

William Woods University

TITLE IX
SEXUAL HARASSMENT
POLICY AND PROCEDURES



WILLIAM WOODS
UNIVERSITY

IMPORTANT RESOURCES:

ON-CAMPUS RESOURCES

Woods Wellness

573-592-4222 | health.services@williamwoods.edu
Stone-Campbell Hall (at the corner of Ewing and 12th streets)
Open Monday - Friday 8 a.m. - Noon and 1 - 4:30 p.m. (when classes are in session)

Campus Safety

573-592-4357 (HELP) | safety@williamwoods.edu
Campus Safety is available to escort students across campus after hours.

OFF-CAMPUS RESOURCES

When you need the police, fire or other emergency response, dial 911 from any phone (pre-dialing 9 is not necessary on university phones for 911 calls).

Woods Online Wellness (for students only)

833-434-1217 | WoodsOnlineWellness.com

Medical Services - Off-Campus:

University Hospital and Clinics	Boone Hospital Center
One Hospital Drive	1600 E. Broadway
Columbia, MO	Columbia, MO

Women's and Children's Hospital	St. Mary's Health Center
404 Keene Street	2505 Mission Drive
Columbia, MO	Jefferson City, MO

Counseling Services - Off-Campus:

The local sexual assault advocacy organization is Coalition Against Rape and Domestic Violence (CARDV). The organization's trained staff provides private and confidential information and referral for medical, legal and recovery issues 24 hours a day, 7 days a week. Contact CARDV toll free at 1-866-642-4422. CARDV also provides ongoing counseling services.

CAMPUS STAFF TO CONTACT

Michelle Maupin, Title IX Coordinator and Director of Human Resources

573-592-4347 | Michelle.Maupin@williamwoods.edu

Tiffany Quinze Nolan, Deputy Title IX Coordinator and V.P. of Student Life

573-592-4235 | Tiffany.Nolan@williamwoods.edu

Christy Dry, Deputy Title IX Coordinator and Assistant Dir. of Human Resources

573-592-1184 | Christy.Dry@williamwoods.edu

TABLE OF CONTENTS:

Statement of Nondiscrimination Policy	4
Scope of Title IX Sexual Harassment Grievance Process	4
Definitions.....	4-5
Title IX Coordinator	5-6
How to Report Potential Violations of This Policy.....	6-9
Filing a Formal Complaint of Sexual Harassment	10
Dismissal of Formal Complaints	10
Prohibition of Retaliation	11
Sexual Harassment Grievance Process Procedures	11-15
Training	16-17
Recordkeeping	17
Appendix A: Contact Information for Filing Complaints	18
Appendix B: University, Local, and Other Resources	19-20
Appendix C: Excerpt from Faculty Handbook	20-21
Appendix D: Education	21
Appendix E: Risk Reduction	22-23
Appendix F: Bystander Intervention	23

WILLIAM WOODS UNIVERSITY

STATEMENT OF NONDISCRIMINATION POLICY

William Woods University is committed to maintaining an environment that is free of discrimination on the basis of sex within its educational programs and activities. The University cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law. The prohibition on sex discrimination, also prohibits Sexual Harassment, as defined in this Policy.

The Nondiscrimination Policy applies to registered or enrolled students, University employees, contractors, vendors, visitors, guests, or other third parties.

SCOPE OF TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCESS

The Sexual Harassment Grievance Process pertains to Sexual Harassment under Title IX, as defined by this Policy, committed by or against students and/or employees, when: (1) the conduct occurs on campus or other property owned or controlled by the University; or (2) the conduct occurs in the context of a University employment or education program or activity within the United States.

All members of the William Woods community have the right to submit a complaint or raise concerns regarding Sexual Harassment under Title IX pursuant to this Policy without fear of retaliation.

A complete copy of the University's Title IX Sexual Harassment Policy can be accessed via the following link: www.williamwoods.edu/titleix. Hard copies are available at [The Human Resources Office, Academic Building, Room 101](#).

In the event reported misconduct does not fall within the scope of this policy, those claims may still be adjudicated under the relevant policies found in the Student handbook (www.williamwoods.edu/handbook) and in the Employee Handbook (www.williamwoods.edu/employeehandbook). Complaints against students will be handled through student conduct policies, and complaints against employees will be handled under the applicable employment policies.

DEFINITIONS

Sexual Harassment: Sexual Harassment is conduct based on sex that may be one or more of following:

- > Employee conditioning provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (i.e., a quid pro quo), or
- > Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
- > Sexual assault, stalking, dating/domestic violence, as defined herein.

Sexual Assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual Assault includes, but is not limited to, the following acts when they occur without consent of the victim:

- > Any penetration, however slight, of the genitals or anus of one person with the genitals of another person,
- > Any act involving the genitals of one person and the hand, mouth, tongue, or anus of another person,

- > Any sexual act involving penetration, however slight, of the genitals or anus of one person by a finger, instrument, or object,
- > Touching of another person's genitals or breasts under or over the clothing,
- > Touching of one person with the genitals of another person under or over the clothing.

Domestic Violence: Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking: Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress. A course of conduct is two or more incidents. Stalking includes "cyber-stalking," a particular form of stalking in which a person uses electronic media.

Dating Violence: Violence by a person who has been in a romantic or intimate relationship with the individual to whom the violence is directed. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Complainant: A Complainant is any individual who is alleged to be the victim of conduct that could constitute sexual harassment under this Policy, in connection with his or her participation in or attempt to participate in an educational program or activity of the University. A Complainant may be a student, an employee, or a third party.

Respondent: A Respondent is an individual who is purported to be the perpetrator of conduct that could constitute sexual harassment. A Respondent need not be affiliated with the University in any respect.

Consent: Consent is defined as words or actions that show a knowing and voluntary agreement to willingly engage in agreed-upon sexual activity. Consent cannot be gained by force, requires communication between all involved individuals, and must be obtained one step at a time, e.g., consent for oral sex does not constitute consent for intercourse. Silence, non-communication, passivity, or lack of resistance should not be interpreted as an indication of consent. Previous consent does not imply consent to any future form of sexual activity. Consent can be rescinded at any time. Consent is not valid if: (a) it is given by a person who lacks the mental capacity to authorize the conduct and such mental incapacity is manifest or known to the actor; or (b) it is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct; or (c) it is induced by force, duress, or deception. **Note:** Use of alcohol and/or drugs by either party is not an excuse for violation of this policy. An intoxicated or incapacitated person cannot provide informed consent to sexual activity. Evidence of incapacitation may include, but is not limited to, unconsciousness, slurred speech, blacking out, and unusual behavior.

TITLE IX COORDINATOR

The Title IX Coordinator is charged with monitoring the University's compliance with Title IX, ensuring appropriate education and training, coordinating investigations, responses, and resolution of all reports pursuant to this Policy. In his or her discretion, the Title IX Coordinator may also designate Deputy Title IX Coordinators to assist in the discharge of these duties.

Any questions or concerns regarding the University's application of this Policy may be addressed to the Title IX Coordinator.

The Title IX Coordinator may be reached in person during regular office hours, or by telephone, written correspondence, email, or other electronic communication at any other time.

Michelle Maupin

Title IX Coordinator

Director of Human Resources

William Woods University

Academic Building, Room 101

Fulton, MO 65251

michelle.maupin@williamwoods.edu

573-592-4347

Tiffany Quinze Nolan, Ed.D.

Deputy Title IX Coordinator

Vice President of Student Life

William Woods University

McNutt Campus Center, Room 122

Fulton, MO 65251

tiffany.nolan@williamwoods.edu

573-592-4235

Christy Dry

Deputy Title IX Coordinator

Assistant Director of Human Resources

William Woods University

Academic Building, Room 101

Fulton, MO 65251

christy.dry@williamwoods.edu

Link to full University Title IX Policy: www.williamwoods.edu/titleix

HOW TO REPORT POTENTIAL VIOLATIONS OF THIS POLICY

Reporting Options:

1. Report to the Title IX Coordinator or Designated Responsible Employee

Individuals who believe they have been subjected to, or are aware that another individual has been subjected to, Sexual Harassment in connection with a University education program or activity, and who wish to report a potential violation of this Policy should notify any of the following University contacts:

Title IX Coordinator

Michelle Maupin

Director of Human Resources

William Woods University

Academic Building, Room 101

Fulton, MO 65251

michelle.maupin@williamwoods.edu

573-592-4347

For complaints against students:

Tiffany Quinze Nolan, Ed.D.

Deputy Title IX Coordinator

Vice President of Student Life

William Woods University

McNutt Campus Center, Room 122

Fulton, MO 65251

tiffany.nolan@williamwoods.edu

573-592-4235

For complaints against vendors:

Julie Houseworth

Controller

William Woods University

Academic Building, Room 100

Fulton, MO 65251

julie.houseworth@williamwoods.edu

573-592-4260

For complaints against employees:

Christy Dry

Assistant Director of Human Resources

William Woods University

Academic Building, Room 101

Fulton, MO 65251

christy.dry@williamwoods.edu

573-592-1184

For complaints against faculty:

Aimee Sapp, Ph.D.

Provost

William Woods University

Academic Building, Room 106

Fulton, MO 65251

aimee.sapp@williamwoods.edu

573-592-4391

For complaints against any Executive Cabinet member or the Title IX Coordinator:

Jeremy Moreland, Ph.D.

President

William Woods University

Academic Building, Room 215

Fulton, MO 65251

jeremy.moreland@williamwoods.edu

573-592-4216

For complaints against the President:

Chair of the William Woods University Board of Trustees

chair@williamwoods.edu

Reports can be made through email, phone, in person, or by mail.

Upon receipt of any report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of supportive measures and explain the process for filing a formal complaint. Reporting Sexual Harassment to the Title IX Coordinator does not automatically start the grievance process – the Title IX Coordinator will explain to the Complainant how to start the grievance process by filing a Formal Complaint. An individual can make a report of Sexual Harassment in order to obtain supporting measures and resources – an individual making a report of Sexual Harassment is not required to file a Formal Complaint.

2. Report to the Title IX Coordinator or Designated Responsible Employee

Although the University encourages students and employees to bring reports of Sexual Harassment to the attention of the University for further investigation pursuant to this Policy, individuals who wish to maintain confidentiality may contact the following resources:

Traditional on-campus students can make confidential reports to:

Woods Wellness

(including the counselor and nurse practitioner)

William Woods University

Stone-Campbell Apartments (Apt. A)

Fulton, MO 65251

health.services@williamwoods.edu

573-592-4222

The University Chaplain Office of Faith Services

William Woods University

Burton Business and Economics Building, Room 207

Fulton, MO 65251

573-592-4241

Unlike reports of Sexual Harassment made to other University officials (which must be reported to the Title IX Coordinator), absent the student's consent and/or situations where they perceive a serious risk or threat of injury to any person or property, reports to or conversations with Woods Wellness or the University Chaplain (listed above) will not be reported to the Title IX Coordinator or other University officials for further investigation pursuant to this Policy.

Students and employees can also report crimes confidentially at https://www.williamwoods.edu/forms/student_life/campus_safety_anonymous.asp and/or may speak confidentially with the following:

- > Off-campus rape crisis counselors
- > Off-campus members of the clergy and chaplains

The University will keep confidential the identity of Complainants, Respondents, and witnesses involved in Title IX hearings, except when disclosure is required by law or as necessary to carry out the purposes of this Policy.

3. Other Reporting Options and Resources

There are times when the University may need to report an incident reported pursuant to this policy to local law enforcement. These circumstances may include, but are not limited to, incidents that potentially impact the health and safety of the Complainant and/or the University community. Complainants also may decide to notify local, state, or federal law enforcement directly themselves or may request that the University assist with off-campus reporting. The University will not wait for conclusion of a criminal investigation or proceeding to resolve complaints or begin the investigation and adjudication process described in this policy. The University will, however, comply with valid requests by law enforcement for cooperation in a criminal investigation. This may result in temporary delays of the University's investigation and adjudication process while law enforcement evidence is gathered, but the University will resume the investigation and adjudication process described in this policy when law enforcement has finished its evidence gathering. Any delays in the investigation and adjudication process described in this policy will not impact any accommodations and/or supportive measures the University has provided to promote the safety and well-being of the Complainant or the community.

4. Amnesty

The University recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time an incident of sexual violence occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The University strongly encourages students to report incidents of sexual violence to campus officials. A bystander or Complainant reporting in good faith or a victim reporting sexual violence to University officials or law enforcement will not be subject to disciplinary procedures for violations of the University's Alcohol and Drug Policies occurring at or near the time of the sexual violence. The University may initiate an assessment or educational discussion, or pursue other non-disciplinary options regarding alcohol and/or other substance abuse, in an effort to support the future health and well-being of its students.

Offer and Provision of Supportive Measures:

Upon receipt of a report, the Title IX Coordinator will promptly and confidentially reach out to the Complainant to discuss the availability of a variety of supportive measures. Supportive measures should also be offered to the Respondent as necessary and appropriate.

Supportive measures are designed to restore or preserve equal access to the University's education programs and activities, protect the safety of all parties and the educational environment, or deter Sexual Harassment. These supportive measures should be non-disciplinary, non-punitive, individualized, and provided free of charge. They must be offered regardless of whether a Formal Complaint is filed, and must be kept confidential to the extent that such confidentiality would not interfere with providing the supportive measures.

Examples of supportive measures include, but are not limited to:

- > Counseling
- > Extensions of deadlines or other course-related adjustments
- > Modifications of work or class schedules
- > Campus escort services
- > Mutual restrictions on contact between the parties
- > Changes in work or housing locations
- > Leaves of absence
- > Increased security and monitoring of certain areas of the campus

Emergency Removal and Administrative Leave:

The University reserves the right to remove a student Respondent from its educational program or activity on an emergency basis. Such a removal may only occur if, after an individualized safety and risk analysis, the University determines an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event a decision is made to remove a Respondent, he or she will be provided with notice by the Title IX Coordinator, and given the opportunity to challenge that decision immediately following the removal by submitting a request in writing to the Title IX Coordinator.

Likewise, a non-student employee Respondent may be placed on administrative leave during the pendency of the grievance process described in this Policy.

FILING A FORMAL COMPLAINT OF SEXUAL HARASSMENT

In the event that a Complainant wishes for the University to proceed with an investigation and hearing into the allegations of Sexual Harassment pursuant to the grievance process procedures in this Policy, he or she must file a Formal Complaint. A Formal Complaint is a document alleging Sexual Harassment against a Respondent and requesting that the University investigate the allegation of Sexual Harassment. The Complainant must be participating in or attempting to access a University education program or activity at the time the Formal Complaint is submitted.

A Formal Complaint must be in written form, but it may be submitted in person, by mail, or by email. It must be signed by the Complainant but the required signature may be physical or digital.

A Title IX Coordinator may also initiate a Formal Complaint by signing it. The Title IX Coordinator may consider the specific facts and circumstances and whether there is a pattern of misconduct involving a particular Respondent. A Title IX Coordinator may only sign a Formal Complaint after he or she has contacted the Complainant and discussed supportive measures and the Formal Complaint process with the Complainant. The Title IX Coordinator must consider the Complainant's wishes for how the University responds to the report of Sexual Harassment. The Title IX Coordinator should balance campus safety concerns with respect for survivor autonomy.

The Title IX Coordinator may consolidate Formal Complaints where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a Formal Complaint includes more than one Complainant or more than one Respondent, any references in this policy to a single Complainant and/or Respondent will also refer to multiple Complainants and/or Respondents.

DISMISSAL OF FORMAL COMPLAINTS

Upon receipt of a Formal Complaint, the Title IX Coordinator will review the allegations set forth therein and determine whether the Complaint may proceed. Although the allegations may be still be investigated and resolved pursuant to another University policy (as noted above), Formal Complaints of Sexual Harassment brought pursuant to this policy must be dismissed if:

- > The conduct alleged would not constitute Sexual Harassment as defined in this Policy;
- > The conduct did not occur in connection with a University education program or activity;
- > The conduct did not occur against a person in the United States.

Furthermore, the Title IX Coordinator may, in his or her discretion, determine that even though it meets the basic threshold requirements to proceed, a particular Formal Complaint should be dismissed. Specifically, a Formal Complaint may be dismissed if:

1. Complainant notified Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations within;
2. Respondent is no longer enrolled or employed by the University;
3. Specific circumstances prevent the University from gathering evidence to reach a determination.

After an initial review of the Formal Complaint, the Title IX Coordinator will continue to monitor the investigation and evaluate the Formal Complaint to determine if the above criteria for dismissal apply.

Following any dismissal of a Formal Complaint, the Title IX Coordinator will simultaneously send a written notice to the parties of the dismissal and the reasons for the dismissal.

To the extent the behavior alleged in the Formal Complaint could constitute a violation of another University policy, it may be pursued under that policy. The Title IX Coordinator has the discretion to refer the allegations to the appropriate University official.

PROHIBITION OF RETALIATION

There will be no retaliation against or adverse treatment of any individual who in good faith reports an incident under any part of this Policy or against any individual who participated in the investigation or adjudication process related to this Policy. Retaliation includes, but is not limited to, pressuring the person to drop or not support the complaint or to provide false information; engaging in conduct that may reasonably be perceived to adversely affect an individual's educational, living, or work environment; and/or threatening, intimidating, or coercing the individual or otherwise discriminating against any individual using their rights or responsibilities under this Policy. Reports of retaliation should be reported immediately to the Title IX Coordinator. Any reports or complaints of retaliation will be investigated and appropriate action will be taken.

SEXUAL HARASSMENT GRIEVANCE PROCESS PROCEDURES

General Provisions:

If any party believes that the Title IX Coordinator has a conflict of interest or bias for or against the individual parties and/or for or against complainants or respondents generally, that party should report their concern to the University's Chief Financial Officer Stephen Mansdoerfer (stephen.mansdoerfer@williamwoods.edu or 573-592-1163) within five (5) business days of filing a Formal Complaint. If the Chief Financial Officer finds that a conflict of interest or bias exists, will designate another individual to serve as Title IX Coordinator for the purposes of the specific grievance process involving the parties.

The Respondent will be presumed not responsible for the policy violation that is alleged in the Formal Complaint unless and until the respondent is found responsible by the decision maker at the conclusion of the grievance process.

The grievance process generally will be completed within ninety (90) days. However, extensions to this time frame may be granted at the request of either party, or at the discretion of the Title IX Coordinator when good cause exists for the delay. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities. The Title IX Coordinator will notify all parties in writing of the delay, the length of the extension granted and the reason for the extension.

Notice:

Within five (5) business days of the receipt of a Formal Complaint, the Title IX Coordinator or designee will issue a written notice to the parties. The written notice should include, if known, the identity of the parties, the conduct alleged to be Sexual Harassment, and the date(s) and location(s) of the incident(s). The notice will also include a statement that the Respondent is presumed to be not responsible for any policy violations. The notice must also inform the parties that they have the right to an advisor of their choice during the grievance process, that they may inspect and review evidence gathered during the investigation, and that the student Code of Conduct prohibits making false statements or submitting false information during the grievance procedure.

If during the course of the investigation, additional allegations are going to be investigated that were not included in the original notice, the Title IX Coordinator or designee will issue a supplemental written notice to the parties.

Parties will also be provided with notice of all meetings, interviews, or hearings at least three (3) business days in advance. Such notice will include the date, time, location, participants, and purpose of the meeting, interview, or hearing.

Advisors:

Each party has the right to select an advisor of their choice, and for that advisor to accompany the party to any part of the grievance process, including all meetings, interviews, and/or hearings at least five (5)

business days in advance. An advisor can be a friend, family member, faculty member, mentor, attorney, or any other person of the party's choice who is available and agrees to serve as advisor.

It is the goal of the University to provide trained advisors to parties for the grievance process. A party may select an advisor from a list of individuals maintained by the Title IX Coordinator who have been trained and agreed to serve as advisors during the grievance process. A party's choice of advisor is not limited to those individuals on such a list. While a party may select any individual to serve as their advisor, only the individuals on the list maintained by the Title IX Coordinator will have received specialized training on the University's grievance process.

Parties must provide notice of who will serve as their advisor during any grievance hearings at least five (5) business days prior to the hearing. If a party does not have an advisor for a grievance hearing, an advisor will be selected by the Title IX Coordinator and will be provided for the purpose of cross examination during the hearing.

Advisors may offer advice to and confer with the party during any meeting, interview, and/or hearing, but generally may not speak on behalf of the party. The only time an advisor may speak on behalf of the party is to conduct cross examination questioning during a grievance hearing. Advisors are expected to comply with the Rules of Procedure and Decorum for hearings and remain respectful throughout the entire grievance process.

Any advisor who fails to comply with these policies, the Rules of Procedure and Decorum for hearings, and/or who does not treat all others with respect throughout the grievance process may be warned by the Title IX Coordinator, Investigator, and/or hearing decision maker for his or her first infraction. An advisor may be asked to leave the grievance proceeding if after being warned he or she continues to violate these policies or the Rules of Procedure and Decorum for a hearing, and/or continues to not treat others with respect. If an advisor is asked to leave a meeting, interview, or hearing, the proceeding will end and be continued at another time when the party has an advisor. Whether an advisor who has been asked to leave a proceeding may serve as an advisor to the party at a later meeting, interview, or hearing will be a decision in the sole discretion of the Title IX Coordinator.

Investigation:

The Title IX Coordinator or designee will designate an Investigator to conduct a fair, thorough investigation of the allegations in the Formal Complaint. The Investigator will have received training as outlined herein. The University may designate an outside investigator as Investigator.

The Investigator will provide written notice of any meetings or interviews to the parties and/or witnesses at least three (3) business days in advance of the meeting or interview. This notice will include the date, time, and location for the meeting, as well as who will be participating in the meeting and the purpose for the meeting.

The burden will be on the Investigator to fully and fairly investigate the allegation in the formal complaint. All parties will have an equal opportunity to present witnesses and evidence to the Investigator.

At the conclusion of the investigation, the Investigator will send a copy of the evidence that is directly related to the allegations in the Formal Complaint to the parties and their advisors for inspection and review. The parties will then have ten (10) business days in order to submit a written response to the evidence, if they choose to do so. The Investigator will consider any written response to the evidence before the completion of the investigative report. The Investigator will make all evidence that is directly related to the allegations available at the grievance hearing.

The Investigator will prepare an investigative report that fairly summarizes all the relevant evidence. The investigative report should include a description of all steps taken in the investigation as well as summaries of all interviews with parties and/or witnesses and all relevant evidence reviewed by the Investigator.

The Investigator will send a copy of the report to the parties and their advisors at least ten (10) business days prior to any hearing for the parties' review and written response.

Hearing:

After the conclusion of the investigation, a live hearing before a decision maker will be held. The University may designate an outside decision maker to conduct the hearing and issue a final decision.

The decision maker will issue notice of the hearing to the parties, including the date, time, and location of the hearing. This notice will be provided at least three (3) business days before the hearing. The hearing will be held pursuant to the Rules of Procedure and Decorum.

At the request of either party, the hearing will be held with the parties in separate rooms or locations, with the parties and decision maker able to simultaneously see and hear each other through technology. Whether the hearing is conducted virtually or in person, it will be recorded. The Investigator will make all evidence that is directly related to the allegations available at the grievance hearing. All parties may refer to such evidence and may use it in cross examination. The Investigator will provide a copy of the investigative report and all evidence that is relevant to the allegations in the formal complaint to the decision maker. However, the decision maker may not defer to the investigative report, and must objectively evaluate all relevant evidence and independently reach a determination regarding responsibility.

The Investigator, Complainant, and Respondent all have the ability to testify and call witnesses at the hearing, and to provide evidence to the decision maker. The decision maker will have the opportunity to ask questions of all parties and witnesses during the hearing. After the decision maker asks their questions, each party's advisor will have the opportunity to ask all relevant and follow up questions of the other party and all witnesses during cross examination. No party shall be questioned directly by the other party. Advisors must abide by the Rules of Procedure and Decorum in questioning parties and witnesses. Any advisor who does not abide by the Rules of Procedure and Decorum will be warned or dismissed from the hearing at the discretion of the decision maker.

The decision maker cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions during the hearing, including cross examination.

The Hearing Panel Chair/decision maker will state whether each question is relevant before the questions is answered by the party or witness to whom it is directed, and explain any decision to exclude a question as not relevant. Questions or evidence that are deemed irrelevant by the decision maker will be excluded from the hearing. Formal rules of evidence shall not apply.

The following types of evidence are not relevant for purposes of adjudicating a claim of Sexual Harassment under this Policy:

- > Evidence that is not pertinent to proving whether a fact material to the allegation is more or less likely to be true;
- > Information that is protected by privilege (e.g. attorney-client privilege);
- > Any party's medical, psychiatric, psychological, or counseling records without that party's voluntary, written consent to provide such information;
- > Any information about the Complainant's sexual predisposition or prior sexual behavior, unless it is offered to prove that someone other than the Respondent committed the behavior alleged in the formal complaint or if the evidence concerns specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and is offered to prove consent;

Questions that are duplicative or irrelevant may also be deemed irrelevant.

The decision maker may evaluate and consider all relevant evidence, including, but not limited to, statements by parties and witnesses during the hearing, information presented by parties

or witnesses at the hearing, information contained in the investigation report, and information gathered during the investigation. This could include statements in the investigation report, police reports, medical reports, text messages, social media posts or messages, or other documents.

When making the determination on responsibility, the decision maker has the discretion to determine the weight to give statements and evidence, based on the reliability and/or credibility of the statements and evidence. When determining the reliability and/or credibility of statements and evidence, the decision maker should consider the totality of the evidence and context, including, but not limited to:

- > The reasonableness and inherent plausibility of the statement or evidence in light of all the evidence;
- > The witness or party's opportunity or ability to see or hear the things described in the statement;
- > Whether there is any other statement or evidence to corroborate the statement or evidence;
- > Whether there are inconsistencies in the statement or evidence;
- > Whether other evidence or statements contradict or dispute the witness's statement or evidence;
- > The witness or party's interest in the outcome and/or motive to provide a false statement or evidence, if any;
- > The witness or party's demeanor and behavior while making the statement;
- > The witness or party's memory of the information in the statement;
- > The witness or party's bias or prejudice, if any.

Determination of Responsibility:

The decision maker will issue a written determination whether the Respondent is responsible for the policy violations alleged in the Formal Complaint within five (5) business days of the conclusion of the hearing. The decision maker must determine the weight of the evidence and credibility of the parties in reaching a determination.

The written determination shall include:

- > An identification of the allegations in the Formal Complaint;
- > A description of procedural steps taken from the receipt of the Formal Complaint through the determination, including any notices, interviews, investigations, and hearings;
- > Findings of fact that support the determination,
- > Conclusions regarding the application of the policy to the facts;
- > A statement and rationale for the result for each allegation including the determination of responsibility, any sanctions that will be imposed on the Respondent, and whether any remedies designed to restore and preserve equal access to the College's educational program will be provided to the Complainant; and
- > The procedures and acceptable bases for appeal of this determination.
- > The standard of proof will be "preponderance of the evidence," which means whether the evidence shows it is more likely than not that a policy violation occurred.

The written determination will be provided simultaneously to all parties. It will become final and any sanctions will take effect after the resolution of any appeal, or if no appeal is filed, within 48 hours after the issuance of the written determination.

Sanctions and Remedies:

If the Respondent is found responsible for any violations of policy, then the [hearing decision maker] will determine what disciplinary sanctions will be imposed on the Respondent and what remedies designed to restore and preserve equal access to the College's educational programs will be offered to the Complainant.

The possible sanctions that can be imposed on a Respondent found responsible include:

- > **Disciplinary Probation:** A designated period of time during which the student or organization is not in good standing with the University. The terms of disciplinary probation may involve

- restrictions of student privileges and/or set specific behavioral expectations;
- > Written Warning/Behavioral Agreement: A written expression of disapproval to the student or student organization for violation of University Policy. Signed agreement that the student understands the violation and agrees to change behavior to meet expectations;
 - > Loss of Privilege: Denial of specified privileges for a designated period of time including but not limited to attending an Intercollegiate Athletics sporting event, attending LEAD events, participating in an intramural/recreation activity, representing the university in an official capacity, hosting or sponsoring student organization activities/events, holding an elected or appointed student office or appointment to a university committee, and/ or entering/using a university facility.
 - > Restitution: Reasonable and limited compensation for loss, damage, or injury to the appropriate party in the form of money or material replacement;
 - > Restriction from Employment at the University: Prohibition of or limitation on University employment;
 - > Class/Workshop/Training/Program Attendance: Enrollment in and verified completion of a class, workshop, training, online learning, program, and/or follow up meetings with staff members any of which could help the student and/or the University community. Examples include, but not limited to, the following: Online training programs, Counseling (recommended & voluntary only), scheduled Check-in Meetings with staff member, and Healthy Relationship/Consent/Wellness Education coaching;
 - > Educational Project or Service Hours: Completion of a project specifically designed to help the student understand why certain behavior was inappropriate and to prevent its recurrence; or designated service hours approved in advance by University.
 - > University Housing Transfer or Removal: Placement in another room or housing unit or removal from University housing. Housing transfers or removals may be temporary or permanent depending on the circumstances;
 - > Removal from Specific Courses or Activities: Suspension or transfer from courses or activities at the University for a specified period of time;
 - > No Contact: Restriction from entering specific University areas and/or from all forms of contact with certain persons;
 - > Fines: in limited instances fines are assigned to violations or failure to completed assigned sanctions in a timely manner;
 - > Suspension: Separation from the University for a specified period of time or until certain conditions are met;
 - > Expulsion: Termination of student or student organization status for an indefinite period;
 - > Transcript notation, hold, and/or notification to other institutions: A notation of non-academic disciplinary action may be made on a transcript and/or the University may notify other institutions of non-academic disciplinary action. In addition, the University may place a hold on transcripts, meaning that the University may prevent a student from registering for classes, receiving a copy of their transcript/diploma, or both;
 - > Withholding, delaying, or revoking the conferral of the degree: The University may delay the conferral of the degree pending the outcome of an investigation or withhold the conferral of the degree due to a finding of Prohibited Conduct. In extraordinary circumstances, the University may revoke the conferral of the degree.

Student-employees:

If a student-employee is found to have engaged in Prohibited Conduct, the student-employee may be subject to sanctions both in connection with their employment and in connection with their student status, as appropriate under this and other applicable processes.

The possible remedies that may be offered to a Complainant include:

- > academic accommodations;
- > counseling, education or training;
- > monitoring or other individual support.

Appeals:

When a recommendation for non-reappointment or termination of a three-year faculty contract or tenured appointment is made as a sanction for a violation of this Policy, the appeals procedure outlined in Chapter 9 of the Faculty Handbook (included herein as Appendix C) shall apply.

Otherwise, a party may appeal the determination of responsibility or a dismissal of a Formal Complaint by submitting a written request to the Vice President of Student Life (for student complaints) or the Chief Financial Officer (for employee complaints) (hereinafter collectively referred to as the "Appeals Decisionmaker") within 48 hours of the issuance of the hearing decision maker's determination of responsibility. The request should include a short statement outlining the basis for appeal.

Appeals are limited to the following bases:

- > Procedural irregularity that affected the outcome of the matter;
- > New evidence that was not reasonable available at the time of the determination of responsibility or the dismissal of the Formal Complaint that would affect the outcome of the matter; or
- > The Title IX Coordinator, Investigator, or hearing decision maker had a conflict of interest or bias for or against complainants or respondents generally that affected the outcome of the matter.

The Appeals Decisionmaker will notify the parties in writing that an appeal has been filed. Each party will then have five days to submit a written statement in support of, or challenging the outcome of the hearing.

The Appeals Decision Maker will issue a written determination of the outcome of the appeal, describing the result of the appeal and the rationale in support of that decision within five days of the deadline for parties to submit their written statements. The Appeal Decision Maker's written determination will be provided simultaneously to all parties.

TRAINING

Campus safety and security are matters of significant importance on the William Woods University campus, and the University is dedicated to educating the University community about dating violence, domestic violence, sexual assault, and stalking. Campus Safety personnel provide safety information to the campus and also work with the local police department to provide safety programs for the students and employees. The focus of this educational programming effort is to increase awareness of safety issues and to provide students and employees with information about campus security procedures. New students and employees receive security/safety information during orientation sessions and are encouraged to report safety concerns, emergencies, and/or crimes to the safety office. The Student Life staff, other university staff, and student organizations also sponsor educational programs dealing with issues such as sexual assault, including rape and acquaintance rape, alcohol awareness, substance abuse, etc. Topics are addressed through a variety of measures including campus flyers and promotional materials, speakers, videos, curriculum, etc. In addition, hall meetings are held to address hall safety procedures and security issues identified by the Student Life staff. For a list of specific programs offered, please see the University's Annual Security Report at:

[William Woods Annual Security Report](#)

The University will ensure that the Title IX Coordinator, Investigator, decision-maker, and any person who facilitates an informal resolution has received training on:

- > The definition of Sexual Harassment as set out in this Policy;
- > The definition of Consent under this policy and how to apply the definition of Consent consistently and impartially;
- > The scope of the University's education program or activity;

- > How to conduct the grievance process, including investigations, hearings, appeals, and informal resolutions (as applicable); and
- > How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

Decision makers will also receive training on:

- > How to operate any technology used in conducting a hearing; and
- > How to determine relevance of questions and evidence, including the provisions of this policy pertaining to the exclusion of evidence of a Complainant's previous sexual behavior

Investigators will also receive training on:

- > How to determine if evidence is relevant to an investigation; and
- > How to create an investigative report that fairly summarizes relevant evidence.

All training materials used by the University must not rely on sex stereotypes and must promote the impartial investigation and adjudication of Formal Complaints. All training materials used to train the Title IX Coordinator, Investigator, decision maker, and any individual who facilitates an informal resolution must be made publicly available. These materials will be published at: www.williamwoods.edu/titleix.

RECORDKEEPING

The Title IX Coordinator must create and maintain for a period of at least seven years records of any actions, including any supportive measures taken in response to a report or formal complaint of Sexual Harassment. For each instance, the Title IX Coordinator must document: 1) the basis for the conclusion that the University's response was not deliberately indifferent, and 2) that the University has taken measures designed to restore or preserve equal access to the University's educational program or activity. If the Title IX Coordinator does not provide the Complainant with supportive measures, then the Title IX Coordinator must document why it was not clearly unreasonable to not provide supportive measures.

The Title IX Coordinator will also maintain the following records for a period of at least seven years:

- > Records related to each Sexual Harassment investigation, including any determination regarding responsibility;
- > Any audio or audiovisual recording or transcript from a grievance hearing;
- > Records of any disciplinary sanctions imposed on the Respondent;
- > Records of any remedies provided to the Complainant;
- > Any appeal from a grievance process and the result of the appeal;
- > Records related to any informal resolution and the result of the informal resolution;
- > All materials used to train the Title IX Coordinators, Investigator, decision maker, and any individual who facilitates an informal resolution.

APPENDIX A

Contact Information for Filing Complaints

Michelle Maupin

Title IX Coordinator
Director of Human Resources
William Woods University
Academic Building, Room 101
Fulton, MO 65251
michelle.maupin@williamwoods.edu
573-592-4347

Tiffany Quinze Nolan, Ed.D.

Deputy Title IX Coordinator for Students
Vice President of Student Life
William Woods University
McNutt Campus Center, Room 122
Fulton, MO 65251
tiffany.nolan@williamwoods.edu
573-592-4235

Christy Dry

Deputy Title IX Coordinator
Assistant Director of Human Resources
William Woods University
Academic Building, Room 101
Fulton, MO 65251
christy.dry@williamwoods.edu
573-592-1184

Aimee Sapp, Ph.D.

Provost
William Woods University
Academic Building, Room 106
Fulton, MO 65251
aimee.sapp@williamwoods.edu
573-592-4391

Julie Houseworth

Controller
William Woods University
Academic Building, Room 100
Fulton, MO 65251
julie.houseworth@williamwoods.edu
573-592-4260

Jeremy Moreland, Ph.D.

President
William Woods University
Academic Building, Room 215
Fulton, MO 65251
jeremy.moreland@williamwoods.edu
573-592-4216

Mike Wills

Coordinator of Campus Safety
William Woods University
McNutt Campus Center, Room 204
Fulton, MO 65251
mike.wills@williamwoods.edu
573-592-1191

Stephen Mansdoerfer

Vice President & Chief Financial Officer
William Woods University
Academic Building, Room 102
Fulton, MO 65251
stephen.mansdoerfer@williamwoods.edu
573-592-1163

Fulton Police Department

Fulton, MO 65251
573-592-3100

Steven Mitchell Office for Civil Rights (Region 7)

U.S. Department of Health and Human Services
601 East 12th Street - Room 353
Kansas City, MO 64106
Voice Phone 800-368-1019
FAX 816-426-3686
TDD 800-537-7697

APPENDIX B

University, Local, and Other Resources

The University offers support for victims of Sexual Harassment separate from the investigation and adjudication process described herein. The University will assist a victim of Sexual Harassment or other alleged criminal behavior in contacting the local police department to report the alleged behavior if requested by the victim.

Regardless of whether a victim elects to pursue a criminal complaint or contact local law enforcement, the University will assist victims of Sexual Harassment and will provide each victim with a written explanation of his/her rights and options under this Policy. Seeking medical attention and discussing the situation with trained professionals can often help victims gain closure more rapidly and feel more effective in their reactions.

Seeking medical treatment is essential to treat any physical injuries and to assess and treat any sexually transmitted disease or pregnancy. A medical examination is essential for gathering and preserving evidence for those individuals considering reporting to local law enforcement. This ideally should occur within twenty-four (24) hours of the incident. The Coalition Against Rape and Domestic Violence (CARDV), a local Fulton, Missouri resource, is available for support, transportation, or as an advocate. Even though the medical exam is key to any legal repercussions, it does NOT mean that charges will be filed. This can be discussed with appropriate law enforcement if applicable.

Medical Services - On-Campus (for traditional on-campus students): A nurse practitioner is available in the health services clinic to help students. The nurse practitioner can provide medical attention, pregnancy tests, and testing and treatment for sexually transmitted diseases. The nurse practitioner can also provide information on medical exams, counseling, and off-campus referrals, if necessary. On-campus students may contact the nurse practitioner as follows:

Woods Wellness

William Woods University
Stone-Campbell Apartments (Apt. A)
Fulton, MO 65251
health.services@williamwoods.edu
573-592-4222

Note: On-campus medical exams do not include gathering and preserving evidence.

Medical Services - Off-Campus: Some students, faculty, and staff prefer or need to seek medical services off campus or after clinic hours. The following medical facilities are available in the area:

University Hospital and Clinics
One Hospital Drive
Columbia, MO

Boone Hospital Center
1600 E. Broadway
Columbia, MO

Women's and Children's Hospital
404 Keene Street
Columbia, MO

St. Mary's Health Center
2505 Mission Drive
Jefferson City, MO

Counseling Services - On-Campus (for traditional on-campus students): A counselor is available on campus. Professional support can help with anxiety and grief related to the crisis situation. In addition, the counselor can provide information on options involving safety, medical exams, University disciplinary action, and legal options. On-campus students may contact the counselor as follows:

**Woods Wellness
(traditional on-campus students):**
William Woods University
Stone-Campbell Apartments (Apt. A)
Fulton, MO 65251
health.services@williamwoods.edu
573-592-4222

On-campus students may also contact
the University Chaplain as follows:
The University Chaplain Office of Faith Services
Burton Building, Room 207
William Woods University
Stone-Campbell Apartments (Apt. A)
Fulton, MO 65251
573-592-4241

Woods Online Wellness (for students only):
833-434-1217 | WoodsOnlineWellness.com

Counseling Services - Off-Campus: The local sexual violence advocacy organization is the Coalition Against Rape and Domestic Violence (CARDV). Their trained staff provides private and confidential information and referral for medical, legal (e.g., ex parte order of protection), and recovery issues twenty-four (24) hours a day, seven (7) days a week. CARDV also provides ongoing counseling services. Contact CARDV toll free at 866-642-4422.

APPENDIX C

Excerpt From Faculty Handbook

Chapter 9-Non Reappointment-Appeals This appeal procedure is applicable only when recommendations for non-reappointment or termination of a three-year contract or tenured appointment are made.

- > Recommendations regarding the action (meaning termination or non-reappointment) are made initially by the Provost. The faculty member may request that the recommendation be in writing.
- > Within three days after making the recommendation regarding the action, the Provost must confer with the faculty member. During this conference, the Provost must state specifically the reason(s) for this recommendation. The Provost must also inform the faculty member of his or her right to appeal this recommendation regarding the action and ensure that the faculty member involved understands the procedure he or she must follow to appeal. To ensure that the faculty member understands his or her rights, the chair of the Personnel Committee must be available to meet with the person at his or her request to further explain the appeal process.
- > If the faculty member agrees that the recommendation regarding the action is justified and/or does not wish to appeal the decision, the matter shall end, the recommendation shall stand and the action shall be taken.
- > If the faculty member does not accept the Provost's recommendation regarding the action, the faculty member must send a written request for appeal to the chair of the Faculty Personnel Committee with informational copies to the Provost and the faculty member's division chair. The written request for appeal must be received by the chair of the Faculty Personnel Committee within ten days of the day of the Provost's conference with the faculty member.
- > Once the request for an appeal has been received, the chair of the Faculty Personnel Committee shall send a memorandum to the Provost, the faculty member and all members of the Faculty Personnel Committee that includes a copy of the appeal, establishes a date, time and place for the hearing, and sets forth any other matters deemed advisable by the chair. The date of the hearing must be scheduled no later than ten school days following the date of the request from the faculty member.

- > In cases of non-reappointment of three-year contracts, the jurisdiction of the committee is limited solely to a determination as to whether the proper procedure was followed. That is to say, the committee's sole function is to determine whether the requirement of timely notice to the faculty member has been followed as set forth in this handbook. The committee does not have jurisdiction to review any substantive matters such as whether the reason(s) given for the action are appropriate or are supportable.
- > The hearing shall be conducted in a manner determined by the committee chair in consultation with the members of the committee. The faculty member and the dean or his or her representative are entitled to be present. The faculty member and the Provost may send a written notice to the chair no later than five business days prior to the hearing indicating that they expect to call certain persons to appear before the committee as witnesses. All persons to be directly involved in the hearing and persons who have been requested to appear as witnesses shall be notified in writing by the chair at least three business days prior to the hearing date. The hearing process will continue for the period determined by the committee until the committee in its opinion has accumulated information and supporting data sufficient to render a recommendation in the case. The sole jurisdiction of the faculty committee shall be either to endorse the dean's recommendation or to recommend that said decision be reversed.
- > The decision of the committee must be announced in writing within two school days after the hearing has been concluded in a written memorandum from the committee chair to the faculty member, the division chair, the Provost, and the President. The President shall review the recommended decision of the committee and render a final decision endorsing the committee recommendation or overruling it. Except as described in the next sentence, the decision of the President is final and non-appealable. In the case of the termination of a tenured faculty member only, a faculty member who is aggrieved by the decision of the President shall have a right to a final appeal to the executive committee of the Board of Trustees.
- > In the event of an appeal to the Executive Committee of the Board as noted in the preceding section, the time, date and place of such a hearing shall be arranged by the President in consultation with the Chair of the Executive Committee. The hearing will be conducted in a manner to be determined by the Chair of the Executive Committee in consultation with the Committee members. The decision of the Executive Committee will be determined by majority vote and will be announced in a memorandum sent by the President no later than two business days after the decision of the Committee. The memorandum of the President shall be addressed to the faculty member, the Provost, and to all members of the Personnel Committee. The decision of the Executive Committee is final and non-appealable.

APPENDIX D

Education

Campus safety and security are matters of significant importance on the William Woods University campus, and the University is dedicated to educating the University community about dating violence, domestic violence, sexual assault, and stalking. Campus Safety personnel provide safety information to the campus and also work with the local police department to provide safety programs for the students and employees. The focus of this educational programming effort is to increase awareness of safety issues and to provide students and employees with information about campus security procedures. New students and employees receive security/safety information during orientation sessions and are encouraged to report safety concerns, emergencies, and/or crimes to the safety office. The Student Life staff, other university staff, and student organizations also sponsor educational programs dealing with issues such as sexual assault, including rape and acquaintance rape, alcohol awareness, substance abuse, etc. Topics are addressed through a variety of measures including campus flyers and promotional materials, speakers, videos, curriculum, etc. In addition, hall meetings are held to address hall safety procedures and security issues identified by the Student Life staff. For a list of specific programs offered, please see the University's Annual Security Report at williamwoods.edu/safetyreport.

APPENDIX E

Risk Reduction

Campus safety and security are matters of significant importance on the William Woods University campus. Campus Safety officers are available to escort employees and students across campus after hours. For Campus Safety, dial 4357 (HELP) from a University phone or (573) 592-4357 from a cell phone. When you need the police, fire, or an emergency response, dial 911 from any University phone, a cell, or off-campus phone. Also, emergency phones have been installed in six strategic locations around campus. Also referred to as “blue phones,” they have an attention-getting blue strobe mounted atop the units. The blue light is continually lit, and the strobe is activated when the emergency button is pressed. The phones contain two buttons:

- > A red emergency button, which calls 911, used for emergencies ONLY
- > A black button, which calls the WWU switchboard to summon assistance for non-emergency situations such as lock-outs and dead batteries.

All students, faculty, and staff also are encouraged to sign up for Woods Alert, an emergency notification system that uses text messaging and email (<https://williamwoods.regroup.com/signup>). Information can be sent to your cell phone, wireless PDA or computer. Information includes the following categories:

- > Emergency Information
- > Campus Closings/Cancellations
- > Important Announcements

Members of the campus community are encouraged to make safety a priority for themselves and the University. The following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don’t leave your drink unattended while talking, dancing, using the restroom, or making a phone call.
12. Don’t accept drinks from people you don’t know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties,

don't drink from the punch bowls or other large, common open containers.

13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend have been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - > Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - > Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - > Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - > Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

APPENDIX F

Bystander Intervention

Bystanders play a critical role in the prevention of sexual violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask whether they are ok.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance. If you or someone else is in immediate danger, call 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.



WILLIAM WOODS
UNIVERSITY

**Offices of Student Life
and Human Resources**

One University Avenue
Fulton, MO 65251

Student Life: 573-592-4235
Human Resources: 573-592-4347
Safety: 573-592-4357

Confidential reports can be made at
[williamwoods.edu/SilentWitness](https://www.williamwoods.edu/SilentWitness)