the discretion of the VPSA or designee(s), a proceeding under the Code of Conduct may be carried out before, simultaneously with, or following civil or criminal proceedings. Determinations made or sanctions imposed under the Code of Conduct shall not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of or against the criminal defendant.

Judicial Procedures

A. Pre-hearing Meeting

During the pre-hearing meeting, the VPSA or designee(s) will discuss the allegation(s) and inform the student, group, or registered student organization about their rights to defend the allegations. During the pre-hearing meeting, the student, group, or registered student organization will be

informed of the hearing process and their appeal rights. Based on the alleged incident, the VPSA or designee(s) may determine that an administrative hearing will be conducted in lieu of a conduct board hearing.

B. Administrative Hearing

An administrative hearing is conducted by the VPSA or designee(s). At least three business days before the hearing, written notification will be provided to the student, group, or registered student organization regarding the date, time, location of the hearing, allegations, and hearing procedures. The notification may be hand delivered or sent to the student's university email address. Based on the information presented during the administrative hearing, the VPSA or designee(s) will issue an appropriate sanction(s) as outlined in the Student Code of Conduct. See *Hearing Procedures* below for the hearing process.

C. Conduct Board Hearing

The Vice President for Student Affairs is assisted in the disciplinary proceedings by a Conduct Board. Each year, the VPSA or designee(s) will select 3 students, 3 faculty, and 3 staff members to serve as members of the conduct board. The VPSA or designee(s) will select 1 member from the aforementioned groups (a maximum of 3) for a conduct board hearing. The VPSA or designee(s) will attempt to select a representative from each group i.e. faculty, staff, and students to serve on the panel for each hearing. At least three business days before the hearing, written notification will be provided to the student, group, or registered student organization regarding the date, time, and location of the hearing, allegations, and hearing procedures. The notification may be hand delivered or sent to the student's university email address. Based on the information presented during the conduct board hearing, the panel will recommend appropriate sanction(s) as outlined in the Student Code of Conduct to the VPSA or designee(s). The VPSA or designee(s) will then notify the student, group, or registered student organization of the final sanctions. See *Hearing Procedures* below for the hearing process.

Hearing Procedures

Student Notification

The student, group, or registered student organization shall be notified in writing by the VPSA or designee(s) of the allegations. The time, date, and location of the administrative or conduct board hearing will be outlined in the letter of notification. The letter of notification will include the following information:

1. That the student, group, or registered student organization may bring any witnesses to the hearing to present information on his/her behalf.
2. That the student, group, or registered student organization may be accompanied by an advisor during any time that she/he may appear before the VPSA, designee(s), or conduct board. If the advisor is an attorney, the VPSA, designee(s), or conduct board must be notified 48 hours before to the hearing. The advisor is not allowed to participate in proceedings.
3. That the student, not the advisor, is responsible for presenting her/his case. Therefore the advisor may not address the VPSA, designee(s), or conduct board members and/or speak during the proceedings.
4. While not required, if direct questioning is in the best interest of the proceedings, the accused shall be permitted to question witnesses testifying at the hearing. Questioning may be conducted indirectly through the VPSA, designee(s), or conduct board.
5. That the hearing shall be conducted in accordance with policy set forth in *Hearing Outline*.

The letter of notification may be hand delivered or sent to the university email address as recorded in the Office of the Registrar. The letter shall be sent at least three business days before the time designated for the students', groups', or registered student organizations' appearance before the VPSA, designee(s), or conduct board, unless a shorter period of notification is agreed to by the student.

Rights of the Victim

1. The right to be kept informed throughout the process by the VPSA, designee(s), or conduct board.
2. The right to have the presence of an advisor at the administrative or conduct board hearing.
3. The right to present witnesses and pertinent information for consideration.
4. The right to remain present throughout the administrative or conduct board hearing excluding conduct board deliberations, unless the victim is to be called as a witness. If the victim is to serve as a witness, the victims(s) will not be allowed to remain present during periods of questioning that may impede fair and objective response. (see *Hearing Outline* below for the hearing process).
5. The right to submit, orally or in writing, a victim impact statement to the VPSA, designee(s), or conduct board.
6. The right to have past unrelated behavior excluded from any administrative or conduct board hearing.
7. The right to be informed of the outcome of the administrative or conduct hearing.

Hearing Outline

- A. The purpose of the administrative or conduct board hearing is to reach a decision regarding the alleged responsibility for violation of University rules or regulations, to provide due process for the alleged, and to recommend a sanction. Such decisions may affect students, groups, and registered student organizations and their relationship to the University. Attendance at an administrative or conduct board hearing is limited to only those individuals directly involved or those requested by the VPSA or designee(s). The confidentiality of all student cases should be maintained.
- B. Rules and procedures for conducting disciplinary hearings are as follows:
 1. Call to order.
 2. Presentation of the charge(s).
 3. A call is made for the plea of the alleged to the charges. Alleged may plea responsible, not responsible, or no plea. Failure to appear could result in further disciplinary action. Notification must be made in writing to the VPSA, designee(s), or conduct board at least 48 hours prior to the administrative or conduct board hearing.
 4. Information will be presented against the alleged, which may include testimony of witnesses and supporting information on the charges. The alleged may ask questions of these witnesses present or rebut any information presented.
 5. The alleged may present a response which may include testimony of witnesses and supporting information.
 6. All witnesses will be called separately and may not hear each other's testimony.
 7. Examination and questioning by the VPSA or designee(s) (administrative hearing) or members of the conduct board (conduct board hearing) will follow both the presentation by the University and the defense of the alleged.
 8. The decision is reached by the VPSA or designee(s) (administrative hearing) or members of the conduct board (conduct board hearing) as to whether the student, group, or registered student organization are responsible for the violation. These deliberations (conduct board hearing) will

be closed to all, but the members of the board; however, the University Counsel may assist the conduct board. The deliberations may extend beyond the scheduled hearing date.

9. The conduct board will present a written finding and recommended sanction(s), if any, to the VPSA or designee(s).
10. The VPSA or designee(s) has sole discretion in the application of sanctions and will use the recommended sanctions in the final determination of sanction(s). The VPSA or designee(s) will in turn so inform the alleged, in writing, as soon as possible of the findings and sanction(s).

Appeals

- A. The student, group, or registered student organization can appeal the decision of an administrative or conduct board hearing in writing to the VPSA or designee(s) within five business days from the date of receiving notification. All appeals must be based on one or more of the following factors:
 1. An error in procedure, which prejudiced the process to the extent that the participant was denied a fundamentally fair hearing as a result of the error. Procedural flaws alone are not grounds for an appeal. Significant procedural errors that may have affected the verdict or sanction will be considered.
 2. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial hearing, would have substantially affected the original decision of the hearing body.
- B. The student, group, or registered student organization must indicate in their correspondence to the VPSA or designee(s) the basis for the appeal. Based on the merit of the appeal, the VPSA or designee(s) will decide the appeal. The decisions of the VPSA or designee(s) shall be made in writing to the student, group, or registered student organization granting or denying their request. The decision of the VPSA or designee(s) is final, except in those cases where a student, group, or registered student organization receives expulsion as a sanction.
- C. Appeals will depend on the hearing officer and may be heard by the VPSA, designee(s), or by the President of the University.

Parental Notification

The University will utilize Parental Notification when deemed necessary and permissible under state and federal law including FERPA. Parental Notification is listed as a sanction option within the MUW Student Code of Conduct.

Missing Student Policy

The term “missing student” is defined as any MUW student residing in an on-campus student housing facility who is reported missing from his or her residence. Reports of missing students should be made to representatives of any of the following: the MUW PD (662-241-7777), Vice President for Student Affairs (662-329-7129), Director of Student Life (662-241-6974), or Director of Housing and Residence Life (662-329-7127). Whenever a MUW student is believed to be missing, the University will initiate steps to locate him or her or to determine why the student has not been seen. Students are under no obligation to notify the University of plans to spend time away from their residences; however, if circumstances indicate

that an investigation is warranted, concerned parties should contact the Police Department. Upon notification, the Police Department will make inquiries within the University and beyond.

If the University determines that the circumstances of the missing student require a police investigation, the MUW PD will notify the local police and the sheriff's department. If the police determine that the student should be classified as a missing person, they will initiate their own investigation. The University will support their investigation by providing whatever technical support is appropriate, including notices, photos, schedules and any other information relevant to the search for the missing student.

All students residing in on-campus student housing facilities have the option of identifying a contact person or persons whom the University will notify if the student is determined to be missing by the Police Department or local police department. The contact information will be confidential, accessible only to authorized campus officials and law enforcement and may not be disclosed except in a missing person investigation. When a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours, the University will:

- Notify the contact person if the student has designated one, within 24 hours.
- Notify the student's custodial parent or guardian and/or other designated contact person within 24 hours if the student is under 18 years of age and is not emancipated; and
- Inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Daily Crime and Fire Log

The University police maintain a combined Daily Crime and Fire Log of all incidents reported to them. This log records on-campus, residential, public property and non-campus incidents. This log can be found online at www.muw.edu/police or by visiting the MUW PD located in McDevitt Hall and requesting a printed copy.

Crime Prevention and Safety Awareness Programs

During student orientation sessions, crime prevention programs are conducted by the MUW PD. The Chief of Police or his designee informs parents and students of crime prevention programs that are conducted on campus throughout the year. The police department also informs students about residence hall safety and neighborhood safety. Crime Prevention Programs and Sexual Assault Programs are offered on a continual basis.

Periodically during the year, the MUW Police Department, in cooperation with university organizations and departments, present crime prevention awareness sessions on theft and vandalism.

The most important thing that is stressed during these sessions is personal safety. Students are encouraged to look out for themselves and their fellow students. They are asked to be aware of their surroundings so that they will not become victims.

MUW PD offers crime prevention and personal safety programs.

- *Rape Aggression Defense (RAD)* is a nationally recognized comprehensive program focused on awareness, prevention and risk reduction and risk avoidance, while progressing to the basics of hands-on defense training for women only.
- *Refuse to Be A Victim* is NRA's personal safety and crime prevention seminar.

The University uses various mechanisms to inform students and employees about prevention of Crime. Below is a list of our ways to inform the campus.

Safety Presentations: Addresses all issues of personal safety, including alcohol/drug awareness, prevention of sexual assaults and property crimes, travel safety tips, state/local laws, etc. Safety presentations, accompanied by brochures and other printed materials are made to the following groups:

- **Parents of New Students**
- **New Student Orientation**
- **Residence Hall Students**
- **Other Campus Groups or Organizations** - such as MUW employees, nursing students, students with disabilities, international students, student government and specific campus organizations.

Rape Awareness, Education and Prevention: The Counseling Center provides programs on rape awareness, education and prevention. They have programs such as sexual assault awareness week, safe spring break week, National collegiate alcohol awareness week, suicide prevention week and Be Safe Week.

Crime Stoppers of Northeast Mississippi: The MUW PD participates in the local Crime Stoppers program wherein callers may anonymously give information concerning crimes and receive money rewards for their help.

Community-Oriented Policing: Upon request by University divisions, departments and organizations, MUW PD Officers attend meetings to provide up-to-date crime prevention information and to hear the concerns of University community members about crime and safety issues. These officers also offer safety programs in the community. University officers partner with the YMCA and the Boys and Girls Clubs and other organizations to talk about making good decisions, mentoring and Conflict Resolution when requested.

MUW PD Website: The MUW PD maintains website at <http://www.muw.edu/police> for quick and up-to-date information on police, fire safety and emergency procedures. The University is encouraged to take a few minutes to browse the site. If you have any questions or feel there needs to be more information on the website, call the MUW PD at 662-241-7777.

Community Awareness Programs: Members of the MUW PD are active participants in University and community sponsored awareness programs, such as health fairs, job fairs, and many other programs.

MUW'S POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

MUW's Alcohol and Drug Policy

Purpose

To provide appropriate developmental/educational experiences for students who violate the university's policy regarding drug and alcohol and to support the sections of the Student Code of Conduct which relate to drugs and alcohol.

Mississippi University for Women does not currently provide drug/alcohol counseling, treatment, or rehabilitation programs for students. Referral to community treatment facilities may be made in appropriate cases. For a list of drug and alcohol programs in the community, contact the MUW Counseling Center.

Mississippi University for Women will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol. Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation, and in appropriate cases, suspension from the University. The university reserves the right to contact parents of students who violate rules and regulations regarding the use, possession, or distribution of alcohol, when deemed appropriate. In addition, residence hall students will be removed from the housing system for the use or possession of illegal drugs. Referral for criminal prosecution may be made in appropriate cases.

Individuals involved in the sale or distribution of illegal drugs will be suspended from the University and referred to the appropriate authorities for criminal prosecution.

All employees, including students, agree as a condition of employment to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the workplace include termination of employment. Additionally, employees are required to notify the institution of any drug convictions resulting from a violation in the workplace no later than five days of the conviction.

Policy

It is the policy of Mississippi University for Women to maintain a safe and healthful environment for its students, faculty, and staff. Therefore, the university has established policies for students concerning alcohol use on campus. It is a violation of the Mississippi University for Women Student Code of Conduct for a student to possess, consume, or sell alcohol on campus. It is incumbent on students to become knowledgeable of these policies, whether for individual decision-making or for the planning of programs and events for student organizations.

Alcoholic Beverages

- A. No student may consume or possess any alcoholic beverages, containers, or bottles in the residence halls, at student events in university buildings, or on any property or public location belonging to Mississippi University for Women.
- B. The possession, sale, distribution or furnishings of alcoholic beverages is prohibited in the residence halls, at student events in university buildings, or on any property or public location belonging to Mississippi University for Women for any student function.
- C. Students who behave in an intoxicated manner as a result of the use of alcohol or require staff assistance shall be subject to disciplinary action.
- D. The playing of games (or competitions) involving the use or consumption of alcoholic beverages is prohibited on the campus or at events sponsored or supervised by the university.
- E. Common source containers are prohibited in residence halls and on University owned property.
- F. Possession of any alcohol paraphernalia is prohibited.
- G. Empty alcoholic beverage containers (bottles, can, etc.) are prohibited in/on University owned or controlled property.

Drinking Age Law, Mississippi

Effective Oct. 1, 1986, it is illegal for any person under the age of 21 to possess or be sold, given, or furnished beer or light wine. This law has serious consequences for persons who provide or sell beer and light wine to individuals under 21, as well as for underage drinkers.

Drug-Free Schools/Campuses

Mississippi University for Women acknowledges and adheres to the laws of the state of Mississippi. The University also complies with the Drug-Free Schools and Communities Act Amendments of 1989. In compliance with federal and state laws, at Mississippi University for Women the following will apply:

Drugs

- A. The possession of any drug controlled by federal or state laws on or off campus is prohibited.
- B. In compliance with state and federal law, it is illegal to possess, consume, use, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of Mississippi University for Women or at events sponsored or supervised by the University.
- C. The manufacture, intent to manufacture, to furnish, or intent to furnish drugs controlled by federal or state law is prohibited.
- D. The sale, intent to sell, purchase, intent to purchase, deliver, or intent to deliver drugs controlled by federal or state law is prohibited.
- E. Possession or use of any drug related paraphernalia is prohibited. The University reserves the right to initiate judicial action if drug violations occur on or off-campus. Students found to be in violation of the drug policy will be subject to disciplinary action which may result in suspension or expulsion.
- F. Over the counter or prescription medications should not be used in any way except the manufacturer's intended purpose or as prescribed.

Alcohol Policy Infraction

A student who is found guilty of an alcohol policy infraction will receive sanctions. Sanctions may include but are not limited to the following:

First Offense – The student will attend a meeting with the Vice President for Student Affairs or designee(s). The student will receive a verbal reprimand, educational program, description of the consequences for future infractions, and will be placed on administrative probation.

Second Offense – The student will be required to complete an education program, community service, and administrative probation will be extended or reissued.

Third Offense - The student will be suspended from the university for a specific period of time. A student suspended under this portion of the policy will be placed on indefinite administrative probation when he/she re-enrolls.

Drug Policy Infraction

A student who is found guilty of a drug policy infraction will receive sanctions. Sanctions may include but are not limited to the following:

First Offense – The student will attend a meeting with the Vice President for Student Affairs or designee(s). The student will receive a verbal reprimand and an educational program. If the student is living on campus, he/she will be suspended from the residence halls. The student will be placed on administrative probation. Students found guilty of selling or distributing controlled substances may be suspended.

Second Offense – The student will be suspended for a specific period of time.

MUW Alcohol and Drug Related Offences

All alcohol and drugs related offenses are recorded in the Crime and Fire Log. This log can be found in the Crime Statistics section of this document.

Drugs Risks and Consequences

The MUW Counseling Center and Health Center are locations on campus that students are referred to for information and resources in regards to drugs risks and consequences. For more information, please contact MUW Counseling Center at 662.329.7748 or MUW Health Center at 662.329.7289.

Drug and Alcohol Educational Programs

The University provides programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The programs provide services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

The MUW Counseling Center conducts the following programs:

- **Sexual Assault Week** - information provided to students regarding the reporting of sexual assault and the process victims will have to go through if they are sexually assaulted. This program ensures that victims know that they are not alone and that the University cares about their safety.
- **Safe Spring Break Week** - information provided to students about safety when they go on Spring Break. Information is disseminated about being aware of your surroundings, not drinking and driving, always have friends with you at all times and do not carry large amounts of cash with you. Information is also give about date-rape drugs and not taking anything from strangers.
- **Suicide Prevention Week**- information provided to students about suicides and what they can do to get the help they need. Information regarding depression and how it leads to suicidal thoughts. Students are made aware of all the resources that are available to them.



ANNUAL DISCLOSURE OF CRIME STATISTICS

CLERY ACT CRIMES

Reported Crimes	MS University for Women Campus						Non-Campus Property			Public Property			Total		
	2012		2013		2014		2012	2013	2014	2012	2013	2014	2012	2013	2014
	Res.	Campus	Res.	Campus	Res.	Campus									
Offense Type															
(Includes Attempts)	Res.	Campus	Res.	Campus	Res.	Campus									
Criminal Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Reported Crimes															
Larceny	8	14	0	7	0	0	0	0	0	3	0	0	25	7	0
Simple Assault	0	1	0	0	0	1	0	0	0	1	0	0	2	0	1
Auto Burglary	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
DUI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offense Type															
Liquor Law Violations															
Arrest	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0
MUW PD Referral	1	1	2	2	1	1	0	0	0	0	1	0	1	3	1
Judicial Referral	2	3	2	4	6	6	0	0	0	0	0	0	3	4	6
Drug Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MUW PD Referral	1	1	1	1	1	1	0	0	0	0	0	0	1	1	1
Judicial Referral	2	2	2	2	2	1	0	4	0	0	0	0	2	6	3
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MUW PD Referral	0	2	0	0	0	0	0	0	0	0	0	0	2	0	0
Judicial Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes															
Hate Crime	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

VIOLENCE AGAINST WOMEN ACT – STARTING IN 2013

VAWA Offense Type (Includes Attempts)	MS University for Women Campus						Non-Campus Property			Public Property			Total		
	2012		2013		2014		2012	2013	2014	2012	2013	2014	2012	2013	2014
	Res.	Campus	Res.	Campus	Res.	Campus									
Domestic Violence	NA	NA	0	0	0	0	NA	0	0	NA	0	0	NA	0	0
Dating Violence	NA	NA	0	1	0	0	NA	0	0	NA	0	0	NA	1	0
Stalking	NA	NA	0	0	0	0	NA	0	0	NA	0	0	NA	0	0

Violence Against Women Act – Definitions

Domestic violence means a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA) or
- any person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such relationship shall be determined based on the consideration of the following factors:
 - The length of the relationship
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person:

- fear for their safety; or
- suffer substantial emotional distress.

CRIME STATS – CITY OF COLUMBUS POLICE DEPARTMENT

**CPD Monthly Report
2014**

Investigators						
2014	Total Cases Assigned	Cases Cleared by Arrest	Adult Felony Arrests	Juvenile Felony Arrests	Juvenile Misdemeanor Arrests	Juvenile Curfew Violations
January	0	0	0	0	N/A	N/A
February	0	0	0	0	N/A	N/A
March	0	0	0	0	N/A	N/A
April	48	23	23	5	NA	NA
May	51	51	22	0	N/A	N/A
June	51	12	13	1	N/A	N/A
July	69	13	11	2	N/A	N/A
August	57	12	11	1	NA	N/A
September	54	17	15	6	N/A	N/A
October	58	14	15	1	N/A	N/A
November	42	12	10	3	N/A	N/A
December	57	7	5	6	N/A	N/A
Total	487	161	125	25	0	0

Investigators Grand Jury Cases				
2014	Presented	Indictment	No True Bill	Remanded
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	NA	NA	NA	NA
May	22	N/A	N/A	N/A
June	N/A	N/A	N/A	N/A
July	N/A	N/A	N/A	N/A
August	36	N/A	N/A	N/A
September	N/A	N/A	N/A	N/A
October	N/A	N/A	N/A	N/A
November	44	N/A	N/A	N/A
December	N/A	N/A	N/A	N/A
Total	102	0	0	0

Overall										
2014	Criminal Homicide	Sexual Battery/Rape	Robbery Total	Aggravated Assault	Burglary Total	Grand Larceny (Except MV Theft)	Motor Vehicle Theft	Property Value Stolen & Recovered		
January	0	0	0	0	0	0	0	\$0.00		\$0.00
February	0	0	0	0	0	0	0	\$0.00		\$0.00
March	0	0	0	0	0	0	0	\$0.00		\$0.00
April	0	1	1	2	14	4	0	\$0.00		\$0.00
May	1	2	0	3	18	3	3	\$25,004.68		\$3,014.00
June	0	1	2	1	21	7	2	\$83,647.00		\$28,000.00
July	1	1	1	2	36	3	2	N/A		N/A
August	1	0	2	1	51	5	1	N/A		N/A
September	1	1	0	4	32	1	0	N/A		N/A
October	0	1	6	2	23	3	6	\$42,713.55		\$4,300.00
November	0	0	1	1	26	3	0	\$84,657.55		N/A
December	0	1	1	0	46	3	0	\$6,627.00		N/A
Total	4	8	14	16	267	32	14	\$242,649.78		\$35,314.00

HOUSING REPORT

Types of student housing available

On Campus Housing	Double Rooms	Single Rooms	Suites	Gender
Callaway Hall	X	X	X	Female
Columbus Hall	X	X	X	Male
Grossnickle Hall	X	X	X	Female, Male
Hasting/Simmons Hall	X	X	X	Female
Jones Hall	X	X	X	Female
Kincannon Hall	X	X	X	Female, Male

All campus residence halls are single gender within a room or suite. Housing for married students or family housing is not available.

Policies on housing assignments and requested assignment changes

Students are able to request a roommate when they complete the housing contract. Every effort is made to honor mutual roommate requests. Students who do not request a roommate will be matched with a roommate by the use of Simple Campus Housing software that is utilized for all housing contracts.

Students are allowed to change rooms during the school year. The student who is seeking a room change request must meet with the residence hall director within their residence hall. The residence director will work the Director of Housing and Residence Life to accommodate most room change requests as long as space is available and mutual agreement is met among other students that will be affected by the room change.

Policy on admission of visitors in student housing facilities

The residence halls are intended for use by residents of the building and their invited guests. A guest is identified as a person visiting a resident of the residence hall at the resident's invitation. Housing and Residence Life has outlined the following Visitation Policy:

Visitation Policy

Mississippi University for Women considers the safety and security of students, employees, and guests to be a minimal prerequisite for the establishment of a residential learning environment. It is the intention of the university to allow on-campus residents visitation freedoms and privileges while taking every precaution and effort to ensure a safe and secure residential environment. It is also the intention of the university to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior that violates this policy.

Host & Guest Expectations

- For the purpose of this policy, a guest is defined as any individual who is not a resident, as assigned by the Office of Housing and Residence Life, of the residence hall being visited. Guest excludes university employees or contractors in the official performance of their duties.
- The host must meet the guest in the main lobby of the residence hall and escort the guest at all times.
- Guests traveling with a resident within the residence hall must properly check in with the front desk. Guest must show a government issued picture ID, such as MUW student ID or driver's license, at the front desk in order to check in. Desk attendant will collect the name, student ID number or driver's license #, host name, room number, and contact number(s).
- Residents may register up to 2 guests at a time during visitation hours (1:00pm-1:00am/Sunday through Saturday).
- Prior to the end of visitation hours, hosts must escort guest(s) to the front desk to check out. This must be completed prior to 1:00AM which is the end of visitation.
- In co-residential halls, residents are required to check in with the front desk prior to visiting a resident of the opposite gender. The guest resident must be escorted by the host resident at all times and will be required to check out at the front desk at the conclusion of visitation hours.
- Guests must only enter/exit the residence halls by way of the main lobby door(s). Entry/exit through other doors is strictly prohibited.
- Hosts will be responsible for all actions of the guest. Guests are required to adhere to all policies of the Office of Housing and Residence Life and Mississippi University for Women. Failure to adhere to these policies will result in referral to the Residence Director.
- Visitation log will remain at the front desk in each residence hall. Once guest returns, the date and time of checkout will be recorded.

Approved Lobby Door Locations

- A). Grossnickle Hall –First floor front entrance entering to main lobby.
- B). Callaway Hall –Front entrance facing College Street and Back Entrance facing Parking Lot.
- C). Columbus Hall -Front entrance facing College Street and Back Entrance facing Parking Lot.
- D). Hasting/Simmons Hall –Front entrance by Shattuck Hall & Back Entrance facing Parking Lot.
- E). Jones Hall –Front Entrance entering main lobby.
- F). Kincannon Hall –Front Entrance entering main lobby.

Registering an Overnight Guest of the Same Gender

- Residents wishing to host a guest for an overnight visit must complete an Overnight Guest Registration Form at the front desk by no later than 10:00pm of the night prior to the first night of the visit. The form will require the name, contact number, and signature of the host resident; the name, contact number, date of visitation, and signature of the guest (upon arrival); signature of roommates/suitemates. Once this is completed the form must be returned to the front desk in order to be signed by the Residence Director.
- Residents are allowed overnight guests of the same gender who have been properly registered for a maximum of 4 nights during a given month.
- The host must meet the guest in the main lobby of the residence hall and escort the guest at all times.
- Hosts shall be responsible for all actions of the guest. Guests are to adhere to all policies of Housing and Residence Life and Mississippi University for Women. Failure to adhere to these policies will result in referral to the Residence Director.
- The Office of Housing and Residence Life reserves the right to remove any guest from the residence halls.

- Remember that as an assigned occupant of the room, you are responsible for the behavior of guests and visitors in your room. You can only occupy and place belongings in your assigned room.
- Residents must allow residence hall staff entrance into their room during a social gathering to ensure adherence to all university policies and procedures. Refusal to allow entry into the room could result in the involvement of Mississippi University for Women Police Department as well as serious disciplinary action.

Measures to secure entrances to student housing facilities

Every residence hall is equipped with an electronic card access system that permits access to the hall by residents of the building only. The system is operational 24 hours a day, seven days a week. Adjustments to access hours may be made during fall move in day and hall closings.

Students may only enter their assigned building by swiping their student ID card at the card reader, located at all front doors and some other doors at particular halls. If a student's ID fails to unlock the door of their assigned residence hall, the student may gain entry with the assistance of a roommate, housing staff member on duty, or by contacting MUW PD.

Students who want to visit a resident of another building or have a visitor to their room, must follow the Housing and Residence Life Visitation Policy.

Type and number of, and description of security training provided to employees assigned to student housing facilities

The Housing and Residence Life professional staff and student staff receive a variety of security trainings throughout the year which includes:

- ✓ On Duty protocol training (annually)
- ✓ Risk management training (annually)
- ✓ Community Standards/Disciplinary Protocol training (annually)
- ✓ Fire Safety Training (annually)
- ✓ Safety/Security protocols (annually)
- ✓ Crisis Response/Emergency training (annually)

Residence Directors (professional staff) and Resident Advisors (student staff) receive a manual specific to their job and participate in on-going training during the year.

Type and frequency of programs designed to inform student housing residents about housing security and enforcement procedures

Resident advisors are required to hold floor meetings each semester and additional floor meetings as needed to address safety and security along with all housing policies.

ANNUAL FIRE SAFETY REPORT

Fire Safety

The MUW PD works closely with Facilities Management as well as the Columbus Fire Department. The goal of the MUW PD and Columbus Fire Department is to educate MUW community about fire and life safety, to prevent fire emergencies and to reduce alarms.

The State Fire Code prohibits anyone from tampering with fire and safety equipment in the residence halls or in any campus building. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors. Interference with smoke detectors mandates immediate attention. Students responsible will be assessed for damages and for the hourly rate of the repair person's labor. All violators are subject to disciplinary action and possible criminal prosecution. The maximum civil penalty for malicious use of fire and safety equipment will be enforced.

Fire Statistics for On-Campus Student Housing Facilities

In accordance with the Higher Education Opportunity Act of 2008, Mississippi University for Women is providing mandatory fire safety information as part of this Annual Report. All reports of fires and fire alarms are maintained in a database within the MUW PD. Data collected includes, but is not limited to, the building name, alarm location, time and date, the number and cause of each fire, any and all injuries, any fatalities and dollar values for property damage by the fire.

Description of On-Campus Student Housing Fire Safety Systems

Every University student residence has:

- An interior alarm is located in each room, hallway and lobby area. There are smoke and heat detectors. The detectors are auditory and visual with strobes.
- There is a yearly inspection of all fire alarm systems, sprinkler systems and all fire suppression equipment. All records of the tests are kept at Facilities Management.
- The fire alarm panel triggers a first alarm directly to the MUW PD, who in turns, contacts the Fire Department.
- Sprinkler systems are in every residence hall.
- Columbus Hall and Grossnickle Hall have fire doors.

Residence Hall Fire Drills

MUW residence halls are required to conduct periodic fire drills each semester. Failure to respond appropriately to fire alarms will necessitate the scheduling of additional drills and disciplinary action against the resident (s) involved. If a resident fails to respond to a fire alarm, he/she may incur a fine as well as be subject to further disciplinary action. Housing and Residence Life Staff and University Police reserve the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building. The number of fires drills held the previous year was 12. Two fire drills per year are conducted in each residence halls.

Prohibitions on Portable Electrical Appliances, Smoking and Open Flames

Housing and Residence Life have policies that outline cooking appliances and fire prevention within the residence halls.

Cooking and Appliance Policy

Due to the nature of residence hall living, the physical facilities of the halls, and the concerns for fire and safety standards, only microwave cooking is permitted in student rooms (unless the suite is equipped with a kitchenette). MicroFridges (combination microwave, refrigerator, and freezer) are provided and the proper use of the MicroFridge is the responsibility of each student. Students are not allowed to have an additional refrigerator/microwave in his/her room. Cooking appliances (such as percolators, toasters, toaster ovens, electric skillets, crock pots, and hot plates) are not allowed in student rooms. George Foreman grills or similar products are also not permitted.

Fire Prevention

Below are residence hall policies and guidelines:

- Candles, oil lamps, and other open-flame or continuous burning objects are not permitted (even for decoration purposes).
- Students may not place or store furniture, trash or personal belongings in the hallways.
- Keep posters and other combustible decorations to a minimum.
- Incense is not permissible. Air freshener is acceptable as a plugin or spray.
- Check electrical cords and appliances to insure they are in proper working order. Extension Cords are not allowed, only surge protectors can be used. Only one surge protector may be used per outlet (surge protectors may not be plugged into other surge protectors).
- Check electrical outlets and surge protectors to ensure they are not overloaded. Residence hall staff reserves the right to confiscate any electrical outlet or surge protector for health and safety reasons.
- Stairwell, hallway and fire doors should never be propped open.
- Halogen lamps, lava lamps, multi-plug adapters, and bulbs are prohibited in resident rooms.
- To avoid fire hazard, live Christmas trees are not permitted in residence hall rooms or in the residence common areas.
- Low-heat bulbs and flame retardant materials may be used to decorate residence hall rooms.

Students violating any of the above guidelines may face disciplinary action.

Evacuation Procedures

If you discover a fire in a campus building:

- Immediately pull the nearest fire alarm as exit the building.
- When evacuating the building, remember to feel doors before opening them to be sure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keep head near the floor.
- Once safely away from danger, call 911 and 662-241-7777 to report the fire.
- Leave the building at once but stand by to direct emergency teams to the location of the fire.

FIRE SAFETY PRECAUTIONS

- Keep doorways, corridors and stairwells clear and unobstructed. Keep the fire doors closed.
- Make sure that all electrical appliances and cords are in good condition and UL approved.
- Do not overload electrical outlets. Use fuse-protected multi-outlet power strips and extension cords when necessary.
- Extinguish all smoking materials properly and thoroughly.
- Never store flammable substances in your room or apartment. Unauthorized use of candles and live holiday decorations are not permitted in University buildings.

- Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, electromagnetic locks, or other safety devices or to block or obstruct paths of egress.

Note: If a member of the MUW community finds evidence of a fire that has been extinguished and the person is not sure whether MUW PD or the City of Columbus Fire Department has already responded, that person should notify the MUW PD or the City of Columbus Fire Department, who will investigate and document the incident.

FIRE RESPONSE DOS AND DON'TS

- DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.
- DON'T assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.
- DO remain in your room if you cannot get out of the building because of heat or smoke. Call the POLICE and FIRE DEPARTMENT right away. Keep the door closed and wait for assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window---the Fire Department will be looking for this sign.
- DO close the door behind you if it is safe to leave your room.
- DON'T waste time collecting personal valuables. Take your keys so that you can reenter your room if exit from the building is not possible.
- DON'T use an elevator during a fire emergency: ALWAYS USE THE STAIRS.

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

The Housing and Residence Life professional staff and student staff receive a variety of security trainings throughout the year which include fire safety.

Fire Incident Reporting

Students, faculty and staff are instructed to call 911 to report a fire emergency. Immediate notification for a non-emergency incident (example: fire is out, evidence that something burned, etc.) shall be made to:

MUW PD: 662.241.7777

Housing and Residence Life: 662.329.7127

Plans for Future Improvements in Fire Safety

All Mississippi University for Women buildings meet or exceed City of Columbus and State of Mississippi fire safety requirements. In addition, as the University renovates buildings, additional fire suppression and detection devices are being added to bring our buildings above, or beyond, current requirements.

IMPORTANT NUMBERS

MUW Police Department

Emergency: 911
662.241.7777
Building: McDevitt Hall

MUW Health Center

662.329.7289
Building: Eckford Hall

MUW Counseling Center

662.329.7748
Building: 11th Street South & 4th Avenue (Blue House)

Dean of Students Office and Title IX Coordinator

662.241.6083
Building: Cochran Hall, Room 405

Division of Student Affairs

662.329.7129
Building: Cochran Hall, Room 405

