IMPORTANT PHONE NUMBERS

The following are numbers you might need for various purposes:

- Emergency ......................................................... 911
- Non-Emergency .............................................. (573) 442-6131
- Campus Safety Officer ............................... (573) 875-7315/711
- Director of Campus Safety ......................... (573) 875-7304
- Division of Student Affairs ....................... (573) 875-7400
- Director of Residential Life ....................... (573) 875-7450
- Title IX Coordinator Hotline .................... (573) 875-7877
- Residential Life Duty Phone (24 hour) ......... (573) 875-7402
- Campus Facilities ............................................ (573) 875-7310
- Plant & Facilities Operations ..................... (573) 875-7300
- Columbia College Counseling Services ....... (573) 875-7423
- Columbia College Health Services .............. (573) 875-7432
- City/County Health Department ................. (573) 874-7356
- Community 24-Hour Crisis Line ................. (800) 395-2132
- Boone County Sheriff ................................. (573) 875-1111
- Crime Stoppers .............................................. (573) 875-TIPS
- College Information ....................................... (573) 875-8700
- Columbia Police ............................................ (573) 874-7652
- Poison Information Center ....................... (800) 222-1222
- Area Transit System .................................... (573) 874-7282
- National Suicide Prevention Lifeline .......... (800) 273-TALK (8255)
- Boys & Girls Town National Hotline .......... (800) 448-3000
- Abuse/Sexual Assault Hotline (True North) .. (573) 875-1370 or (800) 548-2480
- Rape, Abuse & Incest National Network (RAINN) Hotline – (800) 656-4673 (HOPE)
- National Domestic Violence Hotline ........... (800) 799-SAFE (7233)
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CAMPUS SAFETY

Mission: To provide a safe and secure environment conducive to promoting a respectful and educational atmosphere for all members and guests of the campus community.

Columbia College provides 24-hour security service through Campus Safety. Officers are available at all times to provide assistance to the campus community. The office for the director of Campus Safety is located in the Wightman Building at 606 Pannell St. and open Monday through Friday (7:30am – 4:30pm). Campus Safety officers may be contacted at (573) 875-7315 (or 711 from a campus phone), 24 hours a day, 7 days a week.

For information on Campus Safety, refer to the Columbia College Campus Safety website at: http://web.ccis.edu/Offices/campussafety.aspx

Questions and concerns regarding Campus Safety may be directed to the Campus Safety supervisor at (573) 875-7315 or the director of Campus Safety at (573) 875-7304.

CLERY ACT

The Annual Security Report (ASR) is published annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the “Clery Act” (HEOA Public Law 110-315). Keeping students, parents and employees well informed about campus security and safety in compliance with the Clery Act requires the college to disclose crime and fire statistics for specific crimes. The director of Campus Safety is responsible for preparing and publishing the ASR and crime statistics as well as reporting crime statistics to the U.S. Department of Education in compliance with the Clery Act.

The director of Campus Safety collects crime statistics from several sources, including but not limited to; crimes reported to Campus Safety, Residential life, a campus security authority and those reported by the Columbia Police Department. The director of Campus Safety collects crime statistics for nationwide campuses from the director of each campus, each of whom is responsible for requesting crimes statistics from respective law enforcement authorities in their respective jurisdictions.

A statement of availability provides directions to view the Annual Security Report and Crime Statistics on the Campus Safety website. The statement of availability is distributed electronically to students, employees, potential students and is available to all visitors as a flyer placed within campus common areas. A copy of the statement is physically provided to incoming students when they register. A hard copy of the Annual Security Report and Crime Statistics may be obtained from the director of Campus Safety. For the Campus Crime and Fire Statistics, you may refer to the following website link: http://web.ccis.edu/en/Offices/CampusSafety/Statistics.aspx.
REPORTING CRIMES

Campus Safety officers are the primary source of security for Columbia College. The officers provide a visible security presence and perform various duties, including: personal safety escorts for campus community members, responding to emergency and non-emergency calls, enforcement of college rules and regulations, inspecting and testing of security and fire safety systems, coordinating with local emergency services and various other safety and security duties.

Campus Safety is not a police organization and the officers are not commissioned peace officers. Campus Safety officers are unable to execute law enforcement duties beyond reporting criminal activity or providing a visible presence. All criminal investigations and arrests will be conducted by the Columbia Police Department or presiding authorities. Campus Safety officers will use all reasonable means to gather information about crimes, hazards or related incidents that occur on all property owned or controlled by Columbia College, after which they are to report those incidents to the appropriate agency. Reports are not collected from off-campus student organizations or off-campus housing facilities as none are maintained, controlled or recognized by the institution.

All crime victims are encouraged to report incidents to Campus Safety regardless of how insignificant the crime. In case of an emergency, call 911 to report the emergency followed by a call to Campus Safety at (573) 875-7315 (or 711 from a campus phone). You may use one of the emergency call boxes located throughout campus. For locations of emergency call boxes, please refer to the campus map at: http://www.ccis.edu/about/campusmap.asp.

Voluntary, confidential reporting: Columbia College procedures allow victims or witnesses to report crimes on a voluntary, confidential basis. Victims or witnesses who wish to report on a voluntary yet confidential basis may report to the office of Campus Safety with assurance appropriate measures are taken to keep all information confidential. Those reporting must understand the assurance does not extend to an investigation conducted by the Columbia Police Department or any other law enforcement agency.

The College encourages victims of discrimination, harassment or sexual misconduct to talk to somebody about what happened so that they are able to get the support they need and so the College can respond in an appropriate manner. It is important that individuals wishing to talk to somebody understand different employees on campus have different abilities to maintain a victim's confidentiality under Title IX and other related federal and state guidelines. If you wish your identity and the details of an incident of discrimination or harassment be kept confidential, you may find it helpful to speak with on-campus mental health counselors, campus health service providers, or off-campus rape crisis resources or clergy members who can maintain confidentiality. Columbia College day students may utilize Columbia College Counseling Services and/or Student Health Services on an emergency basis if needed. Such services are available free of charge.

You may wish to consider this option if you:

- Would like to know about support and assistance, but are not sure if you want to pursue formal action against the individual, or
- Have questions or would like to process what happened with someone without involving police or campus disciplinary procedures, or
- Do not want the alleged perpetrator to know that you are seeking help or support.

NOTE: Please be aware that even confidential resources have some obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.
In case of a non-emergency crime, call Campus Safety first and the responding officer will assist in determining if it is necessary to contact other authorities. Campus Safety is available 24 hours a day, 365 days a year, thus allowing an officer to be available at any time. The Campus Safety officers will respond to the caller’s location or advise directions for contact.

Campus community members are encouraged to act quickly when reporting crimes that occur within the jurisdiction of the college. Prompt reporting decreases the chance of losing evidence and provides Campus Safety officers with an opportunity to take necessary action that will enhance the safety and security of the campus community.

**Campus Security Authority (CSA):**
Crimes may be reported to local law enforcement or a Campus Security Authority (CSA). CSAs include all members of Campus Safety, other individuals with responsibility for campus security, anyone specified in school policy who receives reports of criminal offenses and officials with significant responsibilities for student and campus activities. CSA’s are responsible for reporting allegations of Clery Act crimes made in good faith to the official or office designated by the institution to collect crime report information. Crimes may be reported to the following campus security authorities:

- Campus Safety (573) 875-7315
- “On Call” Area Coordinator of Residential Life (573) 489-5780 or (573) 489-5807
- Area Coordinator (573) 219-3735 or (573) 219-3851
- Director of Campus Safety (573) 875-7304
- Director of Residential Life (573) 875-7450
- Title IX Coordinator (573) 875-7898
- Coordinator of Student Conduct (573) 875-7877
- Associate Dean for Student Affairs (573) 875-7690
- Dean for Student Affairs (573) 875-7400
- Director of Athletics (573) 875-7433
- Executive Director of Plant & Facilities Operations (573) 875-7300
- Human Resources (573) 875-7495

A high percentage of campus crimes are incidents of opportunity. Crime prevention methods can be effective in reducing the number of crimes and all campus community members play an essential role in the practice of incorporating those preventative methods. A good practice is to maintain constant awareness of surroundings, walk in pairs or groups and protect personal possessions and college property by securing all items prior to leaving any area.

**Preserving Evidence:** It is vital for any criminal investigation to preserve all evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order or other significant court ordered actions. To ensure the integrity of the evidence is protected, such evidence should be collected by a law enforcement officer and preserved in a manner that complies with the policies of the collecting law enforcement agency. All victims or witnesses of a crime are encouraged to contact local law enforcement immediately and avoid contact with, wash or clean any items, material or bodily fluids that might be considered evidence of the criminal act.

**Records:**
The offices of Campus Safety and Student Affairs will complete publicly available recordkeeping, including for the purpose of Clery Act reporting and disclosure, without the inclusion of identifying information about the victim; and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. Crime Statistics may be viewed at [http://web.ccis.edu/en/Offices/CampusSafety/Statistics.aspx](http://web.ccis.edu/en/Offices/CampusSafety/Statistics.aspx) or by contacting the director of Campus Safety at (573) 875-7304.
Assistance, Services and Accommodations:
Columbia College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services available for victims within the institution and in the community.
Columbia College will provide written notification to victims about options for, and available assistance in, changing transportation and working situations, in addition to academic and living situations. The institution will make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. This information is provided to all students.

CAMPUS EMERGENCY RESPONSE AND EVACUATION PROCEDURES
To provide a safe and secure campus environment, a Columbia College Crisis Response Plan has been developed to establish guidelines for an organized emergency response. A Crisis Response Team, consisting of several college officials, is responsible for the direction of response activities as well as preparation plans and training events.

Timely Warnings:
The director of Campus Safety through the office of Campus Safety is responsible for disseminating timely warnings in compliance with the Clery Act. When there has been a report of a serious crime occurring on campus property that represents a serious or continuing threat to students, employees or the campus community, a timely warning will be issued by the office of Campus Safety or a campus official delegated by those offices to provide such a warning. The tools used to communicate the warning may include, but not be limited to: CC Cougar Alert mass notification system, campus e-mail, campus website, postings on bulletin boards and personal contact with campus officials.

Emergency Notifications:
Providing fast and accurate information to the campus community is one of the most important aspects in responding to an emergency situation. To ensure this information is provided in the most effective and efficient method, Columbia College has incorporated an emergency alert system called CC Cougar Alert System. The system, specifically used to send emergency notifications upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, is capable of delivering notifications to the student, faculty or staff member’s Columbia College email address and personal mobile device. Emergency messages are broadcast over the campus phone system and displays the emergency information on the College website.

The procedures Columbia College will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus includes the following:

- **Confirm there is a significant emergency** - The director of Campus Safety or the supervisor of Security will make the appropriate calls to verify the information is valid. Verification of the information will be completed by contacting the Boone County Public Safety Joint Communications Center (PSJC) or the initial reporting person. If verification has not been successful, the information will be considered invalid. The appropriate authorities will be contacted for all valid emergencies. PSJC will be responsible for alerting other areas of the larger community.
- **Determine the appropriate segment of the campus community to receive the notification** - The director of Campus Safety will determine the segment or segments of the campus to be notified. Notifications will be sent to the entire campus in the event of an emergency unless it is determined only a segment of the campus community should receive the notification. The director of Campus Safety, the supervisor of Security or the director of Residential Life may activate an isolated alert to Residential Facilities after determining such an alert is necessary for that segment
of the campus community.

- **Determine the content of the notification** – The director of Campus Safety will determine the content of the notification. Initial notifications are pre-set or pre-recorded in the CC Cougar Alert system. Subsequent messages will be sent upon determination of necessity by the director of Campus Safety, the executive director of Plant & Facilities Operations or the dean for Student Affairs.

- **Initiate the notification system** – The director of Campus Safety or the supervisor of Security will activate the CC Cougar Alert System. A Campus Safety officer, under authority of the director of Campus Safety, may activate the system in the absence of the director or supervisor of Security. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

- **Initiate procedures to secure the campus** – The director of Campus Safety and the supervisor of Security, with the assistance of the director of Facilities, will take appropriate actions to secure the campus. Procedures include, but are not limited to, securing buildings, directing students, faculty and staff to safe locations, establishing and maintaining open lines of communication and providing direct assistance to all community members.

- **Establish a command and communications network** – Authorities will establish a designated command center to coordinate with local authorities, communicate with the campus community members and disseminate information to the larger community through media and other means.

**Evacuation Procedures:**
Evacuation maps for fires and severe weather are posted on walls throughout campus buildings. Each semester, resident students practice evacuations with fire drills and other training methods. Evacuations for other emergency situations will be based on the situation and instructions will be provided by the emergency notification systems. There is no mandate for primary lock down or evacuation. Each situation will be evaluated and appropriate instructions will be provided to the campus community through the ENS and/or direct contact.

**Emergency Response and Evacuation Assessment:**
Evaluating response and evacuation procedures is a vital element in ensuring a safe and secure environment on campus. The director of Campus Safety facilitates an annual assessment of those procedures by conducting an annual scheduled test during each school year. The test includes a coordinated exercise of drills and activities designed to increase awareness of emergency procedures and allow evaluation of performance capabilities. The primary goal is to prepare the campus community for proper reaction to an emergency and provide the director of Campus Safety information necessary to improve any deficiencies.

Emergency response and evacuation procedures are described in the Columbia College Crisis Response Plan. The procedures will be provided to all campus community members in conjunction with the annual test. A description of the exercise along with the date, time, announcement and results will be documented and maintained by the director of Campus Safety.

Monthly “small group” tests of the CC Cougar Alert emergency notification system will be conducted by the director of Campus Safety. A record of the monthly tests will be documented and maintained by the director of Campus Safety.
**CRIME PREVENTION**

The following list includes various methods of crime prevention:

- Be aware of your surroundings and what is going on around you.
- Keep a list of campus phone numbers with you or in your phone.
- Do not prop open residence hall doors.
- Do not leave personal property unattended.
- Report suspicious individuals to Campus Safety.
- Keep your room locked at all times.
- Walk with a friend or in a group.
- Stay on main walkways.
- Become familiar with locations of emergency call boxes.
- Remove valuables from your car and lock it.
- Engrave your valuables.
- Attend college-sponsored programs on self-defense.
- Always carry your college identification card.

Student Affairs offers a variety of group discussions and presentations related to safety and security awareness throughout the academic year. If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

**CAMPUS FACILITY ACCESS AND MAINTENANCE**

Most buildings on the campus are open only when classes are in session or during regular business hours. Residence halls are always locked and residents must have their student ID card to enter the main doors via controlled access mechanisms. Guests or visitors may enter only when accompanied by a resident or school official.

Employees who have a key to a campus building and plan to work after normal working hours are encouraged to contact Campus Safety and alert the officers to their presence on campus. Persons who do not have a key and need access must have a pass signed by the department manager or director as well as their student or employee ID. A theft or loss of assigned keys should be reported immediately to the person who issued the keys. Keys are assigned and are not to be loaned out for any reason. The person to whom the keys are assigned is solely responsible for those keys.

An authorized individual entering or leaving a locked building must not allow any unauthorized individual to enter that building. Authorized personnel may have guests with them as long as the guest stays near faculty and staff members who have an assigned key, and the authorized individual assumes full responsibility for their presence. An individual entering or leaving a secured building shall be responsible for checking the door to ensure it is secured. The individual must contact Campus Safety to inform the officers they have left the building or plan to leave.

Maintenance of all facilities is the responsibility of the Facilities department within the Office of Plant & Facilities Operations. Fire safety systems (fire sprinkler systems, fire doors, fire extinguishers, etc.) are inspected regularly by Campus Safety. Inspections and maintenance of backflow valves on fire sprinkler systems are completed by Facilities. Campus Safety is responsible for inspecting all egress lighting, pathways, mechanical rooms and reporting any malfunctions or mechanical problems observed that would create an unsafe situation. Campus community members are encouraged to report maintenance or safety problems to the Facilities Department at (573) 875-7310 or to the Office of Plant & Facilities Operations at (573) 875-7300.
POLICIES AND PROGRAMS CONCERNING ALCOHOL AND OTHER DRUGS

The college provides education, intervention and referral services for the prevention of alcohol and other drug abuse through Student Affairs.

The office of Student Affairs offers students awareness and educational programs regarding safety and security. Many of these programs are offered in coordination with Campus Safety and the local police department.

The following statutes and policies apply to all members of the Columbia College campus community:

- Under Missouri law, anyone under 21 years of age who buys, attempts to buy or is in possession of alcohol can be charged with a misdemeanor and may be subject to a fine, jail sentence or both. Further, any underage individual who consumes alcohol in or around a licensed dealer or establishment or uses falsified identification to obtain alcohol may be charged with a misdemeanor with the same penalties.

- Columbia College policy prohibits the possession, use, distribution and sale of alcohol and illicit drugs by Columbia College students and employees on college-owned property and at college sponsored or supervised events. Empty alcohol containers are not allowed in the residence halls, and students will be disciplined for behavior resulting from intoxication.

- The President of Columbia College retains the authority to make exceptions to this policy as it pertains to the serving of wine and/or beer at college functions where meals are served. Requests for exceptions to this policy must be submitted to the president’s office in writing prior to the event and will be considered on an individual basis. Notification of the president’s decision will be made in writing to the person(s) making the request.

- The college regards possession, distribution or use of illegal drugs as a direct violation of college rules and the law. Representatives of the college will work with outside authorities to enforce existing federal, state and local laws regarding illegal drugs. (Additional information may be found in the Alcohol and Other Drugs policy.)

- The possession, use or sale of firearms, ammunition, fireworks, major and minor explosives or any other lethal weapons not described herein is forbidden from college property and subject to disciplinary action.

PROGRAMS ON AWARENESS AND PREVENTION

Columbia College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. (See definitions at the end of this document.) The College offers various programs designed to increase awareness about these crimes and other potentially dangerous issues. The following programs have been implemented in an effort to prevent further crimes or dangerous situations on or off campus.

Primary Prevention Programs:

- Orientation Program – 'Choices': With the assistance of the Elysium Players (a student organization), the Title IX Office presents a 2-hour long program for incoming day students during Orientation. The program consists of a theatric presentation, followed by a presentation on bystander intervention techniques utilizing the basics of Step Up! and an overview of Title IX/VAWA requirements. Additionally, students then break out into peer-led small groups for further discussion of the material covered in the program.
• **Campus Clarity Think About It Program:** An online training program that is provided to all incoming students enrolled in the day program through the Title IX Office. The program provides students with a comprehensive foundation in four areas: sex in college, partying smart, sexual violence, and healthy relationships.

• **Campus Clarity Think About It Program (for Adult Learners):** An online training program focused on the specific needs of adult learners is offered to all student enrolled in evening, graduate, and adult higher education venues. The program provides an overview of what constitutes sexual violence as well as an understanding of how to respond in potentially problematic situations. It examines the issues from both an intimate and institutional level, as well as through both a personal and professional lens.

• **Athletic Team Meetings:** Members of the Title IX Team meet individually with each team at the beginning of the school year to encourage positive bystander intervention methods as well as reinforce the information the athletes receive through the Campus Clarity Think About It program.

• **International Student Title IX Overview:** A presentation and discussion with incoming international students from a culturally relevant lens aimed to educate the students about what is expected within our community.

• **Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Faculty and Staff:** Online training program through Workplace Answers provided annually to all faculty and staff.

• **Unlawful Harassment Prevention for Higher Education:** Online training program through Workplace Answers provided annually to all faculty, staff, and student employees. Different modules are provided based on supervisory roles.

• **Departmental Meetings:** As requested, the Title IX Coordinator provides training to campus departments about Title IX, VAWA, duties as a responsible employee, and bystander intervention strategies.

**Awareness Programs:**

• **Orientation Video – ‘Consider This’**: A video is shown on the first night of Orientation to all incoming day students to provide awareness about a number of safety and health issues that could arise during their time in college. This video is followed up later in the week by the ‘Choices’ program.

• **Hey Day Tabling Event:** Annual event for students showcasing College departments, local businesses/services, as well as student organizations. The Title IX Office participated and encouraged bystander intervention with a message centered around the concept of ‘Take a Stand.’

• **Relationship Violence Awareness Month:** During the month of October, focus was placed on raising awareness around relationship violence. Programs included a situational awareness presentation by the Missouri National Guard, sponsorship and volunteer efforts for Race 4 Domestic Violence Prevention 5K, Clothesline Project, drive for a local domestic and sexual violence shelter, involvement with the #PutTheNailInIt project, and additional social media efforts.

• **Women’s History Month:** Programming during the month of March 2015 aimed at ‘Challenging Rape Culture One Person at a Time.’

• **Resident Assistant (RA) programs:** Various programs intended to raise awareness of personal safety and responsible decision making. Includes resources regarding sexual assault awareness, prevention and personal safety.

• **Healthy Relationships program:** Co-sponsored by the Prevention Coalition and Counseling Services to provide resources regarding healthy relationships, consent and sexual health.
• **Safety Meetings:** Discussions with campus staff and students, facilitated by the director of Campus Safety and designed to increase awareness on personal safety.

**Ongoing Prevention & Awareness Programs:**

- **"Consent Is..." Poster Campaign:** Poster campaign used to reinforce the concept of what consent is for students, faculty, and staff.

- **"No More" Poster and Tabling Campaign:** Campaign using posters featuring various celebrities speaking out against excuses people use for sexual assault. Posters are distributed and posted throughout the campus buildings, including resident halls.

- **Social Norming Campaigns:** Social norming poster, bulletin board, and social media campaigns throughout the year focusing on a variety of issues surrounding the prevention of sexual violence, safety, responding to sexual violence, healthy relationships, etc. Data is utilized from the annual Missouri College Health and Behaviors Survey (MCHBS) that is done in cooperation with Missouri Partners in Prevention, a 21-college prevention consortium in the state.

**MISSING RESIDENTIAL STUDENT POLICY**

The purpose of this policy is to establish procedures for Columbia College’s response to reports of missing residential students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing. A residential student may be considered a “missing person” if his/her absence is counter to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to a report or suspicion that the missing residential student may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

I. **Designating Emergency Contact Information**
   
   a. Residential students age 18 or older and emancipated minors: At the start of each semester, residents will designate an individual or individuals to be contacted by the college at which time the student is determined to be missing in accordance with the procedures set forth below. Students designate a contact specifically for this purpose using the emergency contact card which is collected and maintained by the Department of Residential Life. Contact information will be registered confidentially, will be accessible only to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

   b. Residential students under 18 years of age and not emancipated: In the event a residential student is determined to be missing pursuant to the policies set forth below, the college will contact a parent and guardian as noted on the housing contract, in the students college record, or on the residential student’s emergency contact card within 24 hours.

II. **Notification Procedures**

   a. Any faculty member, staff member, student or community member who has information that a residential student may be missing must notify Student Affairs and Campus Safety as soon as possible. It is important that both notifications are made. Student Affairs bears responsibility for notifying Campus Safety immediately and vice versa. The number for Campus Safety is (573) 875-7315. The number for
Student Affairs is (573) 875-7400. To reach an on duty Residential Life staff member after hours, call (573) 875-7402.

b. Student Affairs and Campus Safety will immediately meet to determine who is going to gather information which will include information about the residential student's history in the halls, information from acquaintances and faculty, and information from advisors and other key members of the campus community. The following information will be collected:
   - A description of the student's last known attire.
   - The student's possible location.
   - A list of the student's current friends or acquaintances.
   - The student's vehicle description and registration information.
   - Information regarding the student's psychological and physical state.
   - A current photograph, class schedule, etc.

This information must be gathered within a 24 hour timeframe.

c. If the college staff members are not successful in locating the student, Campus Safety will notify the Columbia Police Department and file a report regarding a missing student. This notification should occur within 24 hours of receiving the missing student report.

d. The Dean of Student Affairs or designee will contact the “missing” residential student's designated emergency contact or parent/guardian.

e. At the point the decision is made to contact law enforcement and the “missing” residential student's emergency contact, the President’s Office should be informed about the impending notifications.

III. Communications with the Campus Community Regarding Missing Residential Students

If law enforcement should determine the situation involves a potential missing person, communication with the media will be handled by the appropriate law enforcement agency. The law enforcement agency will consult with Campus Safety, Student Affairs and Public Relations. Prior to releasing information to the campus community about the missing student, the appropriate college staff members will consult with the law enforcement agency to ensure communications do not hinder the investigation.

Any campus information collected after the case has been turned over to law enforcement should be submitted to Campus Safety. Campus Safety will submit that information to the investigating law enforcement agency.

For more information on this and other policies, refer to the Residential Life Handbook link at www.ccis.edu/offices/residentiallife/hallpolicies.asp.

FIRE SAFETY

To provide safe and secure living conditions for our residential students, Columbia College has taken a proactive stance in regards to fire safety. Fire suppression systems (sprinklers) have been installed in each college housing facility (rooms and common areas). The systems are connected to a fire alarm system that is monitored 24 hours a day by a reputable alarm company. Fire extinguishers and fire escape route maps are located at strategic locations throughout each housing facility. All fire safety systems are inspected regularly by Campus Safety officers and annually by local fire marshals. A local fire safety company is contracted to inspect and service fire extinguishers on a predetermined schedule. Resident students are subjected to unannounced fire drills three times a year (one for each semester), and student officers receive...
additional fire safety training by local fire department staff and college officials. For more information on Residential Life fire safety policies, refer to www.ccis.edu/offices/residentiallife/hallpolicies.asp.

**Policies:**
Compliance with a published list of policies is required of residential students. The following policies focus on health and fire safety:

- All types of explosives, including firecrackers, gasoline and other combustible materials, are prohibited in the residence halls.
- Smoking is prohibited in the residence halls. Smoking on campus is only allowed in designated areas.
- Burning of candles or incense is prohibited in the rooms and common areas.
- Hot plates, microwaves, small ovens, etc., are not allowed in the rooms. Microwaves are provided in the kitchenette of the residence halls, and cooking is only allowed in the kitchenettes.
- Electrical outlets should not be overloaded. Extension cords must be “heavy duty” and UL approved.
- Smoke detectors are located in every room. These battery operated detectors are in addition to the active alarm on the fire suppression system (sprinkler).

**Evacuation Procedures:**
For the safety of all students and staff, all fire alarms must be considered valid. As directed in the Residential Life Handbook, all students must evacuate the building when a fire alarm is activated. Resident Assistants (RA's) and other Resident Life officials will assist in the evacuation. During the course of an evacuation, students are instructed to close room windows and doors, leave the building, cooperate and comply with staff and fire personnel and remain outside until they receive permission by Residential Life staff to return to their rooms.

**Contacts:**
In the event of a fire and/or fire alarm, students are instructed to contact one or more of the following numbers:

- Emergency Services: 911
- Campus Safety: (573) 875-7315
- Residential Life: (573) 489-5780

**Future Improvements:**
In an effort to maintain a proactive position in terms of student safety and security, Columbia College continuously performs evaluations of current structures and fire safety systems.
CRIME STATISTICS

Columbia College Campus Safety believes the community has the right to know about criminal incidents on campus. We believe that by reviewing the statistics, you can make an educated decision about choices to stay safe. To maintain a proactive practice in campus crime prevention, we encourage all members of the campus community to immediately report any crimes or suspicious activity.

Federal law requires colleges and universities disclose statistics on specific crimes that may occur on campus. The specific crimes are classified by the FBI Uniform Crime Report and definitions for those crimes are listed below:

PRIMARY CRIMES

Murder:
- Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.
- Negligent manslaughter: The killing of another person through gross negligence.

Sex Offenses:
Definition: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

- Sex Offenses - Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Sex Offenses - Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
- Sex Offenses - Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Sex Offenses - Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Definition of Consent: The affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not have been able to give consent. Further, one would not be able to infer consent under circumstances in which consent was not clear, including, but not limited to the absence of "no" or "stop," or the existence of a prior or current relationship or sexual activity.

Other Crimes:
- Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary: The unlawful entry of a structure to commit a felony or a theft.
- Motor vehicle theft: The theft or attempted theft of a motor vehicle.
- Arson: Any willful or malicious burning or attempt to bum, with or without intent to defraud, a dwelling house,
public building, motor vehicle or aircraft, personal property of another, etc.

HATE CRIMES:

Definition: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias.

- **Larceny-theft**: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. *(Hate crime reporting only.)*
- **Simple assault**: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness. *(Hate crime reporting only.)*
- **Intimidation**: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. *(Hate crime reporting only.)*
- **Vandalism (destruction or damage) of property (except arson)**: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. *(Hate crime reporting only.)*

**Hate Crimes**: Any of the aforementioned offenses and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. The categories of bias are the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

- **Weapons Possession**: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.
- **Drug/Narcotic Law Violations**: Violations of state and local laws, specifically those for the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **Alcohol Law Violations**: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include arrests for driving while impaired or under the influence of alcohol).

VIOLENCE AGAINST WOMEN ACT (VAWA): Definitions per UCR

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

**State of Missouri**: Dating violence is considered domestic violence under Missouri Revised Statutes due to the definition of “family” or “household member” *(RSMo 455.010).*
- **Domestic Violence:** A felony or misdemeanor crime of violence committed
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
  - By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  - Fear for the person’s safety or the safety of others; or
  - Suffer substantial emotional distress.

*For the purpose of this definition:*

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

**IMPORTANT TERMS AND DEFINITIONS**

- **Clery:** Short for “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” In memory of a student who was slain in her dorm room in 1986, this Act, along with subsequent amendments to the Higher Education Act of 1965 (HEA), requires all postsecondary institutions participating in HEA’s Title IV student financial assistance programs to disclose campus crime statistics and security information.

- **Clery Geography:** Referring collectively to the physical locations for which an institution is responsible for collecting reports of crimes for inclusion in its annual crime statistics and, if applicable, its daily crime log. For the purposes of the annual crime statistics and daily crime log, it includes areas that meet the definitions of “campus,” “non-campus building or property,” or “public property.”
  - **Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and
    - Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
  - **Non-campus buildings or property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
  - **Public property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
Federal Bureau of Investigation’s (FBI) Uniform Crime Reporting (UCR) program (FBI’s UCR program): A nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal and Federal law enforcement agencies voluntarily report data on crimes brought to their attention.

Title IX: The Education Amendments of 1972 (“Title IX”), 20 U.S.C. Sections 1881 et seq., and its soon to be implemented regulations, 34 C.F.R. Part 106. Address the issues of sexual harassment, sexual discrimination, sexual misconduct and sexual violence in a collegiate environment. To view the complete Columbia College Title IX: Sexual Misconduct Policy, please visit http://web.ccis.edu/Offices/HumanResources/TitleIX.aspx.

Consent: The affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not have been able to give consent. Further, one would not be able to infer consent under circumstances in which consent was not clear, including, but not limited to the absence of "no" or "stop," or the existence of a prior or current relationship or sexual activity.

Hate Crime: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. The categories of bias are the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

Hierarchy Rule: The requirement in the FBI’s UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense is committed during a single incident, only the most serious offense is to be included in the institution’s Clery Act statistics.

Programs To Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking: Comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research or assessed for value, effectiveness or outcome. These programs must also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Dating Violence: See definition in section on Violence Against Women Act (VAWA).

Domestic Violence: See definition in section on Violence Against Women Act (VAWA).

Stalking: See definition in section on Violence Against Women Act (VAWA).

Awareness Programs: Programs developed and implemented by the institution to increase individual and group awareness of specific or general concerns. (Example: Sexual Assault awareness programs to increase awareness of indicators, threats and avoidance techniques.)

Bystander Intervention: Programs designed to provide students and staff with tools needed to recognize and effectively intervene in any situation where someone may be in danger.

Ongoing Prevention and Awareness Campaigns: Programs designed to focus on acts of criminal nature, run continually, provide information and resources regarding prevention methods and increase awareness of potential victims.

Primary Prevention Programs: Programs implemented as the institution’s primary attempt to prevent dating violence, domestic violence, sexual assault, stalking or any other criminal activity. (See Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking.)

Risk Reduction: A strategy implemented by the institution to decrease the potential for students and staff of becoming victims of criminal activity.
VIOLENCE AGAINST WOMEN ACT (VAWA) DEFINITIONS FOR STATE OF MISSOURI:

**Sexual Violence**: The following definitions relate to sexual offense according to Missouri Revised Statutes:

- **First degree rape** (Mo. Rev. Stat. § 566.030) – a person commits the crime of rape in the first degree if:
  - Such person has sexual intercourse (defined as ‘any penetration, however slight, of the female sex organ by the male sex organ, whether or not an emission results’) with another person who is incapacitated (defined as ‘that physical or mental condition, temporary or permanent, in which a person is unconscious, unable to appraise the nature of such person’s conduct, or unable to communicate unwillingness to act’), incapable of consent or lacks the capacity to consent or by the use of forcible compulsion (defined as ‘physical force that overcomes reasonable resistance; or a threat, express or implied, that places a person in reasonable fear of death, serious injury or kidnapping of such person or another person; includes the use of a substance administered without a victim’s knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse’).

- **Rape in the second degree** (Mo. Rev. Stat. § 566.031) – a person commits the crime of rape in the second degree if:
  - Such person has sexual intercourse with another person knowing that he or she does so without that person’s consent.

- **Sexual assault** (Mo. Rev. Stat. § 566.040) – a person commits the crime of sexual assault if he:
  - Has sexual intercourse with another person knowing that he does so without the person’s consent.

- **Deviate sexual assault** (Mo. Rev. Stat. § 566.070)
  - Deviate sexual intercourse with another person
    - Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person; or
    - A sexual act involving the penetration, however slight, of the male or female sex organ or the anus by a finger, instrument or object done for the purpose of arousing or gratifying the sexual desire of any person or for the purpose of terrorizing the victim.
  - Knowing that he does so without that person’s consent.

- **Sexual misconduct in the first degree** (Mo. Rev. Stat. § 566.093) – a person commits the crime of sexual misconduct in the first degree if such person:
  - Exposes his or her genitals under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm, or
  - Has sexual contact (defined as ‘any touching of another person with the genitals or any touching of the genitals or anus of another person, or the breast of a female person, or such touching through the clothing; for the purpose of arousing or gratifying sexual desire of any person’) in the presence of a third person or persons under circumstances in which he or she knows that such conduct is likely to cause affront or alarm, or
  - Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person.

- **Sexual misconduct in the second degree** (Mo. Rev. Stat. § 566.093) – a person commits the crime of sexual misconduct in the second degree if:
  - He or she solicits or requests another person to engage in sexual conduct under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm.

- **Sexual abuse in the first degree** (Mo. Rev. Stat. § 566.100) – a person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.

- **Sexual abuse in the second degree** (Mo. Rev. Stat. § 566.101) – a person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person’s consent.
**Domestic Violence:** The following definitions related to domestic violence according to Missouri Revised Statutes:

- **Mo. Rev. Stat. § 455.010** – As used in this chapter, unless the context clearly indicates otherwise, the following terms shall mean:
  - “Abuse” includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner:
    - “Assault,” purposely or knowingly placing or attempting to place another in fear of physical harm;
    - “Battery,” purposely or knowingly causing physical harm to another with or without a deadly weapon;
    - “Coercion,” compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage;
    - “Harassment,” engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child. Such conduct might include, but is not limited to:
      - Following another about in a public place or places;
      - Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity;
    - “Domestic violence,” abuse or stalking committed by a family or household member, as such terms are defined in this section;
    - “Family” or “household member,” spouses, former spouses, and person related by blood or marriage, persons who are presently residing together or have resided together in the past, an person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.

**Dating Violence:** Dating violence is considered domestic violence under Missouri Revised Statutes due to the definition of “family” or “household member” (Mo. Rev. Stat. § 455.010).

**Stalking:** The following definitions are stalking offenses according to the Missouri Revised Statutes:

- **R.S.Mo. § 565.225, Crime of stalking**. (criminal law)
  - As used in this section, the following terms shall mean:
    - “Course of conduct,” a pattern of conduct composed of two or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of course of conduct. Such constitutionally protected activity includes picketing or other organized protests;
    - “Credible threat,” a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, or the safety of his or her family, or household members or domestic animals or livestock as defined in section 279.606, RSMo, kept at such person’s residence or on such person’s property. The threat must be against the life of, or a threat to cause physical injury to, or the kidnapping of, the person, the person’s family, or the person’s household members or domestic animals or livestock as defined in section 276.606, RSMo, kept at such person’s residence or on such person’s property;
    - “Harasses,” to engage in a course of conduct directed at a specific person that serves no legitimate
A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.

A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person, and:

- Makes a credible threat; or
- At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
- At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
- At any time during the course of conduct, the other person is seventeen (17) years of age or younger and the person harassing the other person is twenty-one (21) years of age or older; or
- He or she has previously pleaded guilty to or been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.

Consent: Missouri Revised Statutes § 566.030

- In Missouri, consent or lack of consent may be express or implied. Furthermore, in Missouri, assent does not constitute consent if:
  - It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
  - It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reasons is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
  - It is induced by force, duress, or deception.

Preserving Evidence: It is vital for any criminal investigation to preserve all evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order or other significant court ordered actions. To ensure the integrity of the evidence is protected, such evidence should be collected by a law enforcement officer and preserved in a manner that complies with the policies of the collecting law enforcement agency. All victims or witnesses of a crime are encouraged to contact local law enforcement immediately and avoid contact with, wash or clean any items, material or bodily fluids that might be considered evidence of the criminal act.

SEX OFFENDERS

A list of Registered Sex Offenders may be obtained from the Columbia Police Department at (573) 874-7652, the Boone County Sheriff’s Department website at www.showmeboone.com, the Boone County Sheriff’s Department at (573) 875-1111, the Missouri State Highway Patrol at 1-888-SOR-MSHP (767-6747) or the Missouri State Highway Patrol website at http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html.

LAW ENFORCEMENT JURISDICTION

The Columbia Police Department (CPD) is the primary responding law enforcement agency for Columbia College. The director of Campus Safety is the law enforcement liaison for Columbia College and all criminal offenses are reported to the Columbia Police Department for response and investigation. Campus Safety personnel provide a visible deterrence of criminal activity and physical security for campus property, coordinating with local and state law enforcement agencies to ensure response, reporting and investigation of crimes are prompt and effective. Columbia College has
drafted and submitted to the Columbia Police Department a Memorandum of Understanding outlining obligations and responsibilities related to response, reporting and investigations regarding criminal activity on campus.

ANNUAL SECURITY REPORT AVAILABILITY

A copy of Columbia College’s Annual Security Report can be obtained by contacting Campus Safety or by accessing the web site where it can be viewed. The campus crime statistics may be viewed at: http://web.ccis.edu/en/Offices/CampusSafety/Statistics.aspx.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Columbia College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies in regards to sexual assault and other matters.

COLUMBIA COLLEGE SEXUAL MISCONDUCT POLICY AND COMPLAINT RESOLUTION PROCEDURES

Overview of Title IX and the Sexual Misconduct Policy

Columbia College is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex or gender.

In particular, Title IX of the Educational Amendments of 1972 prohibits Columbia College from discriminating on the basis of sex and gender in educational programs and activities, including employment and admissions. Specifically, Title IX states that:

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

Concerns related to discrimination or harassment based on sex, gender identity, sexual orientation, pregnancy or parental status fall under the purview of requirements included in Title IX of the Educational Amendments of 1972 as well as The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (‘Clery Act’) and the Violence Against Women Act (‘VAWA’) amendments to the Clery Act and are therefore subject to the procedures outlined in the Columbia College Sexual Misconduct Policy.

Columbia College is committed to addressing the issues of discrimination, harassment, and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures, and prevention efforts as needed.

For the most up-to-date information about the Columbia College Sexual Misconduct Policy or to file a complaint, please visit our website at http://www.ccis.edu/TitleIX or contact our Title IX Coordinator at (573) 875-7898.
Sexual Misconduct Policy

I. POLICY STATEMENT

Columbia College (the “College”) is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex or gender. The College considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of sex, gender identity, sexual orientation, and pregnancy or parental status.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. These terms are defined further below.

II. SCOPE

This policy applies to all College employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College’s educational programs and activities, including third-party visitors on campus (the “College Community”). This policy prohibits sex discrimination, sexual harassment, and sexual violence when the complainant and alleged perpetrator are members of the same or opposite sex or gender, and it applies regardless of national origin, immigration status, or citizenship status.

The College's prohibition on sex discrimination, sexual harassment, and sexual violence extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

The College has jurisdiction over conduct covered by this policy that occurs on campus, during or at an official College program or activity (regardless of location and inclusive of field trips, social or educational functions, college related travel, student recruitment activities, internships, and service-learning experiences), and to off campus or online conduct when the conduct could deny or limit a person's ability to participate in or benefit from the College's programs and activities or creates the potential for a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sexual misconduct and remedy its effects.

III. TITLE IX STATEMENT

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex or gender in the College’s educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sexual misconduct. The College has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sexual misconduct:

Molly Borgmeyer, Title IX Coordinator
Columbia College Main Campus – St. Clair Hall 14
1001 Rogers Street
Columbia, MO 65216
(573) 875-7898
mrborgmeyer@ccis.edu

The College has also designated the following Deputy Title IX Coordinators to assist the Title IX Coordinator in carrying out the duties under this policy:
A person may also file a complaint of sexual misconduct with the United States Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

IV. RELEVANT DEFINITIONS

A. Sexual Misconduct

“Sexual misconduct” is an umbrella term that collectively refers to sex discrimination, sexual harassment, sexual violence, dating violence, domestic violence, and stalking. This term will be used throughout this policy and the complaint resolution procedures when collectively referring to these types of conduct.

B. Sex Discrimination

Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any College program or activity because of their sex, gender identity, or gender expression. Sex discrimination can include adverse treatment based on one’s sex, gender identity, or gender expression, as well as the other prohibited conduct outlined below.

C. Sexual Harassment

1. Definition of Sexual Harassment

   Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital conduct of a sexual nature when:
   - Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual’s employment or education;
   - Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
   - Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

2. Examples of Sexual Harassment

   Examples of conduct that may constitute sexual harassment include, but are not limited to:
   - Pressure for a dating, romantic, or intimate relationship;
   - Unwelcome touching, kissing, hugging, rubbing, or massaging;
• Pressure for sexual activity;
• Unnecessary references to parts of the body;
• Sexual innuendos, jokes, humor, or gestures;
• Displaying sexual graffiti, pictures, videos or posters;
• Using sexually explicit profanity;
• Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities;
• Social media use that violates this policy;
• Leering or staring at someone in a sexual way, such as staring at a person’s breasts or groin area;
• Sending sexually explicit digital messages;
• Commenting on a person's dress in a sexual manner;
• Giving unwelcome personal gifts such a flowers, chocolates, or lingerie that suggest the desire for a romantic relationship;
• Commenting on a person's body, gender, sexual relationships, or sexual activities; or
• Sexual violence (as defined below)

D. Consent

1. Definition of Consent

Consent is defined as permission to act. Lack of consent is a critical factor in determining whether sexual violence has occurred. This must be an unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Although consent can be given by words or actions, those words or actions must be clear and mutually understood. Consent should meet all of the following standards:

• Active, not passive.
• Given freely.
  ▪ If coercion, intimidation, threats, and/or physical force are used, there is no consent; a person’s lack of verbal resistance or submission resulting from the use or threat of force does not constitute consent.
  ▪ Dressing in a certain manner does not constitute consent.
  ▪ Being in a romantic or intimate relationship with someone does not imply consent to any form of sexual activity.
  ▪ Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).
• Provided knowingly.
If a person who is known to be (or based on circumstances should reasonably be known to be) mentally or physically incapacitated to the point that they are unable to make rational, reasonable decisions due to a lack of capacity to understand the “who, what, when, where, why, or how” of a sexual interaction, there is not consent.

- Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting.

- If a person is asleep or unconscious, there is no consent.

- A person who is below the minimum age of consent in the applicable jurisdiction (within the state of Missouri, age of consent is 17), cannot provide consent to sexual activity.

**Specific.**

- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

- Consent to past sexual activity does not imply consent to other forms of sexual activity.

- Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

- Consent can be withdrawn at any time. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after they have withdrawn consent.

2. Legal Definitions of Consent

The legal definition of consent may differ depending on the jurisdiction or location where the sexual activity occurs. In Missouri, consent or lack of consent may be express or implied. Furthermore, in Missouri, assent does not constitute consent if:

- It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or

- It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reasons is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or

- It is induced by force, duress, or deception.

E. Sexual Violence

1. Definition of Sexual Violence

Sexual violence is a particularly severe form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of their temporary or permanent mental or physical incapacity, because they are below the minimum age of consent in the applicable jurisdiction (within the state of Missouri, age of consent is 17), or because of their incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.
2. Examples of Sexual Violence

Sexual violence can include the following:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by an individual upon another individual without consent;
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent;
- Unwilling sexual penetration (anal, oral, or vaginal) or other sexual touching with any object or body part that is committed by force, threat, intimidation, or otherwise without consent, including instances where the victim is incapable of giving consent because of their age or because of temporary or permanent mental or physical incapacity;
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use;
- Hazing that involves penetration of a person’s vagina or anus with an object;
- Statutory rape, which is sexual intercourse with a person who is under the statutory age of consent (within the state of Missouri, age of consent is 17);
- Sexual exploitation, which includes, but is not limited to, the following:
  - Sexual voyeurism;
  - Use of drugs or alcohol to impair an individual in order to effect sexual intercourse or some other form of sexual contact with that individual;
  - Knowingly transmitting a sexually transmitted infection such as HIV to another person through sexual activity;
  - Secretly videotaping or photographing sexual activity where the other party has not consented;
  - Disseminating sexual pictures or videos of another person without consent regardless of if the pictures or videos were obtained with consent; or
  - Prostituting another person.

3. Legal Definitions of Sexual Violence

The legal definition of sexual assault and/or rape may differ depending on the jurisdiction or location where the sexual activity occurs. In Missouri, sexual assault and/or rape are defined as the following according to Missouri Revised Statutes:

- First degree rape (Mo. Rev. Stat. § 566.030) – a person commits the crime of rape in the first degree if:
  a. Such person has sexual intercourse (defined as ‘any penetration, however slight, of the female sex organ by the male sex organ, whether or not an emission results’) with another person who is incapacitated (defined as ‘that physical or mental condition, temporary or permanent, in which a person is unconscious, unable to appraise the nature of such person’s conduct, or unable to communicate unwillingness to act’), incapable of consent or lacks the capacity to consent or by the use of forcible compulsion (defined as ‘physical force that overcomes reasonable resistance; or a threat, express or implied, that places a person in reasonable fear of death, serious
injury or kidnapping of such person or another person; includes the use of a substance administered without a victim’s knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse’).

- **Rape in the second degree** (Mo. Rev. Stat. § 566.031) – a person commits the crime of rape in the second degree if:
  - Such person has sexual intercourse with another person knowing that he or she does so without that person’s consent.

- **Sexual assault** (Mo. Rev. Stat. § 566.040) – a person commits the crime of sexual assault if he:
  - Has sexual intercourse with another person knowing that he does so without the person’s consent.

- **Deviate sexual assault** (Mo. Rev. Stat. § 566.070)
  - Deviate sexual intercourse with another person
    - Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person; or
    - A sexual act involving the penetration, however slight, of the male or female sex organ or the anus by a finger, instrument or object done for the purpose of arousing or gratifying the sexual desire of any person or for the purpose of terrorizing the victim.
  - Knowing that he does so without that person’s consent.

- **Sexual misconduct in the first degree** (Mo. Rev. Stat. § 566.093) – a person commits the crime of sexual misconduct in the first degree if such person:
  - Exposes his or her genitals under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm, or
  - Has sexual contact (defined as ‘any touching of another person with the genitals or any touching of the genitals or anus of another person, or the breast of a female person, or such touching through the clothing; for the purpose of arousing or gratifying sexual desire of any person’) in the presence of a third person or persons under circumstances in which he or she knows that such conduct is likely to cause affront or alarm, or
  - Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person.

- **Sexual misconduct in the second degree** (Mo. Rev. Stat. § 566.093) – a person commits the crime of sexual misconduct in the second degree if:
  - He or she solicits or requests another person to engage in sexual conduct under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm.

- **Sexual abuse in the first degree** (Mo. Rev. Stat. § 566.100) – a person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when
that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.

- **Sexual abuse in the second degree** (Mo. Rev. Stat. § 566.101) – a person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person’s consent.

The crimes of domestic violence, dating violence, and stalking can also constitute sexual misconduct when motivated by a person’s sex or gender. These types of conduct, no matter the motivation behind them, are a violation of this policy and will be addressed pursuant to the complaint resolution procedures stated within the Sexual Misconduct Policy.

**F. Dating Violence**

1. **Definition of Dating Violence**

   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 complainant.

   - The existence of such relationship is determined based upon the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

   - For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

   - Dating violence does not include acts covered under the definition of domestic violence.

b. **Legal Definition of Dating Violence**

   The legal definition of dating violence may differ depending on the jurisdiction or location where the dating violence occurs. In Missouri, dating violence is considered domestic violence under Missouri Revised Statutes due to the definition of “family” or “household member” (Mo. Rev. Stat. § 455.010).

**G. Domestic Violence**

1. **Definition of Domestic Violence**

   Domestic violence includes felony or misdemeanor crimes of violence committed by any of the following:

   - 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 in which the crime of violence occurred, or

   - Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
2. Legal Definition of Domestic Violence

The legal definition of domestic violence may differ depending on the jurisdiction or location where the domestic violence occurs. In Missouri, the following are definitions related to domestic violence according to Missouri Revised Statutes:

- **Mo. Rev. Stat. § 455.010** – As used in this chapter, unless the context clearly indicates otherwise, the following terms shall mean:

  1. “Abuse” includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner:

     a. “Assault,” purposely or knowingly placing or attempting to place another in fear of physical harm;

     b. “Battery,” purposely or knowingly causing physical harm to another with or without a deadly weapon;

     c. “Coercion,” compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage;

     d. “Harassment,” engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child. Such conduct might include, but is not limited to:

        a. Following another about in a public place or places;

        b. Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity;

  5. “Domestic violence,” abuse or stalking committed by a family or household member, as such terms are defined in this section;

  7. “Family” or “household member,” spouses, former spouses, and person related by blood or marriage, persons who are presently residing together or have resided together in the past, an person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.

  14. “Stalking” is when any person purposely engages in an unwanted course of conduct that causes alarm to another person, or a person who resides together in the same household with the person seeking the order of protection when it is reasonable in that person’s situation to have been alarmed by the conduct. As used in this subdivision:

     a. “Alarm” means to cause fear of danger of physical harm; and
b. “Course of conduct” means a pattern of conduct composed of two or more acts over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact.

H. Stalking

1. Definition of Stalking

Stalking is engaging in a course of conduct (to include conduct that occurs via social media, i.e., “cyberstalking”) directed at a specific person that would cause a reasonable person to:

- Fear for their safety or the safety of others; or
- Suffer substantial emotional distress.

2. Legal Definition of Stalking

The legal definition of stalking may differ depending on the jurisdiction or location where the activity occurs. In Missouri, the crime of stalking is defined as the following according to Missouri Revised Statutes:

- R.S.Mo. § 565.225, Crime of stalking, (criminal law)

1. As used in this section, the following terms shall mean:

1. “Course of conduct,” a pattern of conduct composed of two or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of course of conduct. Such constitutionally protected activity includes picketing or other organized protests;

2. “Credible threat,” a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, or the safety of his or her family, or household members or domestic animals or livestock as defined in section 279.606, RSMo, kept at such person’s residence or on such person’s property. The threat must be against the life of, or a threat to cause physical injury to, or the kidnapping of, the person, the person’s family, or the person’s household members or domestic animals or livestock as defined in section 276.606, RSMo, kept at such person’s residence or on such person’s property;

3. “Harasses,” to engage in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

2. A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.

3. A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person, and:

1. Makes a credible threat; or
2. At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or

3. At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or

4. At any time during the course of conduct, the other person is seventeen (17) years of age or younger and the person harassing the other person is twenty-one (21) years of age or older; or

5. He or she has previously pleaded guilty to or been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.

V. ROLES & RESPONSIBILITIES

A. Title IX Coordinator

   It is the responsibility of the Title IX Coordinator to:
   1. Ensure the College's compliance with Title IX;
   2. Identify and address any patterns or systemic problems of sexual misconduct at the College;
   3. Coordinate dissemination of information and education and training programs;
   4. Receive complaints under this policy;
   5. Assist members of the College Community in understanding that sexual misconduct is prohibited by this policy;
   6. Answer questions about this policy;
   7. Ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct;
   8. Direct individuals to other available resources on campus, off campus, and through national resources; and
   9. To implement the complaint resolution procedures or to designate appropriate persons for implementing the complaint resolution procedures.

   The Deputy Title IX Coordinators will assist the Title IX Coordinator in carrying out these responsibilities.

B. Administrators, Deans, Department Chairs, Campus Directors, and Other Managers

   It is the responsibility of administrators, deans, department chairs, campus directors, and other managers (i.e., those that formally supervise other employees) to:
   1. Inform employees under their direction or supervision of this policy;
   2. Work with the Title IX Coordinator and Deputy Title IX Coordinators to implement education and training programs for employees and students; and
3. Assist in implementing any corrective actions that are imposed as a result of findings of a violation of this policy.

C. **Employees**

Throughout this policy, the term “employees” includes all faculty, staff, and administrators. It is the responsibility of employees to review this policy and comply with it.

D. **Students**

It is the responsibility of all students to review this policy and comply with it.

E. **The College**

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The College will act in accordance with its complaint resolution procedures.

VI. **COMPLAINTS & REPORTS**

A. **Making a Complaint or Report of Sexual Misconduct**

1. **Employees**

   All College employees are deemed to be Responsible Employees and therefore have a duty to report sexual misconduct to the Title IX Coordinator or Deputy Title IX Coordinator(s) when they receive a report of such conduct, witness such conduct, or otherwise obtain information about such conduct and should do so within 24 hours of receiving such information.

   This includes employees who may have a professional license requiring confidentiality if they are not employed by the College in that professional role.

   An employee not reporting sexual misconduct as required by this policy may be disciplined accordingly, up to and including termination.

   *This section does not apply to those identified in Section VI.A.4 of this policy.*

2. **Students**

   Students who wish to report sexual misconduct should file a complaint with the Title IX Coordinator or Deputy Title IX Coordinator(s).

   Students should be aware that all employees at the College, other than those identified in Section VI.A.4 as confidential advisors, have an obligation to report information about sexual misconduct to the Title IX Coordinator(s) for review and investigation, and they may not keep this information confidential.

   Students may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

3. **Other Persons**

   Any other persons, including third parties, bystanders, and visitors on campus, who wish to report sexual misconduct should file a complaint with the Title IX Coordinator or Deputy Title
IX Coordinator(s). They may also file a complaint with the United States Department of Education’s Office for Civil Rights, as set forth in Section III above.

4. Confidential Discussions

If an individual desires to talk confidentially about their situation, there are resources available. The following confidential advisors are available to assist you and will not further disclose the information you provide, unless otherwise required to do so by law (e.g., if the victim is a minor):

- Counseling Services – (573) 875-7423
- Student Health Services – (573) 875-7432
- Employee Assistance Program – (800) 386-7055 | www.ibhworklife.com
- True North of Columbia – (800) 548-2480
- RAINN National Hotline – (800) 656-HOPE | www.rainn.org
- Military Safe Helpline – (877) 995-5247 | www.safehelpline.org

*For those individuals not located near Columbia College in Columbia, MO, please contact the Columbia College Title IX Coordinator for additional information about who to contact in your region.

Within the state of Illinois, under 155 ILCS 110/20(c), all confidential advisors complete 40 hours of training regarding issues of sexual misconduct prior to appointment and complete 6 hours of additional training on an annual basis. They also are required to have an understanding of the College’s specific policy and processes for addressing sexual misconduct and resources available on campus and in the community.

5. Electronic Reporting Option

Reports may be made through our online reporting system at https://cc-advocate.symplicity.com/public_report/. You will be asked to identify your relationship to Columbia College and will then be directed to fill out a form with additional information.

Within twelve (12) hours of receiving an electronic report, the College will respond to the reporter through verbal, written, or electronic communication.

6. Anonymous Reporting Option

Anonymous complaints will be accepted by the College, although it is often difficult to gather facts and conduct a thorough investigation via anonymous complaints.

To make an anonymous complaint, access the Electronic Reporting Option at https://cc-advocate.symplicity.com/public_report/, identify your relationship to Columbia College and then write in ‘Anonymous’ under the ‘Your Name’ and ‘Your Email’ fields.

Employees cannot fulfill their obligations as responsible employees under this policy using this anonymous reporting option.

7. Content of the Complaint

So that the College has sufficient information, a complaint being made for purposes of an investigation should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; (4) contact information for the complainant so that the College may follow up appropriately.

8. Information Provided to Complainant and Respondent
A complainant who makes a claim of sexual misconduct to the College will be given a copy of a document explaining their rights and options under the Columbia College Sexual Misconduct Policy. This document provides information about this policy and the complaint resolution procedures used to investigate and resolve complaints of sexual misconduct, possible interim protective measures and accommodations that may be available, options for filing complaints with the local police, and resources that are available on campus and in the community, as well as other pertinent information.

A person against whom a complaint has been filed will also be given similar information about the process and resources available.

9. **Conduct that Constitutes a Crime**

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime – including sexual violence, domestic violence, dating violence, or stalking – is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. A victim may decline to notify such authorities.

**In the event of an emergency, please contact 911.**

10. **Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking**

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim’s fault. When a physical crime of violence has been perpetrated against you, the College recommends that you immediately go the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at a local hospital and take a full change of clothing, including shoes, for use after a medical examination.

At the Columbia, MO location of Columbia College, a Sexual Assault Nurse Examiner Clinic is available at University Hospital 24 hours a day, 7 days a week and they can be contacted at (573) 882-8091.

*For those individuals not located near Columbia College in Columbia, MO, please contact the Columbia College Title IX Coordinator for additional information about where you can receive SANE services in your region.*

It is also important to take steps to preserve other types of evidence, such as letters, emails, text messages, social media posts, pictures, etc. This type of information is relevant in all situations involving sexual misconduct, and it is likely to be the only type of evidence available in cases of sexual harassment and stalking (other than witnesses).

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made to the College, the complainant has several option such as, but not limited to:

- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the College
- Requesting that no further action be taken
- Requesting further information about the College's policy and procedures for addressing sexual misconduct
- Requesting further information about available resources

11. **Vendors, Contractors, and Third-Parties**

   This policy applies to the conduct of vendors, contractors, and third-parties. Members of the College Community who believe they have been subject to sexual misconduct in violation of this policy by a vendor, contractor, or other third party can make a complaint in the manner set forth in this section.

12. **Retaliation**

   It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section. All institutional sanctions are available for those found to have engaged in retaliatory conduct, up to and including termination or expulsion.

13. **Protecting the Complainant**

   Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change their academic, living, dining, transportation, or work situation, to the extent that the College has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to Columbia College Campus Safety or local law enforcement.

   Requests to change an academic, living, dining, transportation, or work situation, or for any other protective measure (such as a no-contact order), should be made to the Title IX Coordinator or Deputy Title IX Coordinator(s).

   If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no-contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator or Deputy Title IX Coordinator(s). The College, in conjunction with Columbia College Campus Safety, will take all reasonable and legal action to implement the order.

14. **Amnesty**

   The College recognizes that an individual who has engaged in behavior that may violate the College's Student Code of Conduct may be hesitant to report sexual misconduct. To encourage
reporting, the College will grant immunity to any student who reports, in good faith, an alleged violation of this policy to the Title IX Coordinator or other employee.

The reporting student will not receive a disciplinary sanction by the College for a conduct violation, such as underaged drinking, that is revealed in the course of such a report, unless the College determines that the violation was egregious, including without limitation, an action that places the health and safety of any other person at risk.

Notwithstanding the College’s commitment to amnesty in these situations, the College may require the reporting individual to attend a course or pursue other educational intervention related to alcohol and drug use. Further, this amnesty provision does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs or otherwise violated the law.

B. **Timing of Complaints**

The College encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the College’s ability to investigate and respond to the conduct included in the complaint.

C. **Investigation and Confidentiality**

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the complaint resolution procedures, and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual’s privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue and investigation. If a complainant insists that their name not be disclosed to the alleged perpetrator, the College’s ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant’s request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality. The Title IX Coordinator may consult with other appropriate College officials and legal counsel as necessary.

D. **Resolution**

If a complaint of sexual misconduct is found to be substantiated, the College will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects.

Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

E. **Bad Faith Complaints**
While the College encourages all good faith complaints of sexual misconduct, the College has the responsibility to balance the rights of all parties. Therefore, if the College’s investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

VII. ACADEMIC FREEDOM

While the College is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

VIII. EDUCATION

Because the College recognizes that the prevention of sexual misconduct is important, it offers educational programming on an annual and ongoing basis to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of athletic teams and other student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; how to make a complaint; the identities and roles of the Title IX Coordinator, Deputy Title IX Coordinator(s), confidential advisors, and other resources; safe and positive options for bystander intervention; and risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks.

To learn more about educational resources, please contact the Title IX Coordinator.

Sexual Misconduct Complaint Resolution Procedures

I. GENERAL PRINCIPLES

A. Applicability

These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct. To the extent there are any inconsistencies between these Complaint Resolution Procedures and other College grievance, complaint, or discipline procedures, these Complaint Resolution Procedures will control the resolution of complaints alleging violations of the Sexual Misconduct Policy.

B. Administration

For purposes of these Complaint Resolution Procedures, “Investigating Officer” means the Title IX Coordinator and/or individual(s) designated by the Title IX Coordinator to investigate a particular complaint.

C. Promptness, Timeliness, Fairness and Impartiality

These procedures provide for prompt, timely, fair, and impartial investigations and resolutions. All College officials involved in the investigation or appeal process shall discharge their obligations under these Complaint Resolution Procedures fairly and impartially. If an involved College official determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual will be designated to administer these procedures.

D. Training

These procedures will be implemented by College officials who receive a minimum of 8-10 hours of training on an annual basis on the issues related to sex discrimination, sexual harassment, sexual violence,
domestic violence, dating violence, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

E. Cooperation with Law Enforcement

As necessary and when applicable, the College will contact and cooperate with law enforcement in situations involving sexual misconduct.

II. INVESTIGATION AND RESOLUTION OF THE COMPLAINT

A. Preliminary Matters

1. Timing of the Investigation

The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

2. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:

- The informal process can only be used with both parties’ voluntary cooperation and appropriate involvement by the institution (e.g., the Title IX Coordinator).
- The complainant will not be required to “work out” the problem directly with the respondent.
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described within this document.
- Informal resolution in the form of mediation, even on a voluntary basis, will not be used to resolve complaints alleging sexual violence.

3. Interim Protective Measures

At any time during the investigation, the Investigating Officer may determine that interim protective measures or remedies for the parties involved or witnesses are appropriate. These interim protective measures may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim protective measures or remedies may constitute a separate violation of the Sexual Misconduct Policy.

4. Preponderance of the Evidence Standard

In making any determination on the resolution of the complaint, the evidentiary standard is the preponderance of the evidence; that is, whether it is more likely than not that sexual misconduct occurred.

5. Support Person/Advisor
During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany them at all stages of the process, including any meetings with the Investigation Officer. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process.

A support person/advisor may be removed if they become disruptive, harasses or intimidates others involved in the process, or does not abide by the limitations previously outlined. Additionally, the College is not required to allow a particular support person/advisor to be involved in the process if it would cause undue delay of any meeting with the Investigating Officer. A support person/advisor will be asked to sign an affirmation that they understand their role in the process.

6. **Pending Criminal Investigation**

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

7. **Rights of the Parties**

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence;
- Similar and timely access to all information considered by the Investigating Officer;
- Equal opportunity to review any statements or evidence provided by the other party;
- Equal access to review and comment upon any information independently developed by the Investigation Officer should the Investigating Officer share such information with the other party; and
- Equal opportunity to appeal determination pursuant to Section III, below.

**B. Initial Notification**

Prior to commencement of the investigation, the complainant and the respondent shall (1) receive notice of the individual(s) with authority to make a finding or impose a sanction at the conclusion of the investigation and (2) have the opportunity to request a substitution if the participation of an individual with authority to make a finding or impose a sanction poses a conflict of interest.

**C. Commencement of the Investigation**

After the initial notification has been made, the Investigating Officer will commence an investigation of a complaint as soon as practicable, but generally not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer may receive counsel from College administrators, the College’s legal counsel, or other parties as needed.
In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.

D. **Content of the Investigation**

During the investigation, the complainant will have the opportunity to describe their allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with potentially relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

E. **Investigative Report**

At the conclusion of the investigation, the Investigating Officer will prepare a written report that summarizes all information and facts. The written report will explain (1) the scope of the investigation, (2) identify findings of fact, and information obtained throughout the course of the investigation (e.g., written statements, copies of emails/text messages, etc.), (3) set forth the outcome of the investigating by determining whether or not a violation of College policy occurred applying the preponderance of the evidence standard, and (4) in instances where a violation of College policy is found to have occurred, include steps to stop the conduct, remedy its effects, and prevent its recurrence – including disciplinary actions and sanctions. The report will include also sanctions and steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College Community in instances of violations of the College’s policy. Sanctions can include other remedial measures to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and/or retaliation.

Examples of such sanctions include, but are not limited to: no-contact orders, classroom reassignment, the provision of counseling or other support services, and/or training. It also includes discipline for the respondent, including written formal warning, suspension, dismissal, or other appropriate institutional sanction(s), depending on the severity of the incident and taking into account any previous disciplinary infractions. A determination that sexual violence occurred may result in permanent dismissal from the College.

1. **Notification of Determination**

   The written investigative report will be provided to the complainant and the respondent within three (3) days of its completion. If necessary, the written report will be redacted to ensure that information concerning any remedial and/or disciplinary measures are disclosed in a manner consistent with Title IX, FERPA, and the Clery Act, as explained by the April 4, 20166 Dear Colleague Letter issued by the U.S. Department of Education, available at [http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf). The written determination, including any sanctions imposed, will be included in the parties’ College files.

2. **Finality of the Decision and Appeal Rights**

   The written determination shall be final, subject only to the right of appeal set forth in Section III of the document.

F. **Special Procedure Concerning Complaints against the President, the Title IX Coordinator or Deputy, or Other Administrators Ranked Higher than the Title IX Coordinator**
If a complaint involved alleged conduct on the part of the College’s President the College’s Board of Trustees (“Board”) will designate the Investigation Officer. Based on the information gathered by the investigation, the Board will prepare and issue the written investigative report determining the complaint and, as necessary, implementing any sanctions or remedial measures. The determination of the Board is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator, Deputy, or any administrator ranked higher than the Title IX Coordinator, the President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issued the written investigative report determining the complaint and, as necessary, implementing any sanctions or remedial measures. The determination of the President is final and not subject to appeal.

III. APPEALS

- **Grounds for Appeal**

  The complainant or respondent may appeal the final determination of a complaint only on the following grounds:
  - **Question of Fact**: there is a substantial likelihood that newly discovered information, not available at the time evidence was present to the Investigating Officer, would result in a different determination. Evidence known to the appealing party at the time of the investigation, but withheld, shall not constitute a question of fact and will not be considered upon appeal;
  - **Question of Procedure**: there was a procedural error significant enough to have affected the ultimate outcome of the investigation;
  - **Severity of Sanction**: the sanction, punishment, or the corrective action imposed is disproportionate to the violation. Mere dissatisfaction with the sanction is not grounds for appeal.

- **Method of Appeal**

  Appeals must be filed with the Appeals Officer within seventy-two (72) hours of receipt of the written report determining the outcome of the complaint. The appeal must be in writing and contain all of the following information:
  - Name of the complainant;
  - Name of the respondent;
  - A statement of the determination of the complaint, including corrective action, if any;
  - A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it; and
  - Requested action, if any.

For most cases where the **respondent is a student**, Faye Burchard, Dean for Student Affairs, will act as the Appeals Officer and can be contacted at fcburchard@ccis.edu or by phone at (573) 875-7401.

For most cases where the **respondent is not a student**, Patty Fischer, Executive Director of Human Resources, will act as the Appeals Officer and can be contacted at pafischer@ccis.edu or by phone at (573) 875-7260.
The Title IX Coordinator holds the authority to designate a different individual to act as the Appeals Officer in any case as is necessary and will notify all parties of who their Appeals Officer will be in each situation.

When an appeal has been filed, the non-appealing party will be notified of such in writing. The appealing party may request a meeting with the Appeals Officer, but the decision to grant a meeting is within the Appeals Officer’s discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

- **Resolution of the Appeal**

  The Appeals Officer will resolve the appeal generally within ten (10) days of receiving it and may take and all actions that they determine to be in the interest of a fair and just decision. The parties will be notified in writing if the Appeals Officer’s decision will take longer than ten (10) days.

  The decision of the Appeals Officer is final. The Appeals Officer shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigating Officer’s previous written determination and/or the sanctions and remedial measures imposed. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

IV. **DOCUMENTATION**

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, the Deputy Title IX Coordinator(s), and the Appeals Officer, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these Complaint Resolution Procedures.
Notice of Nondiscrimination and Equal Opportunity

Columbia College (the “College”) welcomes persons from all backgrounds and beliefs to join our staff and College Community. We seek to create and foster a sense of community that facilitates the development, both personal and professional, of all our members, including faculty, staff, and students. The College complies with federal, state, and local equal opportunity laws and strives to keep the College free from all forms of illegal discrimination and retaliation.

The College is committed to providing equal opportunities for all persons and does not discriminate or retaliate on the basis of race, color, national origin, ancestry, creed, religion, citizenship or intended citizenship status, veteran status, sex, gender identity, sexual orientation, pregnancy or parental status, marital status, age, disability, or any other status protected by law (“protected status”). This policy extends to admissions, employment, services, and educational programs and activities that the College operates (collectively “programs and activities”).

Harassment, whether verbal, non-verbal, or physical, that is based on any protected status constitutes a form of discrimination if it denies or limits a person’s ability to participate in or benefit from the College’s programs and activities.

This policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in College-sponsored programs and activities (collectively, the “College Community”) and may apply to allegations of discrimination or retaliation that occur off campus, online, or during after-hours functions sponsored by the College.

The College has designated the individual(s) identified herein to coordinate compliance with discrimination laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

Disability Compliance

As part of its commitments to equal opportunity, the College is committed to providing qualified individuals with disabilities with reasonable accommodations.

Any student or prospective student with a disability, who requires assistance to ensure access to educational opportunities, should contact:

Melissa Hill, Director of Disability Services
Columbia College Main Campus – Atkins-Holman Student Commons, 215
1001 Rogers Street
Columbia, MO 65216
(573) 875-7626
disabilityservices@ccis.edu

Any current employee or individual applying for employment, who requires reasonable accommodations to complete the application process, and/or to perform the essential functions of the job, should contact:

Department of Human Resources
Columbia College Main Campus – Missouri Hall 123
1001 Rogers Street
Columbia, MO 65216
(573) 875-7495
humanresources@ccis.edu

Guests to campus should contact either Disability Services or Human Resources with any inquiries related to disability accommodations.

Title IX Compliance

The Title IX Coordinator will establish a process for recording reports and investigation for sex or gender-based discrimination, harassment, and retaliation. Further information may be found at www.ccis.edu/titleix.
Contact information for the Title IX Coordinator is as follows:
Molly Borgmeyer, Title IX Coordinator
Columbia College Main Campus – St. Clair Hall 14
1001 Rogers Street
Columbia, MO 65216
(573) 875-7898
mrborgmeyer@ccis.edu

Other Protected Statuses Compliance
Faculty, staff, and third parties should report a potential violation of the College’s policy prohibiting discrimination, harassment, and retaliation (not based on sex or gender) as soon as possible to the Executive Director of Human Resources:
Patty Fischer, Executive Director of Human Resources
Columbia College Main Campus – Missouri Hall 123
1001 Rogers Street
Columbia, MO 65216
(573) 875-7260
pafischer@ccis.edu

Reports may also be made through the online reporting tool, Ethics Point, or by calling (866) 328-2542.

Students and prospective students should report a potential violation of the College’s policy prohibiting discrimination, harassment, and retaliation (not based on sex or gender) to the Dean for Student Affairs or designee:
Faye Burchard, Dean for Student Affairs
Columbia College Main Campus – Atkins-Holman Student Commons 226
1001 Rogers Street
Columbia, MO 65216
(573) 875-7401
fcburchard@ccis.edu

Any person can file a complaint of discrimination with the U.S. Department of Education’s Office for Civil Rights by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

POLICY REGARDING TRANSCRIPT NOTATIONS – STATE OF NEW YORK
For those students located in (or taking courses in) the state of New York, ‘Enough is Enough’ legislation was passed in July 2015 requiring transcript notations for any crime of violence as dictated by the federal Clery Act (as updated by the Violence Against Women Act Final Regulations).

‘For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20.U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process.’

In accordance with this requirement, students in the state of New York who are found responsible after these proceedings for the following crimes of violence will have a notation added to their transcript:

- Murder
- Sex offenses (including rape, fondling, incest, and statutory rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson

When a student has been suspended in the state of New York for one of the above crimes of violence, their transcript will include the language, 'suspended for a code of conduct violation.'

What a student has been dismissed from Columbia College in the state of New York for one of the above crimes of violence, their transcript will include the language, 'dismissed for a code of conduct violation.'

If a student withdraws while these proceedings are pending as related to one of the above crimes of violence, their transcript will include the language, 'withdrawn with conduct charges pending.'

**Removal of Transcript Notations:**
For those notations related to a suspension, no appeal is necessary for removal as the notation will be automatically removed after one full calendar year.

Notations related to dismissal from Columbia College will not be removed.

If a finding of responsibility is vacated, any related transcript notations will be automatically removed.

To view the complete Columbia College Title IX: Sexual Misconduct Policy, please visit [www.ccis.edu/titleix](http://www.ccis.edu/titleix).
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</tbody>
</table>

Codes for Cause of Fire: a = arson, s = stove fire, e = electronics fire, c = cigarette or other smoking instrument, m = match/lighter, u = unknown.

HATE CRIMES: (Crimes motivated by hate/bias only.) There were no hate crimes reported for 2013, 2014 or 2015.

Unfounded Reports: No crime reports were determined to be “unfounded” after a full investigation by a commissioned law enforcement officer and subsequently removed from the above crime statistics chart.