COLUMBIA COLLEGE
HUNTER ARMY AIRFIELD

2025 ANNUAL SECURITY REPORT

Columbia College
established 1851

Columbia College-Hunter AAF

2025 ANNUAL SECURITY REPORT

Introduction

This report is provided in compliance with the Jeanne Clery Campus Safety Act. It provides students and employees of Columbia College ("College") with information on: the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Annual Report

This report is prepared by the Assistant Director of Institutional Compliance & Clery Coordinator in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's campus security authorities and various other elements of the College. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. This report provides vital information about Columbia College's campus and is located online at:
https://www.ccis.edu/directory/campus-safety/reports-stats

A hard copy of the report is available for easy access and reference in the following locations:

Columbia College-Hunter AAF
165 Markwell St., Bldg, 1290
Hunter AAF Education Center
Hunter Army Airfield, GA 31409
Phone: (912) 352-8635

Campus Safety
1001 Rogers Street
Columbia, MO 65216
Phone: (573) 875-7315

The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness. This report includes pertinent policies, procedures, and statistics related to the College's Hunter AAF location at 165 Markwell St., Bldg, 1290, Hunter AAF Education Center, Hunter Army Airfield, Georgia 31409.

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement

The College does not have a campus security or police department. While the College does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with local police.

Campus Security Authorities

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College's annual report of crime statistics. The campus security authorities to whom the College would prefer that crimes be reported are listed below.

- Ellen Parham, Director, Hunter AAF at (912) 352-8635
- Brian Wager, Director of Campus Safety at (573) 875-7304
- Jessica Sprague, Assistant Dean for Student Wellbeing at (573) 875-7877
- Dave Roberts, Associate VP of Student Experience & Dean of Student Affairs at (573) 875-7401
- Patty Fischer, VP of Operations & Chief Human Resources Officer at (573) 875-7255
- Kristie Douglas, Title IX and Student Conduct Coordinator at (573) 875-7182
- Dusti Schnedler, Assistant Director of Institutional Compliance & Clery Coordinator at (573) 875-3960

Reporting a Crime or Emergency

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged when the victim of a crime elects to, or is unable to, make such a report.

Any individual may submit an electronic report online at https://www.ccis.edu/directory/campus-safety/report-an-incident. The person submitting the report will be asked to identify her or his relationship to the College and will then be directed to complete the form with additional information.

- Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling 911 from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred.
- Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a member of College staff will assist a student in making the report to the police.
- Anonymous incident reports can also be made as described in the next section.

Confidential Reporting

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Pursuant to the College's Title IX and Sexual Harassment Policy, any person may report sexual harassment (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), to the Title IX Coordinator or Deputy Title IX Coordinator upon receiving such information. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator or Deputy Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours. In addition to reporting to the Title IX Coordinator or Deputy Title IX Coordinator, any person may report sexual harassment to a College Reporting Official. A list of College Reporting Officials can be found at https://www.ccis.edu/policies/title-ix-sexual-harassment. College reporting officials are required to forward such a report promptly to the Title IX Coordinator or Deputy Title IX Coordinator.

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://www.ccis.edu/directory/campus-safety/report-an-incident, 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. These confidential reports are counted and disclosed in the annual crime statistics for the College.

A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim's request, a report of the details of the incident can be filed with the College without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

The College does not employ any pastoral or professional counselors and thus does not have procedures for these positions to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.Not Applicable

Security of and Access to Campus Facilities

On the Columbia College-Hunter AAF campus, most buildings are open only when classes are in session or during regular business hours. Employees who have a key to a campus building and plan to work after normal working hours are encouraged to contact the

appropriate administrator and notify them of their presence on campus. Persons who do not have a key and need access must follow the appropriate procedures as established by the campus administration.

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 the faculty or staff members who have an assigned key. The authorized individual assumes full responsibility for their presence. Any staff member entering or leaving a secured building shall be responsible for checking the door to ensure that it is secured.

The theft or loss of assigned keys should be reported immediately to the person who issued the keys. Campus keys must not be "lent" to anyone unless properly authorized. The person to whom the keys have been assigned is solely responsible for those keys.

Employees must adhere to policies regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. In particular, rendering inoperable or abusing any fire prevention or detection equipment is prohibited. Violation of these policies may lead to disciplinary action, up to and including termination and the filing of charges with law enforcement authorities.

Security Considerations in the Maintenance of Facilities

Maintenance of all facilities is the responsibility of the campus administration, facility owner or a contracted service provider. Fire safety systems (fire sprinkler systems, fire doors, fire extinguishers, etc.) are inspected regularly by the campus administration, facility owner or a contracted fire protection service provider. The campus administration is responsible for ensuring all egress lighting, pathways and mechanical rooms are inspected on a regular basis. The campus administration will address reports of any malfunctions or mechanical problems, including street or safety lights that are not functioning properly, or shrubs or other landscaping that may be overgrown, observed that would create an unsafe situation. College community members are encouraged to report maintenance or safety problems to the campus administration.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

The College provides information at the beginning of each academic term for students and employees regarding the College’s security procedures and practices. This information may be in the form of posters, e-mail blasts, and social media posts. Among other things, it advises students and employees of the importance of reporting criminal activity, to whom crimes should be reported, being responsible for their own safety and the safety of others and practices regarding timely warnings and emergency notifications.

Columbia College - Hunter AAF does not provide continuing crime prevention programs, but any questions or concerns can be directed to the office of the campus director, the Director of Campus Safety at the main campus, or to local law enforcement.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others. The following list includes various methods of crime prevention:

- Be aware of your surroundings and what is going on around you.
- Avoid using cell phones or other electronic devices while walking as they can distract you from your environment and nearby activities.
- Keep a list of campus phone numbers with you or in your phone.
- Do not prop open doors.
- Do not leave personal property unattended.
- Report suspicious individuals to college officials.
- Walk with a friend or in a group.
- Stay on main walkways.
- Become familiar with the campus. Get familiar with the geography of places you frequent. Explore the campus or your venue in daylight to become aware of surroundings. This will provide orientation when walking at night.
- Remove valuables from your vehicle and secure the doors.
- Mark your valuables with personalized identification information.
- Always carry your identification.

If you assume responsibility for your own safety and encourage others to do the same, the opportunities for crime are drastically reduced.

Monitoring Off Campus Locations of Recognized Student Organizations

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

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

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

Drug and Alcohol Policy

Columbia College is committed to creating and maintaining an environment that is free of alcohol abuse. The College prohibits the manufacture, possession, use, distribution, and sale of alcoholic beverages, regardless of age, on College-owned property and at College sponsored or supervised events or activities, unless an exception is granted pursuant to applicable policy, and it enforces the state's underage drinking laws.

The College also enforces federal and state drug laws. The manufacture, possession, use, distribution, and sale of illegal drugs is prohibited under both state and federal laws. Violators of the College's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

Federal Drug Laws (updated 07.18.2025)

Denial of Federal Benefits (21 U.S.C. § 862) A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. § 841) Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, "liquid ecstasy"), or flunitrazepam (or, "rohypnol"), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to $10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed $500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than $250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than $250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university **(21 U.S.C. § 860)** face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

Federal Drug Possession Penalties (21 U.S.C. § 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than $1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of $2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of $5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at https://www.campusdrugprevention.gov/content/drug-scheduling-and-penalties.

Drug and Alcohol State Laws

Category	Summary (Georgia Code Annotated)
Possession of Marijuana	It is illegal for any person to possess, control, manufacture, deliver, distribute, dispense, administer, purchase, sell, or possess with intent to distribute marijuana. Ga. Code Ann. § 16-13-30(j). A violation of this provision generally results in a felony conviction and imprisonment for not less than one year nor more than ten years. *Id.* However, any person who is charged with possession of one ounce or less of marijuana is guilty of a misdemeanor and is subject to imprisonment for up to 12 months, a fine of up to $1,000, or both, or "public works" not to exceed 12 months. Ga. Code Ann. § 16-13-2(b). Any person who sells, manufactures, grows, delivers, brings into this state, or has possession of a quantity of marijuana exceeding ten pounds commits the offense of trafficking in marijuana. Ga. Code Ann. § 16-13-31. Penalties vary based on the amount of marijuana involved but include mandatory minimum sentences ranging from 5 to 15 years and fines from $100,000 to $1,000,000. *Id.* It is generally unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute marijuana in, on, or within 1,000 feet of: any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education; the property of a public park, playground, recreation center, any other public property intended to be used for recreational purposes; or the property of a public housing project. Ga. Code Ann. §§ 16-13-32.4, 16-13-32.5. A first offense is punishable by imprisonment for up to 20 years, a fine of up to $20,000, or both. *Id.* It is lawful in Georgia for any person to possess, purchase, or have under their control 20 fluid ounces or less of low THC oil if such substance is in a pharmaceutical container labeled by the manufacturer indicating the percentage of tetrahydrocannabinol therein, such person is appropriately registered with the Department of Public Health, and such person has in

Category	Summary (Georgia Code Annotated)
	his or her possession a registration card issued by the Department of Public Health. Ga. Code Ann. § 16-12-191. Registration cards from other states allowing for the same possession of low THC oil can be recognized after presence in Georgia for at least 45 days. *Id.*
Controlled Substances	"Controlled substance" means a drug, substance, or immediate precursor in Schedules I through V. Ga. Code Ann. § 16-13-21(4); *see also* Ga. Code Ann. § 16-13-24. "Dangerous drug" refers to any drug, other than a controlled substance, which cannot be dispensed except upon the issuance of a prescription drug order by a practitioner. Ga. Code Ann. § 16-13-21(6.1). It is illegal to sell a controlled substance or dangerous drug without specific approvals, and doing so shall result in a felony conviction and a sentence of one to five years in prison. Ga. Code Ann. § 16-13-4. It is also generally illegal to purchase, possess, manufacture, deliver, distribute, dispense, administer, sell, possess with intent to distribute, or otherwise have under one's control any controlled substance. Ga. Code Ann. § 16-13-30. Penalties differ based on the schedule and weight of substance involved and escalate with subsequent convictions. *Id.* For example, possession of between 1 and 4 grams of a solid Schedule I controlled substance or narcotic, such as Psilocybin ("magic mushrooms"), is punishable by one to eight years in prison. Ga. Code Ann. §§ 16-13-25, 16-13-30(c)(2). As a further example, a person who manufactures, delivers, distributes, dispenses, administers, sells, or possesses with intent to distribute a controlled substance in Schedule I or II, such as heroin or cocaine, is subject to imprisonment for 5 to 30 years for a first offense. §§ 16-13-25, 16-13-26, 16-13-30(d). Trafficking certain controlled substances (such as cocaine, morphine, opium, or methamphetamine) will result in more severe penalties. Ga. Code Ann. §§ 16-13-31, 16-13-31.1. It is also unlawful for any person to use, or possess with the intent to use, any object or materials of any kind for the purpose of planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body marijuana or a controlled substance. Ga. Code Ann. § 16-13-32.2. A violation constitutes a misdemeanor, punishable by a fine of up to $1,000, imprisonment for up to 12 months, or both. Ga. Code Ann. §§ 16-13-32.2, 17-10-3.
Alcohol and Minors	It is unlawful for persons under 21 years of age to purchase, attempt to purchase, or possess any alcoholic beverage. Ga. Code Ann. § 3-3-23. A first offense is a misdemeanor and may be punished by up to 6 months imprisonment, a fine of up to $300, or both. Ga. Code Ann. § 3-3-23.1. Any subsequent offense is punishable by up to 12 months imprisonment, a fine of up to $1,000, or both. *Id.* It is also unlawful for a person under 21 years of age to misrepresent their age or identity or use any false identification for the purpose of purchasing or obtaining any alcoholic beverage. Ga. Code Ann. § 3-3-23. Violating this provision constitutes a misdemeanor, punishable by a fine of up to $1,000, imprisonment for up to 12 months, or both. Ga. Code Ann. § 3-3-23.1. Any subsequent offense

Category	Summary (Georgia Code Annotated)
	is a misdemeanor of a high and aggravated nature, punishable by a fine not to exceed $5,000, imprisonment for up to 12 months, or both. Ga. Code Ann. §§ 3-3-23.1, 17-10-4. No person knowingly, directly or through another person, shall furnish, or cause to be furnished, any alcoholic beverage to any person under 21 years of age. Ga. Code Ann. § 3-3-23. A violation constitutes a misdemeanor, punishable by a fine of not to exceed $1,000, imprisonment for up to 12 months, or both. Ga. Code Ann. § 3-3-23.1. Any subsequent offense is a misdemeanor of a high and aggravated nature, punishable by a fine not to exceed $5,000, imprisonment for up to 12 months, or both. However, a person under 21 years of age may possess alcoholic beverages for consumption when the parent or guardian of the person under 21 years of age gives the alcoholic beverage to the person and when possession is in the home of the parent or guardian and such parent or guardian is present. Ga. Code Ann. § 3-3-23. A person may not be and appear in an intoxicated condition in any public place or within the curtilage of any private residence not their own other than by invitation of the owner or lawful occupant, which condition is made manifest by boisterousness, by indecent condition or act, or by vulgar, profane, loud, or unbecoming language. Ga. Code Ann. § 16-11-41. This offense, public drunkenness, constitutes a misdemeanor punishable by a fine of up to $1,000, imprisonment for up to 12 months, or both. *Id.*
Driving Under the Influence (DUI)	It is unlawful for an individual to drive or control any moving vehicle while under the influence of alcohol, any drug, a substance, or a combination of such substances, to the extent that it is less safe for that person to drive. Ga. Code Ann. § 40-6-391. Additionally, it is unlawful to have a blood alcohol content of 0.08 percent (or 0.02 percent if under the age of 21) while driving or within 3 hours of driving a vehicle. *Id.* It is also illegal for a person to drive if there is any amount of marijuana or a controlled substance present in the person's blood and/or urine. *Id.* A first conviction is punishable by a fine of $300 to $1,000, imprisonment for 10 days to 12 months, a minimum of 40 hours of community service (20 hours if under age 21 and less than 0.08 percent blood alcohol content), completion of a DUI risk reduction program, and completion of a clinical evaluation and potentially a substance abuse treatment program. Id. Penalties increase with subsequent offenses. Id. In general, and as further specified in statute, it is illegal for a person to consume any alcoholic beverage or possess any open alcoholic beverage container in the passenger area of any motor vehicle which is on the roadway or shoulder of any public highway. Ga. Code Ann. § 40-6-253. Violations are punishable by a fine of up to $200. *Id*.

Drug and Alcohol Abuse Prevention Program

In compliance with the Drug Free Schools and Communities Act, the College has a drug abuse and prevention program and conducts a biennial review of this program to evaluate its

effectiveness and ensure sanctions are being consistently enforced. As part of this prevention program, an annual notification is sent to all students and employees covered certain drug/alcohol-related topics (such as possible legal sanctions, health risks, etc.). More information about the program, including the College's drug and alcohol policies, can be located at: https://www.ccis.edu/about/policies/alcohol-drugs. In addition, you may contact the Department of Human Resources or Division of Student Affairs for more information about, or a copy of, the College's biennial review.

The College is committed to the safety and well-being of all members of the College community. The College's Good Samaritan Policy is intended to encourage students to seek assistance from appropriate sources in the event of a health, medical or safety emergency by alleviating the threat of disciplinary action by the College if a student's conduct would otherwise violate the College's Alcohol and Other Drugs Policy.

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Title IX and Sexual Harassment Policy: https://www.ccis.edu/about/policies/title-ix-sexual-harassment
- Student Behavioral Misconduct Policy and Procedures: https://www.ccis.edu/policies/student-behavioral-misconduct
- Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure: https://www.ccis.edu/policies/non-discrimination-equal-opportunity

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program:

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

Crime Type (Georgia Code Annotated)	Definitions
Dating Violence	"Dating violence" means the occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or persons currently, or within the last six months were, in a dating relationship: (A) Any felony; or (B) Commission of the offenses of simple battery, battery, simple assault, or stalking (Ga. Code. Ann. § 19-13A-1(2)). "Dating relationship" means a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context; provided, however, that such term shall not require sexual involvement (Ga. Code. Ann. § 19.13A-1(1)).
Domestic Violence	The institution has determined, based on good-faith research, that Georgia law does not define the term domestic violence. However, Georgia law does define Family Violence (Ga. Code Ann. § 19-13-1): As used in this article, the term "family violence" means the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: (1) Any felony; or (2) Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass. The term "family violence" shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.
Stalking	A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in Code Section 16-9-92; the term "contact" shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term "place or places" shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term "harassing and intimidating" means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior,

Crime Type (Georgia Code Annotated)	Definitions
	and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made. (GA Code Ann. § 16-5-90).
Sexual Assault	"Sexual assault" means rape, sodomy, aggravated sodomy, incest, sexual battery, and aggravated sexual battery as those terms are defined in Chapter 6 of Title 16 (Ga. Code Ann. § 15-24-1).
Rape, Fondling, Incest, Statutory Rape	For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Georgia law are as follows: • Rape (Ga. Code Ann. § 16-6-1): A person commits the offense of rape when he has carnal knowledge of: (1) A female forcibly and against her will; or (2) A female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape. • Fondling: The institution has determined, based on good-faith research, that Georgia law does not define the term fondling. • Incest (Ga. Code Ann. § 16-6-22): A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2 [see below], with a person whom he or she knows he or she is related to by blood, by adoption, or by marriage as follows: (1) Father and child or stepchild; (2) Mother and child or stepchild; (3) Siblings of the whole blood or of the half blood or by virtue of adoption; (4) Grandparent and grandchild of the whole blood or of the half blood or by virtue of adoption; (5) Aunt and niece or nephew of the whole blood or of the half blood or by virtue of adoption; or (6) Uncle and niece or nephew of the whole blood or of the half blood or by virtue of adoption. • Statutory Rape (Ga. Code Ann. §16-6-3): A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.
Other "sexual assault" crimes	Other crimes under Georgia law that may be classified as a "sexual assault" include the following: • Sodomy (Ga. Code Ann. § 16-6-2(a)(1)): A person commits the offense of sodomy when he or she performs or submits to any sexual act involving the sex organs of one person and the mouth or anus of another. • Aggravated Sodomy (Ga. Code Ann. § 16-6-2(a)(2)): A person commits the offense of aggravated sodomy when he or she commits sodomy with force and against the will of the other person

Crime Type (Georgia Code Annotated)	Definitions
	or when he or she commits sodomy with a person who is less than ten years of age. The fact that the person allegedly sodomized is the spouse of a defendant shall not be a defense to a charge of aggravated sodomy. • Child Molestation (Ga. Code Ann. § 16-6-4(a)): A person commits the offense of child molestation when such person: (1) Does an immoral or indecent act to or in the presence of or with any child under the age of 16 years with the intent to arouse or satisfy the sexual desires of either the child or the person; or (2) By means of an electronic device, transmits images of a person engaging in, inducing, or otherwise participating in an immoral or indecent act to a child under the age of 16 years with the intent to arouse or satisfy the sexual desires of either the child or the person. • Aggravated Child Molestation (Ga. Code Ann. § 16-6-4(c)): A person commits the offense of aggravated child molestation when such person commits an offense of child molestation which act physically injures the child or involves an act of sodomy. • Sexual Battery (Ga. Code. Ann. § 16-6-22.1(b)): A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person. (f) When the alleged victim is under the age of 16 years and the conduct is for the purpose of sexual arousal on the part of the alleged offender or alleged victim, consent of the alleged victim shall not be a defense to a prosecution under this Code section; provided, however, that if at the time of the offense the alleged victim is at least 13 but less than 16 years of age and the accused is 18 years of age or younger and no more than 48 months older than the alleged victim, this subsection shall not be applicable. • Aggravated sexual battery (Ga. Code Ann. § 16-6-22.2(b)): A person commits the offense of aggravated sexual battery when he or she intentionally penetrates with a foreign object the sexual organ or anus of another person without the consent of that person. (d) When the alleged victim is under the age of 16 years and the conduct is for the purpose of sexual arousal on the part of the alleged offender or alleged victim, consent of the alleged victim shall not be a defense to a prosecution under this Code section; provided, however, that if at the time of the offense the alleged victim is at least 13 but less than 16 years of age and the accused is 18 years of age or younger and no more than 48 months older than the alleged victim, this subsection shall not be applicable. • For the purposes of the above terms: ○ "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female (Ga. Code. Ann. § 16-6-22.1(a)).

Crime Type (Georgia Code Annotated)	Definitions
	○ "foreign object" means any article or instrument other than the sexual organ of a person (Ga. Code. Ann. § 16-6-22.2(a)).
Consent (as it relates to sexual activity)	The institution has determined, based on good-faith research, that Georgia law does not define the term consent specifically as it relates to sexual activity. However, the state's criminal code does have a provision relating to consent that pertains to all its criminal offenses. Ga Code Ann. § 16-1-3(19) states: "Without his consent" means that a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

College Definition of Consent

In addition to the definition of consent under state law, the institution uses the following definition of consent in its Title IX and Sexual Harassment Policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

"Consent" refers to words or actions that a reasonable person in the perspective of the Respondent would understand as unambiguous permission to engage in the sexual conduct at issue. A person who is incapacitated is not capable of giving Consent. A person who is below the statutory age of consent is not capable of giving Consent. Consent must be given voluntarily. It cannot be procured through physical violence, threats, blackmail, or other unreasonable pressure for sexual activity. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous relationships or prior consent do not imply consent to future sexual acts. In order to give effective consent, a person must be of legal age.

Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor "NO" clearly and loudly.
- Monitor drinks while being made and throughout the time of consumption.
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.

- Be aware of someone trying to slip you an incapacitating "rape drug" like Rohypnol or GHB.
- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:
- Remember that you owe sexual respect to the other person.
- Don't make assumptions about the other person's consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.
- It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; "playful" use of force during sex; Jekyll-and-Hyde personality.

Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others if you can do so safely.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don't hesitate to contact the police.

Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a

proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign:

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods:

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: online presentations, online training programs, distribution of written materials, periodic email blasts, and guest speakers. Past programming and currently planned programming include the following:

SafeColleges Sexual Violence Prevention for Undergraduate Students: An online training program focused on the needs of non-traditional students that is offered to all undergraduate students enrolled in day, evening, graduate, and Columbia College Global venues. The program educates students on consent, sexual assault, stalking, domestic/dating violence, bystander intervention, sexual harassment, risk reduction, and more. Campus definitions and policies are provided as well as state-specific definitions.

- "Title IX and Sexual Harassment Prevention for Employees" and "Sexual Harassment Staff to Staff" through the Safe Colleges online Learning Management System. This course is designed to provide essential knowledge on Title IX regulations to employees so they can assist students or colleagues when they reach out for help and to give you background on recent laws to help guide their response. Topics covered include why people commit sexual harassment, primary prevention methods, federal requirements, reporting obligations, trauma-informed response, and campus policies and resources.
- New Employee Training Overview of Title IX and DFSCA: Overview of Title IX and related requirements as a Responsible Employee. Additionally, information about DFSCA requirements and expectations are discussed.
- New Director Training: The Title IX Coordinator partners with the Division of Columbia College Global to provide training to all new campus directors regarding Title IX, VAWA, duties as a responsible employee, and bystander intervention strategies.
- ENGAGE New Student Orientation Program: ENGAGE is an interactive program presented to new students in Foundations courses (required general education courses). Developed by a statewide coalition, Partners in Prevention, ENGAGE challenges perceptions about alcohol use, drug use, and relationships through social norms and interactive activities. The program focuses on active intervention and engagement.
- Title IX Overview and ENGAGE Training: Training on Title IX/VAWA and bystander intervention specifically tailored for student leaders.

- Responding to Title IX Situations: Training specific to responding to possible Title IX/VAWA related situations that are brought to the attention of Residential Life staff.
- Healthy Relationships Month: Poster and social media campaign during the month of February, to include direct email with director(s) of individual campus locations.
- Sexual Assault Awareness Month: Poster and social media campaign during the month of April.
- Relationship Violence Awareness Month: Poster and social media campaign during the month of October with a focus on the red flags of interpersonal violence.
- Step Up! and Title IX: On demand video available to all employees discussing Title IX and bystander intervention.
- SafeColleges Title IX and Sexual Harassment training provided to employees and new hires through online SafeColleges module.
- SafeColleges Title IX: Roles of Employees training provided to all employees and new hires.

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:

If you are a victim of sexual assault, domestic violence, dating violence, or stalking, go to a safe place and call 911 or the Director of Campus Safety at (573) 875-7304. At the earliest opportunity, you may also contact the College's Title IX Coordinator at (573) 875-7182 or via email at titleixcoordinator@ccis.edu.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at Cander Hospital, 5353 Reynolds St., Savannah, GA 31405, (912) 819-6000.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

- This campus does not have a campus security department
- Savannah Chatham Metro Police Department, (912) 651-6675, 201 Habersham St., Savannah, GA 31401
- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

In Georgia, victims may obtain a Protective Order, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Protective Orders may be found at: https://www.gsccca.org/learn/projects-programs/family-violence-project.

A protection order may be obtained by filing a petition with the court. Courts can issue three types of orders: (1) Ex Parte Orders, which act as a temporary emergency order to protect a victim, (2) a 12 month Order of Protection, and (3) a Permanent Order of Protection (three year order). Additional information about the orders may be found at: https://www.gsccca.org/file/family-violence-forms.

- A Petition for Protective Orders should be filed for in the Chatham County Courthouse, Savannah, GA. The address is: 133 Montgomery St., Savannah, GA 31401. The phone number is . More information is available here: http://www.chathamcourts.org/.
- Information about obtaining a Protective Order in Chatham County can be found here: https://www.gsccca.org/file.
- The circuit court clerk's office can provide the necessary forms and may assist in completing the forms. Forms may also be found online at: http://www.chathamcourts.org/. A victim should be prepared to present documentation and/or other forms of evidence when filing for an order of protection.

Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order.

When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The College will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and

can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

The College does not issue legal orders of protection. However, as a matter of institutional policy, the College may impose a no-contact order between individuals in appropriate circumstances. The College may also issue a "no trespass warning" if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

Available Victim Services:

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community.

College Resources

- Title IX and Student Conduct Coordinator, Kristie Douglas, Phone (573) 875-7182
- Employee Assistance Program, Work Life Matters, Phone (800) 386-7055, https://worklife.uprisehealth.com/ (Short term counseling, coaching, legal services, and work life matters resources).
- Student Financial Aid: If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at: https://www.ccis.edu/offices/financialaid.aspx.

Local Resources

- Local City/County Health Department, Phone (912) 356-2441
- Local Police Department, Phone (912) 651-6675
- Local Hospital, Phone (912) 819-6000

National Resources

- National Suicide Prevention Lifeline, Phone: Dial 988, https://988lifeline.org/ (you can call, text, or chat online) 988lifeline.org/chat
- Boys & Girls Town National Hotline, Phone (800) 448-3000 or https://www.boystown.org/child-family-services/crisis (provides crisis intervention and short-term counseling services)
- Rape, Abuse & Incest National Network (RAINN), Phone (800) 656-HOPE or (800)656-4673, https://rainn.org/resources (Crisis support services for sexual assault and harassment, domestic and dating violence, and other victims of crime.)
- National Domestic Violence Hotline, Phone (800) 799-SAFE or (800)799-7233 or text "START" to 88788, https://www.thehotline.org/ here-for-you/
- Military Safe Helpline, Phone (877) 995-5247, https://www.sapr.mil/dod-safe-helpline
- Immigration Advocates Network - https://www.immigrationadvocates.org

- U.S. Citizenship and Immigration Services: https://www.uscis.gov

Accommodations and Protective Measures:

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.
Requests for accommodations or protective measures should be made to the Title IX Coordinator at (573) 875-7182 or via email at titleixcoordinator@ccis.edu, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Procedures for Disciplinary Action:

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the College's Title IX and Sexual Harassment Policy and the related complaint resolution procedures. The procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent. The complaint resolution procedures are invoked once a report is made to one of the following individuals:

Title IX Coordinator
Kristie Douglas
Title IX & Student Conduct Coordinator
(573) 875-7182
AHSC - Student Affairs
Email titleixcoordinator@ccis.edu

Deputy Title IX Coordinator
Patty Fischer
VP of Operations & Chief Human Resources Officer
(573) 875-7255
123 Missouri Hall
Email pafischer@ccis.edu

An electronic form available at the report an incident webpage can also be used to file a report. https://www.ccis.edu/directory/campus-safety/report-an-incident

Once a formal complaint is made, the Title IX Coordinator will provide notice to the parties of the investigation, including a description of the process to be utilized, the identities of the parties, the conduct at issue, and the date and location of the alleged incident.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses, including both fact and expert witnesses, and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Prior to the conclusion of the investigation, both parties will be provided an opportunity to review the evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint.

Upon completion of the investigation, both parties will be given a copy of an investigation report and a live hearing will be conducted to make a determination as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. During the hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those bearing on credibility. The decision maker(s) will issue a written determination of responsibility, a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant, and a description of the procedures and permissible grounds for appeal. The parties will be notified of this determination in writing within three (3) days of it being made. The institution strives to complete investigations of this nature within ninety (90) calendar days.

Both parties have an equal opportunity to appeal the determination by submitting a written appeal within seven (7) days of being notified of the outcome of the investigation to the Title IX Coordinator who will refer it to the President or designee, who will act as appeal officer. The non-appealing party will be notified of the appeal and permitted to submit a written statement in response to the appeal within seven (7) days. The President or designee will strive to resolve the appeal within twenty-one (21) days of receiving it, and may take any and all actions that he/she determines to be in the interest of a fair and just decision.

If the conduct alleged in the formal complaint falls outside the scope of the Title IX and Sexual Harassment Policy, then the Title IX Coordinator must dismiss the Title IX complaint. At that time, the Title IX Coordinator can refer the subject matter of the formal complaint to other College officials, as appropriate.

A referral may be made to the Student Conduct Officer if the subject matter is a possible violation of the Student Behavioral Misconduct Policy and Procedure. The respondent receives written notice of alleged violations from the Student Conduct Officer. An investigation is conducted into alleged conduct. The respondent and complainant are allowed to present all evidence and potential witnesses they would like considered during the investigation. At the end of the investigation, the Student Conduct Officer will make a determination and will notify respondent, in writing, of the outcome of the investigation and, if appropriate, the corresponding disciplinary action. The respondent has the right to accept the finding of fact and the recommended disciplinary action, at which time the matter is closed; or, the respondent may appeal the decision and the disciplinary action to the Dean for Student Affairs in writing within three (3) business days of the written outcome of the investigation issued by the Student Conduct Officer. The Dean for Student Affairs will review the request for an appeal and notified respondent in writing if the appeal request will proceed. The Dean for Student Affairs or designee will adjudicate the appeal. The Dean or designee will consider all material discovered by the Student Conduct Officer and may consider any additional information the complainant or respondent would like to be considered. The Dean or designee will notify the respondent in writing of the appeal decision. The Dean or designee will strive to resolve the appeal within twenty-one (21) days of receiving it, and may take any and all actions that he/she determines to be in the interest of a fair and just decision.

A referral may be made to the appropriate College official if the subject matter is a possible violation of the Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedures. A qualified College official will be designated an investigator to investigate the report. During the investigation, both the complainant and respondent will have the opportunity to identify witnesses and evidence. Investigations will be handled discreetly, with information shared only with those persons who need to know the information in order for there to be a full and fair investigation. The College may impose interim protective measures during the pendency of the investigation to protect and separate the parties.

The investigator will prepare a written notification that summarizes the results of the investigation. If the complaint is substantiated, the investigator will determine what remedial measures will be taken to address the misconduct, including discipline for the respondent or initiation of disciplinary proceeding pursuant to other applicable College policies. Substantiated incidents of prohibited conduct can lead to discipline up to and including dismissal and termination. The complainant or respondent may appeal the outcome under certain circumstances. Appeals must be filed with the designated Appellate Officer within ten (10) College business days of receipt of the written notice determining the outcome. The Appellate Officer will resolve the appeal within then (10) College business days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appellate Officer is final. The College strives to resolve complaints of discrimination, harassment, or retaliation within 60 days of a report.

Rights of the Parties in an Institutional Proceeding:

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.

- A prompt, fair and impartial process is one that is:
  - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
  - Conducted in a manner that:
    - Is consistent with the institution's policies and transparent to the accuser and the accused.
    - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
    - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
  - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

   The following are trainings that have been attended by College officials:

   - Annual Title IX Training for Title IX Team Members, Husch Blackwell (June 2024)
   - Annual Title IX Training for Coordinators, Investigators and Title IX Team Members – Husch Blackwell (July 2023)

3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.

4. Have the outcome determined using the preponderance of the evidence standard.

5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:

Following a final determination in the College's disciplinary proceedings that domestic violence, dating violence, sexual assault, or stalking has been committed, the College may impose a sanction. Sanctions can include other remedial measures to correct the effects of such conduct on the complainant and others to prevent the recurrence of discrimination, harassment, and/or retaliation.

The possible sanctions include written formal warning, suspension, and dismissal 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 or termination from the College.

If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Executive Director of Human Resources. Following a suspension, the individual will be required to meet with the Dean of Student Affairs (student) or Executive Director of Human Resources (employee) to discuss re-entry and expectations going forward.

Protective measures that could be implemented may include no-contact orders, classroom reassignment, the provision of counseling or other support services, and/or training, separating the parties in their living or working environments, and placing limitations on contact between the parties.

Publicly Available Recordkeeping:

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

Victims to Receive Written Notification of Rights:

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Director of Campus Safety at (573) 875-7315. State registry of sex offender information may be accessed at the following link: http://gbi.georgia.gov/georgia-sex-offender-registry

Timely Warnings & Emergency Response

Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Director of Campus Safety constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued.

Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Brian Wager, Director of Campus Safety, (573) 875-7315
- You may also contact the Columbia College location nearest to you, https://www.ccis.edu/columbia-college-global/locations

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

Emergency Response

The College has an emergency response plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. To ensure emergency information is provided in the most efficient method, Columbia College has incorporated an emergency alert system known as LiveSafe Alert. The system, specifically used to send emergency notifications of any event or situation that may present a danger to the campus community, is capable of delivering notification to the student, faculty or staff member's Columbia College email address and personal mobile phone. The system is tested frequently to ensure operational integrity.

Such situations that would warrant use of the LiveSafe Alert system include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify the Director of Campus Safety at (573) 875-7315 of any emergency or potentially dangerous situation.

The Director of Campus Safety in collaboration with other appropriate personnel, will determine who should be notified, and will, as soon as practicable, and taking into account the safety of the community, determine the content of the notification and initiate the Livesafe notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. In the absence of the Director of Campus Safety, another member of Campus Safety under the authority of the Director of Campus Safety or other appropriate College official, may activate the system.

Depending on the segments of the campus the notification will target, the content of the notification may differ. Initial notifications may be pre-set or pre-recorded in the Livesafe Alert system. When appropriate, the content of the notification will be determined in

consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

Once the emergency is confirmed and based on its nature, the Director of Campus Safety will consult with other appropriate College officials to determine the appropriate segment or segments of the College community 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 College community should receive the notification.

In response to a dangerous situation that may present an immediate threat to the health and safety of the campus community, campus authorities will, without delay, confirm there is a significant emergency. The Location Director or another campus official will make the appropriate calls to verify the information is valid. Verification of the information will be completed by contacting the local authorities or the initial reporting person. If verification has not been successful, the information will be considered valid. The appropriate authorities will be requested to respond to all valid emergencies.

The Location Director will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

A designated command center may be set-up by authorities having jurisdiction (City, County, State or Federal Law Enforcement) to communicate with the College community members and distribute information to the larger community through media and other means.

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

Method	**Sign-Up Instructions**
Campus email	Individuals are automatically enrolled
Columbia College Cougar Alert Mass Notification System (LiveSafe)	Individuals are automatically enrolled - Additional information is available on MyPortal

Testing & Documentation

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 academic year. The test includes a coordinated exercise of 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 Emergency Response Plan. Frequent “small group” tests of the LiveSafe Alert emergency notification system will be conducted by the Director of Campus Safety or designated campus official to ensure operational integrity.

The Director of Campus Safety maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees information to remind them of the College’s emergency response and evacuation procedures.

Stop Campus Hazing Policy and Programming

Consistent with applicable laws, the College prohibits hazing. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and procedure, consequences and programming, may be found at:

- Prohibition on Hazing and Bullying Policy: https://www.ccis.edu/policies/prohibition-on-hazing-bullying
- Hazing Prevention Programs and Responses: https://www.ccis.edu/directory/institutional-compliance/hazing-prevention
- Report Hazing: https://cm.maxient.com/reportingform.php?ColumbiaCollegeMO&layout_id=8

Participation or cooperation by the person(s) being hazed does not excuse the violation. Failure by a group's or organization's executive officers to intervene to prevent, discourage, and/or report hazing of which they are aware or reasonably should be aware also will be deemed a violation of this policy.

Prohibition on Hazing and Bullying Policy
Columbia College's Prohibition on Hazing and Bulling Policy establishes the College's commitment to providing a healthy and safe environment. Columbia College prohibits bullying and/or hazing as defined in this policy. Bullying and/or hazing will not be accepted or tolerated, and the College will investigate and respond to all reports of bullying and/or hazing as outlined by this policy. The policy applies to all members of the Columbia College Community.

Definitions

Hazing - Any intentional act or situation that is created on or off campus against someone joining, becoming a member, or maintaining membership in any group, which is humiliating, intimidating or demeaning; which produces physical, mental, or emotional pain or discomfort; and/or which endangers the health and safety of the person. A person's willingness to participate in an act of hazing does not justify, exempt or excuse the act. Hazing creates an environment/climate in which dignity and respect are absent.

Participation or cooperation by the person(s) being hazed does not excuse the violation. Failure by a group's or organization's executive officers to intervene to prevent, discourage,

and/or report hazing of which they are aware or reasonably should be aware also will be deemed a violation of this policy.

Bullying - Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

Cyberbullying - Bullying through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

Organization - An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Hazing, bullying, and cyberbullying and related misconduct are expressly prohibited by Columbia College. Individual students, organizations, athletic teams, faculty, staff, employees or others who commit an act of hazing, bullying or cyberbullying or related misconduct will be subject to disciplinary action by the College up to and including dismissal as a student, termination of employment, and could be subject to prosecution under Missouri Law. This Policy is effective from enrollment to commencement including breaks in academic year. This Policy applies to conduct that occurs on or off campus, between two or more people who are affiliated with the College, or any student or other organization associated with the College. This Policy also applies to volunteers acting in an official capacity that advises or coaches student organizations who have direct contact with students.

A person violates this policy if the person:

- Engages in hazing
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing
- Intentionally, knowingly, or recklessly permits hazing to occur
- Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report said knowledge in writing to the Associate VP of Student Experience, the Asst. Dean for Student Wellbeing, Human Resources or other appropriate officials of Columbia College.

An organization violates this policy if the organization's officer or any combination of members, new members, or alumni of the organization, team, or other group commits or assists in the commission of hazing, condones, or encourages hazing, or fails to prevent or report hazing.

Conditions That Create a Hazing Dynamic: Members often wish to be accepted into any group and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Any activity that places members in a subservient position to experienced members of the group creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. Members in any organization may expect to be trained or oriented for a period of time, but membership in any group that puts any member in a lesser role, unrelated to the original conditions for membership, is inappropriate and unfair to the members. Hazing behaviors can emphasize a power imbalance and can cause humiliation, emotional, and physical distress to students.

Regardless of severity, all hazing behaviors will be defined as hazing and result in a campus policy violation, with the possibility of including law enforcement. Examples of hazing are included below; these examples are intended to be illustrative and not all-inclusive:

- Restrictions or interference with academic engagement
- Requiring member to practice periods of silence
- Verbal harassment
- Requiring physical activity or personal servitude (errands, cooking, cleaning, etc.)
- Pressuring or coercing any person to participate in activities that are inconsistent with the
- College's community standards or policies or applicable law
- Requiring or suggesting that members/new members/prospective members dress in costumes or apparel or obtain, carry or possess items
- Sleep deprivation
- Forced consumption of any substance
- Psychological Hazing - causing embarrassment of shame, ridicule, or causing or inducing mental or emotional distress
- Physical injury
- Kidnapping or imprisonment

Examples of bullying behavior include, but are not limited to: repeated and health harming abuse; manipulation and sabotage by others that prevent work from getting done; verbal and written abuse; threatening conduct; intimidation and humiliation; persistent, ongoing, harsh, unreasonable, and unjustified criticisms; credit stealing; setting impossible deadlines; malicious gossiping and rumor-mongering; false accusations towards others; yelling, shouting, berating others; cyberbullying (lack of email etiquette, social media postings, etc.).

Procedures
Managers and supervisors will ensure that all employees are aware of the bullying and hazing policy and procedures and that any reported incident of bullying and/or hazing is formally addressed.

They will provide leadership and role-modeling in appropriate professional behavior. Respond in a timely manner, sensitively and confidentially (when possible) to all situations where bullying and/or hazing behavior is observed or alleged to have occurred.

Employees should be familiar with and behave according to this policy. Report incidents to Human Resources if the employee is a witness to bullying and/or hazing behavior. Speak to the alleged bully(ies) and/or those hazing to object to the bullying behavior where appropriate.

Other member of the College community and visitors should be familiar with and behave according to this policy, Report incidents at Incident Report. Speak to the alleged bully(ies) and/or those hazing to object to the behavior where appropriate.

The College will maintain a report of all violations of this policy that are reported to the College and that result in a charge of violation of this policy that are reported to the College and result in a charge of violation of this policy. The College will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on the College's website.

Grievance Procedure
If an individual becomes aware of conduct that is potentially prohibited by this policy, the individual should submit an Incident Report in a timely manner. The appropriate designees from Institutional Compliance, Student Affairs or Human Resources will receive the report, make an initial evaluation, and determine appropriate next steps based on the specific circumstances of the situation.

Investigation Procedure
Columbia College investigates all reported hazing incidents, collecting evidence, interviewing witnesses, and consulting with involved parties. Investigations aim to conclude within 30 days, though complex cases may require additional time. If additional time is required, all parties involved will receive communication of an edited timeline.

- When a report of hazing is received and involves a student, the College's Student Conduct Officer or designee will make a determination regarding whether an investigation must occur. All reports of hazing will be investigated and adjudicated in accordance with the Colleges policies and procedures outlined in the Student Behavioral Misconduct Policy and Procedures. The Student Conduct Officer or designee will report any findings and make a recommendation for sanctions as appropriate to the relevant administrator for implementation.
- If the incident involves College faculty or staff, the incident is referred to the Human Resource Office for investigation. The VP of Operations & Chief Human Resources Officer conducts an investigation in accordance with the Employee Disciplinary Action Policy.

Upon completion of an investigation of hazing, the above-mentioned offices notify the affected parties and/or student organization involved of the findings and any disciplinary actions in writing.

Consequence
When appropriate, the College will investigate. If a violation of this policy is found, the College will take steps to stop the prohibited conduct, remedy its effects, and prevent future recurrence. Students found to have violated this Policy may be subject to disciplinary action up to and including expulsion from the College. Employees found to have violated this Policy may be subject to disciplinary action up to and including termination of employment.

Questions about this policy or individuals seeking resources related to matters set forth herein should contact the Students Affairs office or Human Resources.

Report a Hazing Incident
If you are a victim of hazing, go to a safe place and call the Campus Safety Office at (573)875-7315. Those who witness or hear about an incident of hazing are also encouraged to report in the same manner. Students may also contact Counseling Services at the Wellness Center (Columbia, MO), (573) 875-7432.

Hazing Prevention and Awareness Program

The College recognizes that the prevention of hazing is important and 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.

The College is committed to providing a healthy, safe and productive educational environment for all members of the College Community. Consistent with this commitment, the College prohibits hazing, bullying, cyber bullying, and related misconduct in all of its programs and activities.

Columbia College is committed to preventing hazing through education and early intervention. These initiatives represent the ongoing effort to prevent campus hazing:

- SafeColleges Online Hazing Prevention Training- Prevent Hazing on Campus
- Partners in Prevention programing
- Development of a Hazing Prevention website
- Social Media Awareness Campaign
- Student Organizational Essential Educational Session, Prevention of Hazing
- Information on Report an Incident webpage to report hazing

The community is reminded that hazing is prohibited and is provided information regarding how to file a report, along with how reports of hazing are investigated and information regarding local, state, federal, and tribal laws on hazing which is provided on the College's website.

In addition, the institution provides research-informed programming for students and employees that covers a wide range of information designed to stop hazing before it occurs. It includes information regarding bystander intervention, such as how to take steps to watch out for those around you, as well as information regarding ethical leadership. Community members are also provided information regarding how to strengthen group ties without engaging in hazing behavior. Hazing Resources are provided on the College's Hazing Prevention Programs and Responses webpage.

Hazing State Laws

Summary (Code of Georgia)
a. 1. "Haze" or "hazing" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of

Summary (Code of Georgia)

vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.

2. "School" means any unit of the University System of Georgia, any unit of the Technical College System of Georgia, or any private postsecondary school, college, or university in this state.
3. "School organization" means any association, corporation, order, club, society, fraternity, sorority, athletic team, or a group living together which has students or alumni as its principal members, including local affiliate organizations.
4. "Student" means any person enrolled or prospectively enrolled in a school in this state.

b. It shall be unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

c. Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature. Ga. Code Ann., § 16-5-61.

Further,

b. Not later than July 1, 2021, each school shall establish policies to facilitate the:
   1. Reporting, investigation, provision of due process, and administrative adjudication of alleged incidents of hazing as related to students and student organizations; and
   2. Public disclosure of administrative adjudications of hazing or hazing related convictions within 15 calendar days of final adjudication or public notice of criminal conviction.

c. The public disclosure of each incident of hazing adjudicated pursuant to subsection (b) of this Code section, criminal convictions for hazing pursuant to Code Section 16-5-61, and other criminal convictions arising from any incident of hazing shall require the following minimum information be posted prominently on the school's website for a period of not less than five years after final adjudication or conviction:
   1. The name of any school organization involved;
   2. The date or dates on which the hazing occurred; and
   3. A description of the specific hazing related findings, sanctions, adjudications, and convictions for any person or school organization.

d. Public disclosure provided pursuant to subsection (c) of this Code section shall not include the personal identifying information of any individual student and shall be subject to the requirements of the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232g., Ga. Code Ann., § 20-1-3.

Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

	On Campus			Non Campus			Public Property		
Crime	**2024**	**2023**	**2022**	**2024**	**2023**	**2022**	**2024**	**2023**	**2022**
Murder/Non-Negligent Manslaughter	0	0	0	N/A	N/A	N/A	0	0	0
Manslaughter by Negligence	0	0	0	N/A	N/A	N/A	0	0	0
Rape	0	0	0	N/A	N/A	N/A	0	0	0
Fondling	0	0	0	N/A	N/A	N/A	0	0	0
Statutory Rape	0	0	0	N/A	N/A	N/A	0	0	0
Incest	0	0	0	N/A	N/A	N/A	0	0	0
Aggravated Assault	0	0	0	N/A	N/A	N/A	0	0	0
Burglary	0	0	0	N/A	N/A	N/A	0	0	0
Robbery	0	0	0	N/A	N/A	N/A	0	0	0
Motor Vehicle Theft	0	0	0	N/A	N/A	N/A	0	0	0
Arson	0	0	0	N/A	N/A	N/A	0	0	0
Hazing	0	0	0	N/A	N/A	N/A	0	0	0
Arrest - Liquor Law Violation	0	0	0	N/A	N/A	N/A	0	0	0
Arrest - Drug Abuse Violation	0	0	0	N/A	N/A	N/A	0	0	0
Arrest - Weapon Violation	0	0	0	N/A	N/A	N/A	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	N/A	N/A	N/A	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	N/A	N/A	N/A	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	N/A	N/A	N/A	0	0	0
Domestic Violence	0	0	0	N/A	N/A	N/A	0	0	0
Dating Violence	0	0	0	N/A	N/A	N/A	0	0	0
Stalking	0	0	0	N/A	N/A	N/A	0	0	0

* The College does not have on-campus student housing facilities.

Hate crimes:

2024: No hate crimes reported.
2023: No hate crimes reported.
2022: No hate crimes reported.

Crimes unfounded by the College:

2024: 0 unfounded crimes.
2023: 0 unfounded crimes.
2022: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2024: 0 unfounded crimes.
2023: 0 unfounded crimes.

2022: 0 unfounded crimes.

Data from law enforcement agencies:

- Certain law enforcement agencies did not comply with the College's request for crime statistics.