



Spelman College®

A Choice to Change the World



2021 ANNUAL CAMPUS SECURITY AND FIRE REPORT

Portions of this report are provided in compliance with U.S. Department of Education Rules and regulations CFR 34, Part 668.46 which is commonly referred to as the Jeanne Clery Act and the Higher Education Opportunity Act

TABLE OF CONTENTS

Introduction..... 3

Non Discrimination Statement..... 3

Spelman College Public Safety Department 4

REPORTING CRIMES AND EMERGENCIES 4

 Campus Security Authorities..... 4

TIMELY WARNINGS 5

EMERGENCY NOTIFICATION..... 5

EVACUATION PROCEDURES:..... 6

CAMPUS SAFETY AND SECURITY: 6

AROUND THE CLOCK PROTECTION:..... 7

PREVENTION AND EDUCATION IS OUR FOUNDATION FOR SAFETY AND SECURITY 7

 Major programs include: 7

OFF CAMPUS EMERGENCIES: 8

Relevant Policies..... 8

 MISSING RESIDENT STUDENT POLICY..... 8

SHUTTLE SERVICES: 9

ACCESS TO CAMPUS: 9

CRIME / INCIDENT ANALYSIS:..... 10

SUBSTANCE ABUSE AWARENESS 10

Summary of Spelman College Alcohol and Drug Policies: 11

 DRUGS 11

 ALCOHOL 11

 HEALTH RISKS 11

 SANCTIONS..... 11

Sex and Gender-Based Discrimination, Harassment and Violence..... 12

 Policies Regarding Prohibited Conduct..... 12

 Prohibited Conduct 12

 Dating Violence 12

 Domestic Violence..... 13

 Stalking..... 13

OTHER MISCONDUCT OFFENSES.....	13
Sexual Exploitation	13
Threatening or causing physical harm	13
Discrimination	14
Intimidation,.....	14
Hazing.....	14
Bullying & Cyberbullying	14
RETALIATION	14
College Procedures for Sexual Misconduct, Intimate Partner Violence and Stalking.....	14
Process Rights	15-16
Process Outcomes.....	17
Training.....	17
Recordkeeping and Privacy	18
Retaliation	19
Immediate Care & Preservation of Evidence	19
Preservation of Evidence	20
Sexual Assault.....	21
Dating or Domestic Violence.....	21
Stalking.....	21
Awareness and Prevention Education	21
Mandatory Education for New Students and Employees.....	22
State of Georgia Sex Offender Registry.....	22
State of Georgia and Gender Based violence.....	22
Student Conduct Administration Process.....	23
College Jurisdiction.....	23
Reporting.....	23
Investigation.....	23
Formal Notice of Violation	23
Major Violations.....	23
Responsibility for Addressing Conduct Violations	24
Student Conduct Administrators.....	24
Student Rights in the Conduct Process.....	24

Governing Principles for Hearing Processes	25
Appeal Procedures	25-26
LEVELS OF VIOLATIONS & SANCTIONS	27-29
DEAN OF STUDENTS ADMINISTRATIVE OPTIONS	30-33
CAMPUS CRIME STATISTICS	34
2020 Annual Fire Report.....	36

INTRODUCTION

Portions of this report are provided in compliance with U.S. Department of Education Rules and Regulations CFR 34, Part 668.46 which is commonly referred to as the Jeanne Clery Act and the Higher Education Opportunity Act.

Paper copies of this report are available upon request from the Spelman College Department of Public Safety, 350 Spelman Lane, SW, Atlanta, GA 30314, (404) 270-5328.

Spelman College requires the Department of Public Safety to compile this report annually, employing the current guidelines established by the US Department of Education. To create this report, statistical data is collected from individuals serving in the positions listed below who have been designated as Campus Security Authorities as defined by the Jeanne Clery Act, local law enforcement agencies, and administrators of non-campus properties utilized by the College in support of the educational mission of the institution.

No student organizations recognized by the College maintain off campus buildings as housing facilities or sites where activities are routinely held. As a result, no data is reported for this category.

NON DISCRIMINATION STATEMENT

Spelman College does not discriminate in employment or admissions¹ opportunities, or eligibility to participate in activities, programs, or receive services provided to faculty, staff, or students on the basis of race, color, religion, creed, gender, gender identity, ethnicity, national origin, age, disability, sexual orientation, marital status, protected veteran status, genetic tests, genetic information or any other legally protected status.

¹ As a Women’s College, Spelman considers for admission any individual who consistently identifies and lives as a woman, regardless of that individual sex assigned at birth.

SPELMAN COLLEGE PUBLIC SAFETY DEPARTMENT

The Spelman College Department of Public is a police agency governed by the Georgia Peace Officers Standards and Training Council. Georgia law empowers officers who are certified by the Georgia POST Council to exercise police and arrest powers on the campus and within one quarter mile on public streets leading to and from the campus.

At present State law precludes private institutions like Spelman from entering into formal mutual aid agreements with governmental police agencies. Although no formal agreement exist our Public Safety Department maintains a strong working relationship with the Atlanta Police Department and by practice major crimes that require extensive investigative resources are handled by that department. Additionally, the department works closely with the police departments at each of the Atlanta University Center institutions and the other law enforcement agencies that service our area.

REPORTING CRIMES AND EMERGENCIES

The Department of Public Safety maintains a 24-hour emergency dispatch center that can be reached by dialing 4911 from any phone on the campus phone system, by utilizing any of the emergency call boxes located on campus, or by calling (404) 525-6401.

Campus Security Authorities

Students, employees, contractors, vendors and visitors should immediately report any emergency condition including but not limited to injuries, fire, suspicious activity, or criminal acts that they witness or are the victim of, to individuals serving in any of the following positions at the College:

- All Public Safety personnel
- Vice President of Student Affairs
- Dean of Students
- all housing and residence life staff, including resident assistants and desk aides
- Director of Student Activities, and all student organization advisors.
- Title IX & Compliance Director

These individuals will route all reports of alleged or actual criminal activity to the Department of Public Safety for documentation and follow-up.

In certain instances, this information will be used to generate warning reports to members of the college community if the incident is reportable under Jeanne Clery Act guidelines or is deemed to represent a significant danger to the community.

Currently, there are no processes for including any of the following anonymously reported incidents in this report. However, an individual may make an anonymous report of an incident of sex discrimination, sexual harassment, sexual violence or exploitation, dating/domestic violence or stalking.

A report may be made without disclosing one's own name, identifying the respondent or requesting any action. The College's ability to respond or take further action may be impacted by the level of information available about the incident or individuals involved.

Anonymous reports to the Title IX and Compliance Director can be made through the [Complaint Form for Discrimination, Harassment and Retaliation](#) or by calling the Spelman College Sexual Misconduct Hotline at (678) 873-5884. Individuals wishing to remain anonymous can report incidents without including any personally identifiable information (name, email address, on campus housing assignment, etc).

Individuals may report crimes on a voluntary, confidential basis to College Counselors in the Spelman Student Counseling Department. These incidents will be included in the institutions Annual Security Report.

TIMELY WARNINGS

It is the policy of the College to issue warnings to the college community to advise members of criminal acts or other emergency occurrences on campus or in the immediate vicinity to help prevent similar incidents.

The Public Safety management team will determine the need to issue alerts and make recommendations to the Vice Presidents of Student Affairs, and V.P. of Business and Financial Affairs accordingly.

Every attempt possible will be made to issue warnings within timeframes that would permit members of the Spelman community to take actions that would minimize the likelihood of them being victimized by risks known to the College.

Criminal acts in each of the categories in the statistical portion of this report shall be prioritized in determining the need for issuing an alert. Warnings may be distributed via flyers, notices posted on bulletin boards, e-mail, campus mailboxes, or other means deemed effective to communicate the message.

EMERGENCY NOTIFICATION

It is the policy of the College upon confirmation of incidents or circumstances that represent an immediate or imminent threat to health or safety to issue without delay notification of such incidents. Notifications will be issued in these instances unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

On duty Public Safety staff upon receiving any report of an emergency condition will immediately take steps to confirm the reported condition.

Upon confirmation of an emergency condition the Shift Supervisor and the Director of Public Safety or designee will be informed of the emergency condition. The Public Safety Shift Supervisor, Director of Public Safety, or any member of the College Senior Management Team may authorize the issuance of Emergency Notifications utilizing any or all of the available communications platforms. Notification messages may be prewritten or composed to address the unique circumstances of an event.

Notice of major emergencies on campus or in the immediate vicinity will be communicated by

utilizing one or more of the following communication methods to alert the campus of immediate or imminent danger:

- Spelman Alert --- (Free - Enrollment Required) Automated Emergency Notifications via phones, cell phones, web sites, text messages, and email.
- Outdoor Warning Sirens – Audible sirens to alert individuals outdoors of a severe weather condition or other condition requiring shelter in place protocols.
- Building Notification Systems – NOAA Weather radios, phone trees, local radio stations.
- Twitter – Internet communication platform. Twitter address <spelmanpolice>

All campus emergency notification and evacuation systems are tested at least annually. Test may be announced or unannounced, and the test description, date time, type of test and results will be shared with the Spelman community.

EVACUATION PROCEDURES:

Evacuation of campus facilities shall be undertaken whenever a facility fire alarm is activated, upon instruction of Public Safety staff, Atlanta Fire Department, or when any of the College Emergency Notification Systems issues instructions for evacuation.

CAMPUS SAFETY AND SECURITY:

Recognized as one of the nation's finest liberal arts colleges Spelman is located less than five minutes from the business and government center of the city of Atlanta. The fenced campus is part of a community which includes private residences, public housing, small businesses, and other Historically Black Colleges. While the incidence of criminal acts on our campus is extremely low, members of our campus community are subject to the same potential for criminal victimization as that confronting everyone living in American urban centers. The information that follows is designed to inform current and prospective students, and employees, of the primary programs, policies, procedures, and services that support safety, security, and well-being at the college.

"Protectors of our Future" is the motto of the Spelman College Department of Public Safety. The motto reflects recognition of the value of past, present, and future contributions of the institution and members of this campus community to our society and global community. It also acknowledges the important responsibility of protecting both the individual members of the campus community, and the physical assets of the institution.

The Department of Public Safety is charged with the provision of those services that impact safety and security at the institution. At Spelman both of these are seen as essential elements in maintaining the quality of campus life we enjoy. Our Department of Public Safety is service oriented and tailored to meet the needs of an urban-centered women's institution.

Spelman is committed to maintaining a staff of competent, committed and concerned professionals to deliver public safety services. Over seventy percent of our staff are Police Officers trained and certified by the State of Georgia. These individuals have the same arrest and police powers as the City of Atlanta Police on and within 500 yards of our campus. Our entire Public Safety staff consistently exceeds the State required in-service training annually for

their respective position classifications. Members of our staff regularly serve as instructors at the Fulton County Police Academy that services the Metro Atlanta area, and they are active members in a variety of local, State and National law enforcement associations.

AROUND THE CLOCK PROTECTION:

The Public Safety Department provides services twenty-four hours daily including:

- Foot and motorized patrol of the Campus and immediate vicinity by uniformed and plain clothes police officers;
- 24-hour staffing of an emergency communications dispatch center;
- Information services regarding campus activities and community services;
- Response to requests for routine and emergency police and security services;
- Investigation of violations of campus rules and State and City laws;
- Monitoring of vehicular and pedestrian access to campus; Parking enforcement
- Monitoring of emergency phones, CCTV, and alarm systems at key campus locations

In addition to a fleet of marked police vehicles, the department is equipped with state of the art communications and computer equipment. This capability allows for constant radio communication between all officers on duty, direct links to other police agencies providing service in the immediate area and contact with the Georgia Crime Information Center, and the National Crime Information Center.

PREVENTION AND EDUCATION IS OUR FOUNDATION FOR SAFETY AND SECURITY

In addition to routine police and security services, Crime Prevention and Educational services play an important role in our overall Public Safety Program.

Major programs include:

The Adopt a Hall Project which assigns a Campus police officer to meet regularly with resident students in their residence halls to impart crime prevention information and to determine special concerns which students may have related to safety and or security.

The Citizen's Police Academy offers a variety of personal safety courses to commuter and resident students and staff.

The Public Safety Posse Project provides students the opportunity to develop leadership skills by assisting in the development and implementations of a wide variety of special programs and projects that are offered by the department.

New Student Safety Orientations are conducted at the onset of each semester.

Public Safety Round Table Sessions are conducted twice each semester to provide community members the opportunity to meet with Public Safety administrators to discuss suggestions and concerns, and review campus security procedures.

New Employee Orientations include a review of college safety and security procedures.

In addition, topical displays are set up monthly in high traffic areas to afford the opportunity for students, and employees to receive information about important safety and security topics. This information routinely addresses practices that can be applied on and off campus to enhance personal and community safety and security.

Every member of our campus community is an important member of our Public Safety Team. If you need assistance or observe anything suspicious on campus or in the immediate vicinity, call our Public Safety Department at (404) 525-6401. An officer will always be dispatched to investigate the situation you are reporting on and the appropriate follow up action will be initiated.

Our Public Safety Department also participates in a variety of Law Enforcement Task Forces that seek to improve operational coordination and information exchange between Campus, City, State and Federal Law Enforcement Agencies that service our community. This ensures that they each are part of our team effort.

OFF CAMPUS EMERGENCIES:

If you need Police, Fire, or Ambulance assistance while off campus in Metro Atlanta dial: 911 Every member of our campus community is encouraged to report all incidents of criminal activity whether they are victims or witnesses. Confidentiality of reporting persons is maintained in every instance in strict accordance with all applicable federal and state laws.

While crime prevention and safety awareness are the primary objectives of the Public Safety Department, it is the policy of the College and the Department to vigorously pursue prosecution of those who commit serious crimes or engage in negligent behavior that creates safety risks for the campus community.

RELEVANT POLICIES

MISSING RESIDENT STUDENT POLICY

In the event that a resident student is reported as missing, the Spelman Department of Public Safety will spearhead an investigation to attempt to determine the student's wellbeing and whereabouts.

The College strongly recommends all resident students to register confidential contact information in the event that they are determined to be missing for a period of more than 24 hours. To register complete the Missing Resident disclosure form during Residence Hall check in or speak with a Residence Life staff person or Resident Assistant.

The contact information provided will only be used to contact the person you list if you are reported missing. This information will be kept confidential and will be accessible only to authorized campus and law enforcement officials.

If a Resident student under 18 years old is reported missing her custodial parent or guardian of record will be notified.

SHUTTLE SERVICES:

As an enhancement to student and staff safety when traveling between campuses of other Atlanta University Center Institutions and to mass transit hubs, Spelman and the Robert W. Woodruff Library provide shuttle services daily during class periods and every evening beginning approximately at dusk. Route and schedule information can be obtained at the Public Safety office and is posted in convenient locations throughout the campus. Additional shuttle information may be obtained by calling (404) 577-0306, or (404) 525-6401.

ACCESS TO CAMPUS:

Spelman is a gated community. Pedestrian and vehicular access to campus is monitored twenty-four hours daily. Individuals entering the campus in an unauthorized manner, remaining in campus facilities beyond normal hours of operation or periods of approved visitation are subject to arrest by Campus Police.

Gentlemen visiting the campus maybe required to present current picture identification to gain entry at all times.

Each resident is issued a key to her residence hall. Residence halls are off limits to visitors except during approved visitation periods. During visitation each resident hall reception area is staffed and visitors are screened.

Access to campus buildings and facilities is restricted after normal hours of operation. Campus facilities are monitored with a variety of silent and audible intrusion alarms, as well as security patrols of all facilities that are conducted around the clock.

Public Safety personnel report all observations daily regarding the condition of campus lighting, entry hardware, and security and alarm systems noted during routine campus patrols to the Facilities Department for repair.

CRIME / INCIDENT ANALYSIS:

Our Department of Public Safety tracks incident trends to ensure the most effective deployment of personnel and to keep abreast of trends which should be addressed in our crime prevention and educational programs.

SUBSTANCE ABUSE AWARENESS

Spelman College is committed to the eradication of illegal drugs and the maintenance of a drug free environment. The college fully supports and endorses federal, state and local laws that prohibit the unlawful possession, use or distribution of illicit drugs or alcohol. In support of this commitment the college has developed a comprehensive Alcohol and Drug Abuse Prevention Policy that has been endorsed by the Board of Trustees of Spelman College. This policy is published in the Faculty and Staff, and Student Handbooks.

It is the responsibility of every administrator and member of the faculty, staff and student body to familiarize her or himself with these policies and the associated sanctions that may include suspension, expulsion, loss of financial aid eligibility, loss of academic credit, or termination and referral to the appropriate federal, state or local authorities for prosecution in the courts.

Information regarding substance abuse education, counseling and treatment services can be obtained from any of the following locations.

- College Health Services
- College Counseling Services
- Office of the Dean of Students
- Office of Student Life and Engagement
- Office of Human Resources
- College EAP Counselor

Summary of Spelman College Alcohol and Drug Policies:

DRUGS

The unlawful manufacture, distribution, dispensing, sale, possession, use or consumption of any unlawful or dangerous drug or controlled substance by any member of the faculty, staff or student body of Spelman College for which said individual does not have legal license or valid prescriptions is strictly prohibited. Violations of this policy may result in administrative and or criminal adjudication.

ALCOHOL

The use, sale, consumption, distribution or possession of any alcoholic beverage is prohibited on any property owned or leased by the College or any department or division thereof. Except alcoholic beverages may be served to persons age 21 or older at locations and functions designated by the President or the President's designee subject to the provisions of all College policies.

Violations of this policy will result in administrative and or criminal adjudication. These sanctions also extend to violations of all Georgia laws related to underage drinking.

HEALTH RISKS

The scope and impact of health risks from alcohol and drug abuse are both alarming and well documented ranging from mood altering to life threatening. Abuse of alcohol and drugs alters behavior, distorts perception, impairs thinking, impedes judgment and sabotages opportunity. Substance abuse may result in deterioration of physical health by causing or contributing to various diseases, illnesses or birth defects which may result in permanent impairment or death.

SANCTIONS

In addition to the College sanctions referred to above, persons convicted of federal, state or local laws prohibiting the unlawful use, possession, manufacture, sale, dispensing or distribution of alcohol or drugs are subject to stiff sanctions which may include heavy fines, incarceration for varying periods of time up to life imprisonment, forfeiture of assets, suspension or loss of driver's, business, or professional licenses; termination or suspension from eligibility for civil service

employment; and loss of certain state and federal funds. Presentation of this brief overview in no way diminishes the responsibility of every member of the Spelman College community to become thoroughly familiar with the college Alcohol and Drug Prevention Policy in its entirety.

SEX AND GENDER-BASED DISCRIMINATION, HARASSMENT AND VIOLENCE

Policies Regarding Prohibited Conduct

The Spelman College [Policy Prohibiting Sex-based discrimination, sexual harassment, sexual assault, dating violence, domestic violence and stalking](#), prohibits sex and gender-based discrimination, harassment, violence including acts of sexual assault, dating violence, domestic violence and stalking, which may also constitute crimes. While Spelman College policy, in some instances, uses different standards and definitions than the Georgia law, sex and gender-based incidents often overlap with sex crimes, family violence and stalking statutes contained in the Official Code of Georgia.

Acts of violence and harassment based on sex or gender, including sexual orientation, gender identity and gender expression, may also constitute crimes. Individuals who have experienced incidents involving one or more of these behaviors are protected by federal laws, specifically Title IX of the Education Amendments of 1972, and the 2013 VAWA Amendments to the Clery Act, which mandates the contents of this report.

Prohibited Conduct

Sexual assault, sexual harassment and other forms of sexual violence are crimes of power and control. Below are short summaries of how these crimes are defined by The Violence Against Women Act, Spelman College and under Georgia law. Regulations require the application of one or a combination of these definitions as may be appropriate in specific situations. The following VAWA definitions are used to classify incidents reportable within this Annual Security Report.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship,

(ii) the type of relationship, and the frequency of interaction between the persons involved in the relationship.

(ii) For the purposes of this definition, (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

(i) A felony or misdemeanor crime of violence committed - (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress.

(ii) For the purposes of this definition –

(A) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

(C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Additional definitions which may be applied in classifying, reporting, and or addressing complaints and or imposing sanctions.

OTHER MISCONDUCT OFFENSES

In addition to the violations described above, which fall within the coverage of Title IX sexual harassment, the College also prohibits the following offenses as forms of sex-based discrimination when the act is based on the Complainant's actual or perceived sex, sexual orientation, gender identity/expression, pregnancy status, or status as a parent.

Sexual Exploitation

Taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy.

Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;

Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;

Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);

Bullying & Cyberbullying, defined as: repeated and/or severe behavior that is intended or likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally.

Violation of any other College policies may constitute a discrimination on the basis of sex, when a violation is motivated by actual or perceived sex, sexual orientation, gender identity/expression, pregnancy status, or status as a parent and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

RETALIATION

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the Resolution process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

College Procedures for Sexual Misconduct, Intimate Partner Violence and Stalking

The College has designated the Title IX & Compliance Director, along with Deputy Title IX Coordinators as the administrators responsible for implementation of campus policies.

Procedurally, when the College receives a report of sex or gender-based discrimination, harassment, or violence, the campus Title IX Coordinator is notified. If the Complainant wishes to access local community agencies and/or law enforcement for support, the College can assist the Complainant in making these contacts.

The Title IX Coordinator or designee will offer assistance to Complainants in the form of supportive measures such as opportunities for academic adjustments; changes in on-campus housing assignment; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus safety escorts, transportation assistance, targeted interventions, etc.).

The Title IX Coordinator or designee can connect the Complainant with a counselor on- or off-campus. No Complainant is required to take advantage of these services and resources, but the college provides them in the hopes of offering help and support. Similar supports can be made available to Respondents, upon request.

The College employs supportive and protective measures such as no contact orders or emergency

removal in cases in which a violence risk assessment indicates such action is warranted.

If a student is accused of sex or gender-based discrimination, harassment, or violence, they are subject to action in accordance with the [College Policy Prohibiting Sex-based discrimination, sexual harassment, sexual assault, dating violence, domestic violence and stalking](#) and related complaint resolution procedures. A student wishing to officially report such an incident may do so by contacting Nicole Johnson, Title IX & Compliance Director via email at njohns74@spelman.edu, by telephone at (404)270-5060. Students can also file a report online using the [online incident reporting form](#).

Anyone with knowledge about sex- or gender-based discrimination, harassment, or violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately Nicole Johnson, Title IX & Compliance Director via email at njohns74@spelman.edu, by telephone at (404)270-5060 or use the [online incident reporting form](#).

Supportive and protective measures for individuals who have experienced these incidents are available from the campus whether the individual chooses to report to local and/or campus law enforcement, and irrespective of whether the individual pursues a formal complaint through the College resolution process.

Protection Orders

Spelman College does not issue orders of protection. Orders of protection, restraining orders, injunctions, or similar lawful orders may be obtained through the court system and can be enforced by the Spelman College Public safety Department. Individuals who have obtained a protection order are encouraged to provide a copy to the Spelman College Public Safety Department and Title IX & Compliance Office, and or the Office of the Dean of Students as soon as possible following the issuance to ensure full enforcement.

Although the College does not issue orders of protection, individuals may request that the College issue an administrative directive for no contact or restrict access to parts or all of the campus. The Spelman College Public Safety Department has the authority to issue a criminal trespass warning. Upon request, a determination will be made by the College whether to issue the requested administrative directive or criminal trespass warning.

For information regarding how to obtain a protection order, contact the Spelman College Title IX & Compliance Office at (404)270-4005 or via email at titleixteam@spelman.edu.

Process Rights

A summary of rights, options, supports, and procedures, in the form of this document, is provided to all Complainants and Respondent whether they are students, employees, guests, or visitors.

When appropriate upon receipt of a report and/or a formal complaint, the Title IX & Compliance Director or designee will initiate a prompt, fair, and impartial process, commencing with an investigation, which may lead to the imposition of sanctions for a Respondent based upon a

preponderance of evidence (what is more likely than not).

Procedures detailing the investigation and resolution processes of the College can be found online here: <https://www.spelman.edu/title-ix/policies-and-procedures>. The Title IX Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence, and the effects on the Complainant and the community are remedied.

All parties are entitled to a process which:

- Is prompt, fair, and impartial from initial investigation to final result, including being:
- Completed within reasonably prompt timeframes, including allowing for the extension of timeframes for good cause with written notice to the parties 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 parties;
- Given timely notice of meetings at which the parties (one or all) may be present;
- Given timely provision to the parties and any appropriate officials of equal access to any information that will be used during informal and formal disciplinary meetings and hearings; and is
- Conducted by officials who do not have a conflict of interest or bias for or against the any of the parties
- Is conducted by administrators who, at minimum, receive annual training on:
- Issues related to dating violence, domestic violence, sexual assault, and stalking; and how to conduct an investigation and hearing process the protects the safety of the parties and promotes accountability
- Allows all parties 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
- Does not limit the choice of advisor or presence for any party in any meeting or institutional disciplinary proceeding; however, the institution may establish regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to all parties
- Provides for simultaneous written notification to all parties of:
 - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
 - The institution's procedures for the parties to appeal the result of the institutional disciplinary proceeding, if such procedures are available;
 - Any change to the result; and when such results become final
 - Prohibits retaliation

Process Outcomes

For offenses including sex or gender-based discrimination, harassment, and violence, which typically include the crimes of domestic violence, dating violence, sexual assault, and stalking, sanctions range from warning to expulsion.

Sex Discrimination

Students/ Organizations: Letter of Warning, Disciplinary Probation, Educational Project, Restricted Access to Campus and College Activities, Restitution, Transcript Notation, Suspension, Expulsion

Employees: Verbal Warning, Written Warning, Performance Improvement Plan, Required Counseling, Required Training or Education, Loss of Annual Pay Increase, Suspension with Pay, Suspension without Pay, Demotion, Revocation of Tenure, Termination

Sexual Harassment

Students/ Organizations: Letter of Warning, Disciplinary Probation, Educational Project, Suspension of Housing, Restricted Access to Campus and College Activities, Restitution, Transcript Notation, Suspension, Expulsion

Employees: Verbal Warning, Written Warning, Performance Improvement Plan, Required Counseling, Required Training or Education, Loss of Annual Pay Increase, Suspension with Pay, Suspension without Pay, Demotion, Revocation of Tenure, Termination

Dating/ Domestic Violence/ Sexual Exploitation/ Sexual Assault

Students/ Organizations: Disciplinary Probation, Educational Project, Suspension of Housing, Restricted Access to Campus and College Activities, Restitution, Transcript Notation, Suspension, Expulsion

Employees: Required Counseling, Required Training or Education, Loss of Annual Pay Increase, Suspension without Pay, Demotion, Revocation of Tenure, Termination

Stalking/ Retaliation

Students/ Organizations: Letter of Warning, Disciplinary Probation, Educational Project, Restricted Access to Campus and College Activities, Restitution, Transcript Notation, Suspension, Expulsion

Employees: Verbal Warning, Written Warning, Performance Improvement Plan, Required Counseling, Required Training or Education, Loss of Annual Pay Increase, Suspension with Pay, Suspension without Pay, Demotion,

Knowingly providing false or misleading information to investigators and decision makers can result in additional consequences under the student Code of Conduct and employee Handbook.

Training

The Title IX & Compliance Director is also responsible for assuring that training is conducted

annually for all institution-provided advisors, investigators, decision-makers, and appeal decision-makers involved in the resolution of formal complaints through a process which ensures the safety of all parties and promotes accountability.

Training will focus on sexual assault, domestic violence, dating violence, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender-based discrimination, harassment, or violence covered by Title IX and Clery Act.

Recordkeeping and Privacy

The College records of investigations and resolutions are maintained in privacy in accordance with the institution's record retention policy for a [minimum of seven years]. Information is shared internally between administrators who need to know in order to complete their job duties.

When information must be shared to permit the investigation to move forward, the parties will be informed. Privacy of the records specific to the investigation is maintained in accordance with Georgia law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of Complainant or information that could easily lead to a Complainant's identification.

Additionally, the College maintains privacy in relation to any supportive measures afforded to a Complainant, except to the extent necessary to provide the supportive measures. Typically, if faculty members or administrators are asked to provide supportive measures for a specific student, they are told that such measures are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is.

Irrespective of state law or public records access provisions, information about Complainants is maintained privately in accordance with Title IX and FERPA.

In any complaint of sex or gender-based discrimination, harassment, or violence covered under Title IX and/or the Clery Act, the Complainant and Respondent are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting, conference, hearing, appeal, or other procedural action.

The role of Advisors is described in detail here in the College's [Complaint Resolution Procedures](#). The parties will receive written notification of the allegations as well as any hearing outcome; they will also be afforded opportunities to review and respond to the investigation report before it is finalized and again before a hearing.

Delivery of written notifications to the parties will occur simultaneously (without undue delay between notifications). All parties will be informed of the College's appeal processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Retaliation

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators.

The College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX & Compliance Director, Nicole Johnson, via email njohns74@spelman.edu or phone at (404)270-5060 and/or to officials of the U.S. Department of Education.

Immediate Care & Preservation of Evidence

If you experience sex- or gender-based discrimination, harassment, or violence; or incidents of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact the Spelman College Public Safety Department at (404)525-6401 if you are on campus or call 911 if you are off campus.

Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.

If you are on campus during regular business hours, you may seek confidential support from the Spelman College Counseling Center, located in MacVicar Hall, and available by telephone at (404)270-5293, the Spelman College Health Center, located in MacVicar Hall, and available by phone at (404)270-5249, and the Dean of the Chapel, located in the Wisdom Center and available by telephone at (404)270-5729. For confidential assistance, Employees can contact the Employee Assistance Program by telephone at 1-800-253-5668 or 1-800-882-7610 (TTY).

If you need assistance after hours or on weekend, students may contact the Spelman College Public Safety Department and ask to speak with the Counseling Center staff member. Public Safety dispatchers will provide the on call counselor with the caller's contact information. Public Safety may be reached by dialing (404) 525-6401. When classes are in session and the residence hall are occupied, the College provides a confidential response line for victims of sexual assault, relationship violence and stalking.

Additionally, students may seek support and guidance from the Assistant Director for Prevention & Response in the Title IX & Compliance Office, located in Milligan Building Suite 2305 and by telephone at (404)270-5123 for support and guidance. After regular business hours, or in any situation where an individual wishes, local resources are also available and may be able to provide confidential assistance. The College has prepared a list of local and national resources, which are available online at <https://www.spelman.edu/title-ix/help-and-support/off-campus-support-resources>.

For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. Sexual Assault Nurse Examiners are available at [Grady Rape Crisis Center](#) (Atlanta), [Day League](#) (Decatur), and [Live Safe Resources](#) (Marietta). These locations will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.

Preservation of Evidence

Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean **paper** bag or clean bedsheet to avoid contamination.

Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.

If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.

Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.

Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify the Spelman College Public Safety Department or the Title IX & Compliance office so that those orders can be observed on campus.

Even after the immediate crisis has passed, consider seeking support from Counseling Center counseling services], the Assistant Director for Prevention & Response, and/or a local community resource.

Contact the Title IX & Compliance office if you need assistance with College-related concerns, such as no-contact orders or other supportive measures. The Title IX & Compliance office will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, safety escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. The College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

Sexual Assault

To preserve evidence in the case of sexual assault, it is recommended that you do not shower or bathe, wash your hands, use the toilet, douche, eat, drink, smoke, brush your teeth, change clothing, or wash clothing or bedding before a medical exam. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care.

Forensic evidence collection is best done within 72 hours of the assault and best collected immediately following an assault. Technological advancements are making it more likely to collect evidence even after 72 hours; however, it is important to remember that the more time passes between the sexual assault and reporting it to the police, the less likely it will be to collect physical evidence that may be very important to the prosecution of a criminal case.

If you wish to make a report to the police, or if you wish to have evidence collected so you can make this decision later, you may seek services in Georgia by using the Georgia Network to End Sexual Assault resource page to find the closest Rape Crisis Center <https://gnesa.org/page/rape-crisis-centers-georgia>

It is preferred that a police department facilitates the collection of forensic evidence. However, if you are not sure if you would like to report to the police or if it has been longer than 72 hours after the assault, you may wish to gather all clothing and bedding that may be used for evidence and place them into a clean paper bag or clean sheet. Items should be stored at room temperature that will not damage evidence.

Dating or Domestic Violence

In the case of dating violence and domestic violence, the resource you choose to report the crime to (a doctor, the police, an advocate, etc.) may recommend ways to preserve evidence such as logging incidents, photographing injuries, seeking medical care, etc.

Stalking

Stalking is demonstrated through a pattern of unwanted contact. Information on how to document stalking can be found here https://www.stalkingawareness.org/wp-content/uploads/2018/07/SPARC_StalkingLogInstructions_2018_FINAL.pdf. In addition to logging unwanted contact, an advocate or police officer may recommend you save and photograph unwanted text messages, emails, letters and gifts and store them in a secure location.

Awareness and Prevention Education

The College is committed to combating sexual assault and harassment on campus and in the community at large. Programmatic efforts include conducting seminars and workshops, providing group and individual counseling services, and distributing materials which focus on all aspects of sexual assault and harassment including rape, acquaintance rape, incest, domestic violence, stalking, dating violence, sexual assault, and all forms of sexual harassment.

The Spelman College Title IX & Compliance office, the Division of Student Affairs and Office of

Human Resources, Office of the Provost are each charged with providing services related to this topic. Information regarding ongoing programmatic efforts can be obtained by contacting either office.

Mandatory Education for New Students and Employees

Spelman College has partnered with Everfi, Inc. to offer mandatory education for all incoming students and new employees. The College also utilizes Everfi, Inc online modules for ongoing education for continuing students and employees.

Its Your Business Bystander Intervention Workshop

A workshop designed to teach students strategies to intervene and interrupt sexual violence, while also addressing cultural norms supporting gender violence.

Coordinated Community Response Team

The Coordinated community response team is a multi-disciplinary team of campus administrators, law enforcement, students and community agencies, that come together to develop common operational definitions, strategies and procedures as related to responding to Sexual assault, intimate partner violence and stalking.

STATE OF GEORGIA SEX OFFENDER REGISTRY

The State of Georgia Sex Offender Registry can be accessed using the following web address:

< <https://gbi.georgia.gov/georgia-sex-offender-registry> > [GBI Sex Offender Registry](#)

You may utilize a computer in the Public Safety Office to access this site if you do not have internet access.

STATE OF GEORGIA AND GENDER BASED VIOLENCE

There are a number of sexual offenses listed in the Criminal Code of Georgia that may be applicable to reports of sexual violence made by members of the Spelman community. The 2019 Official Code of Georgia, Title 16- Crimes and Offenses, Chapter 6- Sexual offenses can be found here <https://law.justia.com/codes/georgia/2019/title-16/chapter-6/>

The Official Code of Georgia offers provisions for acts of family violence, which also a violates Spelman policy, The 2019 Official Code of Georgia, Title 18- Domestic Relations, Chapter 13- Family Violence can be found here: <https://law.justia.com/codes/georgia/2019/title-19/chapter-13/>

The Office Code of Georgia offers provisions prohibiting the act of Stalking, which also violates Spelman policy, the 2019 Official Code of Georgia, Title 16- Crimes and Offenses, Chapter 5- Crimes Against the Person, Article 7- Stalking can be found here: <https://law.justia.com/codes/georgia/2019/title-16/chapter-5/article-7/>

STUDENT CONDUCT ADMINISTRATION PROCESS

The following section outlines the student conduct process at Spelman College as related to violations of the Community Standards and Code of Conduct.

College Jurisdiction

College jurisdiction relative to community standards and student conduct administration shall include conduct:

- That occurs on college premises
- That occurs at college-sponsored or college-supervised events regardless of where they occur
- That occurs off college premises when the behavior may adversely affect the Spelman community and its interests as an academic community
- That relates to any facet of the relationship between the student and Spelman
- International study abroad and other off campus academic or recognized programs

Reporting

Any member of the Spelman College community may file a written Incident Report regarding the misconduct of a student, group, or student organization. A report must be prepared in writing and directed to the Office of the Dean of Students. Incident Reports should be submitted immediately, preferably within 24 hours, though complaints may be possible at any time after an allegation of a violation. Depending on the circumstances the Dean of Students, Housing and Residence Life staff and Public Safety will determine if the case requires further investigation.

In cases involving more complex behaviors, the Dean of Students will consult with the Behavioral Intervention and Risk Assessment Team to determine the process for addressing student behaviors.

Investigation

Upon receipt of a report or other information about an alleged violation of the Community Standards and Code of Conduct, preliminary investigations may be conducted by Public Safety, Dean of Students, and/or Housing and Residence Life staff to determine the following:

- If the report has merit
- If there is a need for a formal violation notice to be filed
- If the alleged behavior can be appropriately resolved by an informal meeting
- If the information is insufficient to a degree that no formal violation notice will be filed.

Formal Notice of Violation

Students will receive a formal written notification of a violation and asked to appear before a hearing body when there is reasonable basis to believe that the student may have committed a violation of the Community Standards and Code of Conduct. Notice of conduct proceedings and related materials will be expediently sent to the student's email address and/or local address which is listed in the Office of the Registrar. It is the student's responsibility to provide accurate information to the college and to update this information when appropriate.

Major Violations

Incidents involving serious misconduct that potentially or actually endanger the health, safety and general well-being of others, that damages property, that interferes with the Community Standards Review Board process, and/or that involves the possession, use, sale, manufacture or distribution of drugs shall be treated as major violations of the Community Standards and Code of Conduct.

In such cases, the responsible student will typically receive a sanction that includes probation,

suspension or expulsion/dismissal, any of which may be issued following a single occurrence.

Responsibility for Addressing Conduct Violations

A time will be set for a hearing, not less than three (3) to fifteen

(15) college business days after the student has been notified of the violation of the Community Standards and Code of Conduct. The time limits for the scheduling of hearings may be changed for reasonable cause at the discretion of the hearing officer. On occasion, as a result of the timing of a report or the College calendar, it may not be possible for the Dean of Students or other hearing officer to convene a hearing or the appropriate hearing board. On such occasions, the Dean of Students will determine the appropriate alternative hearing format to be used.

After reviewing an incident report, the Dean of Students or other hearing officer will determine how the incident will be addressed. The incident may be addressed as follows:

- a. The case may be dismissed or discharged
- b. The Dean of Students or other hearing officer may request to meet with the parties involved to obtain more information
- c. A hearing with a Hearing Officer or Hearing Board may be assigned

Student Conduct Administrators

The following are the representative hearing bodies on the Spelman College campus responsible for hearing violations of the Community Standards and Code of Conduct.

1. Residence Hall Directors
2. Assistant Director, Housing and Residence Life
3. Director, Housing and Residence Life
4. Dean of Students
5. Community Standards Review Board
6. Dean's Hearing Board
7. Vice President for Student Affairs

Student Rights in the Conduct Process

This information applies to both complainant and the accused student, except where noted.

1. To have a copy of the written complaint and have the complaint explained clearly and fully at every level of the conduct process.
2. To request in writing to the Dean of Students that separate hearings are conducted, if more than one student has been accused of a Code of Conduct violation arising out of a common incident.
3. To hear testimony and/or see written statements concerning the complaint.
4. To be informed of all witnesses who will provide oral and/or written statements, unless the Dean of Students makes special provision for a witness to remain anonymous, in the event that it is determined that the identity of the witness is not critical information necessary for a party to fully respond to the testimony/written statement.
5. To refute oral and/or written statements made by witnesses and other parties.
6. To have a fair and prompt hearing, and to have any delays in scheduling explained.
7. To be notified promptly of the resolution of the complaint.
8. To be advised of the appropriate appeal process. Complainants do not have the right to appeal all types of violations.

Governing Principles for Hearing Processes

Students have the right to fundamental procedural fairness within an impartial conduct administration system.

The following outlines principles of the campus hearing processes.

1. Hearings will be conducted in private.
2. All conduct hearings will be recorded by the College using a digital recording device, and this shall be the only record of the proceeding.
3. A Hearing Officer or Hearing Board member who is unable to hear a case in an unbiased manner must excuse her/himself from the case.
4. Admission of any person to a College hearing process will be at the discretion of the hearing officer or board members.
5. Students may only be found in violation if the evidence brought forward during the investigation and/or hearing persuades the majority of the hearing board members that it is more likely than not that the accused student's action is a violation of the Community Standards and Code of Conduct.
6. The hearing officers and hearing board members may have access to records of previous disciplinary actions to assist with the determination of sanctions.
7. Where there are suspected patterns of serious offenses, records of previous similar violations of the Community Standards and Code of Conduct may be considered during the hearing and sanctioning process.
8. Witnesses and evidence that is not disclosed in advance of the hearing may be excluded at the discretion of the hearing officer and/or board members.
9. If the accused student has been provided a copy of the complaint and fails to attend the hearing, the hearing board may, at its discretion, proceed with the hearing and arrive at a resolution or hearing outcome.
10. The complainant and accused are permitted to present no more than 3 material witnesses, all of whom may be questioned by the hearing board members and parties represented in the case.
11. The Dean of Students may also contact witnesses to appear at a hearing. The hearing may proceed even if all witnesses are not present.
12. The complainant and accused student each have the right to have one adviser present at the hearing proceedings. The adviser must be a current full-time student, faculty, or staff member of the Spelman College. The adviser cannot be an attorney, law student, or relative.
13. The hearing board will determine the case outcome and provide notice of sanctions within 5-7 business days.
14. A resolution or hearing outcome reached by a hearing board may be appealed by the accused student(s) or the complainant(s) to the Community Standards Appeal Board.

Appeal Procedures

Spelman College will allow one (1) appeal of a hearing case outcome and sanctions. The complainant and/or accused student have the right to appeal the case outcome based on the following:

1. New evidence, unavailable during the original hearing that could determine a different outcome
2. Hearing procedures deviated from the written procedures in the Student Handbook which is perceived to have significantly impacted the fairness of the hearing process
3. Sanction(s) are perceived to be grossly disproportionate to alleged offense
4. The case outcome is not aligned with the evidence

5. Perceived bias on the part of a hearing board member that deprived the process of impartiality
The appeal must be typewritten and addressed to the Community

Standards Appeal Board and submitted to the Office of Dean of Students within three (3) business days from the issuance of the decision letter. The student who is placed on an interim suspension will continue under the provision and/be subjected to limited privileges while awaiting the outcome of the appeal. Appeals must be detailed and state the grounds for appeal in order to be valid for review. Appeals serve as a review of the written evidence to determine the validity of the appeal and are not intended to serve as another hearing of the case.

The Community Standards Appeal Board will take one of the following actions:

1. Uphold the decision of the Community Standards Review Board
2. Grant the appeal with special provisions or with the removal of some or all sanctions

The appeal decision will be shared with all parties involved in the case, with the expectation for compliance with the decision of the Community Standards Appeal Board.

If an appeal is not filed within three (3) business days of the date, the parties received decision from the hearing officer or hearing board, the right to appeal is waived and the original decision will become final.

LEVELS OF VIOLATIONS & SANCTIONS Level I Violations

The following are examples of the most common Level I violations and possible outcomes for offenses:

- Improper Disposal of Trash
- Guest and Visitor Policy
- Pet Policy
- Quiet, Courtesy Hours and Noise
- Room Inspection Policy
- Overnight Guests/Guest Room Policy
- Posting Policy

Possible Sanctions for Level I violations, include but are not limited to:

- Letter of Warning
- Counseling
- Education Project

Level II Violations

The following are examples of the most common Level II violations and possible outcomes for offenses:

- Use/Abuse of Student ID
- Security Violations
- Smoking
- Solicitation and Sales on Campus
- Technology Misuse or Abuse
- Second “Level I” Violation within a 12-month period
- Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level II violations, include but are not limited to:

- Counseling
- Education Project
- Special Assignment
- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Disciplinary Probation

Level III Violations

The following are examples of the most common Level III violations and possible outcomes for offenses:

- Alcohol/Underage Drinking Policy
- Electronic Copyright Infringement Policy
- Disorderly Conduct
- Disorderly Intoxication
- Fire Safety - Minor (candles, halogen lamps/bulbs, coil appliances, incenses)
- Failure to Appear before a Student Conduct Officer or Hearing Board
- Furnishing False Identification and/or Information
- Gambling Policy
- Hazing/Inappropriate Behaviors by Student Organization
- Illegal Entry/Trespassing

- Intimidation
- Keys - Duplication and Unauthorized Possession
- Second “Level II” Violation within a 12-month period
- Theft, Attempted Theft, Possession of Stolen Property (under \$150.00)
- Third “Level I” Violation within a 12-month period
- Violation committed while on living unit or disciplinary probation
- Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level III violations, include but are not limited to:

- Education Project
- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension

Level IV Violations

The following are examples of the most common Level IV violations and possible outcomes for offenses:

- Academic Integrity
- Assault
- Concealed Weapons
- Drugs-Possession, Use, Sale and Drug Paraphernalia
- Failure to comply with a student conduct administrative or hearing board decision
- Failure to comply with College official/law enforcement
- Firearms/Firecrackers
- Fire Safety (creating false fire alarms, failure to evacuate a structure, tampering with fire equipment)
- Fourth “Level I” Violation within a 12-month period
- Harassment
- Malicious Destruction of Property
- Second “Level III” Violation within a 12-month period
- Theft, Attempted Theft, Possession of Stolen Property (\$150.00 or more)
- Third “Level II” Violation within a 12-month period
- Violations committed while on living unit or disciplinary probation
- Violation or conviction of local, state, and/or federal law

Possible Sanctions for Level IV violations, include but are not limited to:

- Restitution
- Restricted Access
- Living Unit Probation
- Living Unit Dismissal
- Loss of Privileges
- Disciplinary Probation
- Disciplinary Probation with Restrictions
- Alcohol/Drug/Anger Assessment
- Suspension

- Expulsion/Dismissal

Level V Violations

The following are examples of the most common Level V violations and possible outcomes for offenses:

- Two level IV violations within one-year
- Any offense or series of offenses that pose a threat to the health, safety, and wellbeing of a student, to the College, or to the community
- A violation or conviction of local, state, and/or federal law can also be considered a Level V violation

Possible Sanctions for Level V violations, include but are not limited to:

- Suspension
- Dismissal

Case Outcome Sanctions

The following are examples of sanctions that may be assigned in response to students found in violation of the Community

Standards and Code of Conduct. Sanctions may be imposed independently or in combination with other sanctions.

1. **Administrative Fees**- Fees may range from \$35-\$300.
2. **Counseling**-The student may be required to attend counseling sessions with a member of the Counseling Staff or referred to a professional off campus.
3. **Dismissal/Expulsion**-Dismissal/expulsion requires that the student completely sever any and all connection with Spelman College within 24 hours of notification. Students will be charged the full housing fee for the entire semester and refunded tuition based on the refund schedule outlined in the Spelman College Bulletin.
4. **Educational Project**-The student is required to conduct research or a project in an area relevant to the offense.
5. **Housing Dismissal**-Students who are permanently dismissed from housing will be required to vacate their residence halls within 24 hours of notification of the disciplinary action. In the event of suspension, students will be charged the full housing fee for the entire semester. The student may not reapply for residency.
6. **Housing Relocation**-If a student is living in a residence hall, she may be required to move to another floor or into another residence hall.
7. **Housing Suspension**-Students who are suspended from College housing will be required to move out of housing within 24 hours of notification of the disciplinary action for the length of time specified by the hearing officer.
8. **Loss of Privileges**-Denial of specified privileges for a designated period of time. This may include limited access to residence halls, participation in clubs, organizations and/or activities, intercollegiate athletics and/or activities, loss of opportunity to participate in housing lottery process, loss of privilege to participate in special weeks organized by Class Council(s), and loss of privilege to participate in Commencement activities (seniors only).

9. **No Contact Order**-A No Contact Order may be imposed in instances where it is determined that a student poses a potential threat to another person. The student will be asked to refrain from making contact in person, via phone, cell phone, text message, instant message, communication via friends or other third parties, etc.

10. **Official Warning**-The official warning is notification to the student(s) that she has been found responsible for a violation and that any other violations will result in more serious sanctions.

11. **Parents/Guardian Notification**- Parents and legal guardians may be notified of violations of College policies pertaining to alcohol and drugs, potentially life-threatening emergencies, incidents involving hospitals or police agencies, and in violations of the any federal, state or local laws. In addition, parents and legal guardians will be notified in cases of suspension or expulsion/dismissal.

12. **Probation**-Probation is a sanction permitting a student to remain enrolled under prescribed conditions. The Probation may be imposed for a specified period of time, or through graduation. During the Probation, the student must demonstrate that her behavior conforms to College standards of conduct. Student conduct violations are cumulative. Therefore, all subsequent violations of the Community Standards and Code of Conduct will be subject to suspension or dismissal.

13. **Restitution**-The student is required to pay for repair or replacement of damaged or stolen property. The payment required may not exceed the cost of repair or replacement of the damaged or stolen item, but a lesser amount may be specified.

14. **Suspension**-Students will be removed from the College within 24 hours of notification of the disciplinary action. While a student is suspended, she is not to return to the campus, programs, facilities and activities of the university without written permission from the Vice President for Student Affairs or Dean of Students. In the event of suspension, students will be charged the full housing fee for the entire semester and refunded tuition based on the refund schedule outlined in the College Bulletin. All other fees and charges are forfeited. If a student is suspended from the College, a letter will be sent to her parent(s) or legal guardians with notification of the suspension. The student is not eligible for transient status or enrollment at another AUC institution.

15 **Suspension of College Recognition**

Suspension of college recognition refers to the termination of College recognition as a registered student organization for a specific or indefinite period of time.

DEAN OF STUDENTS ADMINISTRATIVE OPTIONS

In certain circumstances following an incident of serious misconduct by an individual or group, the Dean of Students may impose a suspension, expulsion/dismissal, or other sanctions without a formal hearing process.

The Dean of Students may also take the following actions:

1. Interim Suspension-When imposed, the student may be temporarily separated from the College until such time as the incident is resolved before a hearing officer or hearing board, and until a final decision including any appeal is issued.

2. This interim action may be imposed if there is any reason to believe that it is necessary

- a. to ensure the safety and well-being of members of the Spelman College community;
- b. to ensure the student's own physical or emotional safety and well-being;
- c. if the student poses a threat of disruption of or interference with the normal operations of the college; or

d. when a felonious act has been committed. The interim suspension may also include other losses of privileges.

Examples of behavior that may lead to immediate suspension are, without limitation, physical violence, sexual assault, disruption of the educational mission or civil living environment of the College, larceny, severe damage to property, and possession and distribution of controlled substances.

2. Medical Leave of Absence. Spelman College offers Counseling & Disability Services and Student Health Services to assist students with managing emotional and other health and wellness needs. Students may sometimes be referred to off-campus facilities and service providers to assist with managing health and wellness concerns. However, students who cannot adequately be helped by the available facilities and/or refuse to accept recommended emotional and/or medical treatment and whose resulting behavior renders them unable to effectively function in the residential or College community; that is, without harming themselves, others, or disrupting the College community may be required to separate from the College for a prescribed period of time.

Boards & Committees

There are four (4) boards and committees that serve the Division of Student Affairs.

1. Community Standards Review Board- The Community Standards Review Board will conduct disciplinary hearings in referred cases.

2. The Board will be composed of one student, faculty and staff member(s) of the College community who are selected from a pool of trained and experienced members of the Board.

There will be no more than five members for each actual hearing. A quorum consists of three (3) members.

2. Dean's Hearing Board- The Dean's Hearing Board is a minimum three-person hearing board comprised of faculty and staff members. The Board will be composed of member(s) from the College community who are selected from a pool of trained and experienced members of the Board. There will be no more than five members for each actual hearing. A quorum consists of three (3) members.

3. Community Standards Appeals Board-The Community Standards Appeals Board will convene to review written appeals of the Community Standards Review Board case outcome. The Board will be composed of one student, faculty and staff member(s) of the College community who are selected from a pool of trained and experienced members of the Board.

A quorum consists of three (3) members.

4. Policy and Procedures Committee- The Policy and Procedures Committee is charged with reviewing and making recommendations regarding the *Student Handbook* and

Community Standards and Code of Conduct. The Committee is

selected by the Dean of Students and is composed of members of the College community.

Campus Resource & Administration

The Dean of Students administers the *Student Handbook*, the student conduct boards, and the Community Standards and Code of Conduct. The Office of the Dean of Students may also provide conflict mediation and restorative justice programs to assist with managing conflict in the College community.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of college students' educational records. Such records include, but are not limited to, academic, health, counseling, and disciplinary records. Spelman College will not permit the release of educational records or other information about a student, other than directory information, without the student's written consent. Exceptions to this policy are as follows:

1. Members of the faculty or administration of the College who have a legitimate educational interest
2. Officials of other schools in which the student wishes to enroll
3. To support the student's application for receipt of financial aid
4. Organizations conducting studies for or on behalf of educational agencies
5. Accrediting agencies to carry out accrediting functions
6. To comply with a judicial order or lawfully issued subpoena, provided the student is notified before compliance with the order or subpoena when consent is required. This release must be in writing, signed, and dated by the person giving consent, and shall include:
 - a. Specification of the record to be released
 - b. Reason for the release
 - c. Names of parties to whom the record is to be released

A record will be kept of the parties who have received access to a student's record

Directory information will be furnished to those requesting such information unless the student notifies the College annually not to release this information. Directory information consists of the following:

1. Student enrollment
2. Dates of enrollment
3. Classification
4. Degree earned (if any) and dates
5. Major
6. Honors
7. Local and home address and telephone numbers

If a student does not wish to have any of the above information released, she should notify the Registrar's Office. If you would like additional information about FERPA, please see the *Spelman College Bulletin* at www.spelman.edu.

Grievance Policy

A grievance is a complaint against a person for a perceived unjust or unfair act. Grievances can be filed in the Office of the Dean of

Students. The Dean of Students will forward the student grievance form and maintain copies of all pertinent files and records. All other grievances will be addressed on a case-by-case basis.

The Student Grievance should state and specify the following information:

A. Name of person or persons involved in the perceived unjust or unfair act

B. A detailed description of the grievance identifying the dates, times, locations and actions that were perceived to be unjust and/or unfair

C. Names of any witnesses and a typewritten statement detailing a description of actions witnessed

D. Suggested recommendations for solutions or actions you believe the college should take.

Recommended actions must

be consistent with college policy. The written grievance must be signed by the student and filed immediately following the

alleged unjust or unfair actions/incident.

The Office of the Dean of Students will investigate the concern and/or refer the case to the Dean of Undergraduate Studies, appropriate department head, and to the Office of Human Resources for review and determination of “reasonable fairness” in seeking to resolve the matter. All parties involved in the alleged incident will be notified and will be allowed an opportunity to provide pertinent information in an effort to address the grievance. The investigation process generally is completed within thirty (30)

College business days from when the written complaint is filed. A written determination as to the validity of the grievance and a summary of the outcome and/or resolution will be issued by the Dean of Students, appropriate Dean or director or chair, to the student filing the complaint and/or grievance. The case decision will be final.

The right of a student to a prompt and equitable resolution of the complaint filed will not be impaired by the student’s pursuit of other remedies, such as filing of a complaint with the responsible federal department or another agency. Once the resolution is finalized, the process is complete.

Human Dignity Policy

Spelman College requires that the members of our campus community must respect all persons regardless of race, color, creed, gender, gender identity, religion, national origin, age, or disability.

While we realize that acts of intolerance may be the result of ignorance and that a significant part of our mission is to confront ignorance with education, we cannot allow these acts to harm another person. We are committed to the continual task of combating both subtle and obvious intolerance.

Spelman College regards as unacceptable conduct on the part of its students any words or actions that are intended to be, or that are reasonably foreseeable to be, threatening, intimidating, or harassing to any member of the College community.

This includes behavior or actions taken against students, faculty, staff, guests and contracted service employees on the basis of age, race, ethnic origin, gender, sexual orientation, religion or physical or mental condition, marital, protected veteran status, genetic tests, genetic information or any other legally protected status.

CAMPUS CRIME STATISTICS

The statistics that follow represent those incidents known to the college as reported by the public, members of the Spelman College community, Spelman College Campus Security Authorities, and the police agencies listed below when provided. FBI Uniform Crime Reporting definitions and definitions from the Violence Against Women Act are used to classify incidents.

The public streets and thoroughfares for which incident data has been requested from the Atlanta Police Department, Morehouse, College Police Department, Clark Atlanta University Police Department, and the Morehouse School of Medicine Police Department are as follows:

Lee Street at Park Street North to Westend Ave. Westend Ave from Lowery Blvd. East to Westview Dr.

Westview Dr. from Chapel St. Westend Ave. Greensferry Ave from Northside Dr. West to Henry St. Spelman Lane from Northside Dr. North to Greensferry Ave.

These areas are public property and thoroughfares within the jurisdiction of the Spelman College Police Department.

Spelman is immediately adjacent to three other institutions that are required to report crime statistics under the Jeanne Clery Act. The following contact information is provided to assist you should you wish to obtain campus crime statistics from our neighboring institutions:

Morehouse College Department of Public Safety
(404) 215-2666
Clark Atlanta University Dept. of Public Safety
(404) 880-8621

Morehouse School of Medicine Dept. of Public Safety
(404) 752-1794

The Spelman Department of Public Safety maintains a Daily Crime and Fire Incident Log that is available for inspection by the public online at: <https://www.spelman.edu> (Public Safety), or during normal business hours M-F in the Spelman Public Safety Office.

The Daily Crime Log identifies crimes and Fire incidents that are reportable as defined by the Jeanne Clery Act and provides the geographical location, date and time of occurrence, and disposition if known of listed incidents.

For the reporting periods 2018, 2019, and 2020 there have been the following reported incidents

2018: One on campus assault (simple battery) characterized by gender identity bias, three residence facility incidents of intimidation characterized by gender identity bias.

2019: No hate crimes reported

2020: No hate crimes reported

During the reporting periods 2018, 2019, and 2020 no reported incidents in any category have been classified as Unfounded. Reported incidents will only be classified as Unfounded in instances where there is undisputed proof beyond a reasonable doubt that the incident did not occur.

2020 Annual Fire Report

Spelman recognizes fire prevention and education as essential to the maintenance of a safe campus. All members of the College community are required to report any instance of fire, or violation of the College smoking or other fire related policies to the Department of Public Safety immediately.

The Department of Public Safety is responsible for conducting fire safety education for members of the campus community. The department also partners with the Facilities Management Services Department to maintain an active inspection program to ensure that all fire alarm and suppression systems are operational, and that the College is consistently in compliance with all applicable fire regulations.

It is the policy of the College to review Fire and Emergency procedures with residents in hall meetings at the onset of each semester, and with new employees during their orientation sessions.

A minimum of one evacuation drill is conducted in each residence hall each semester. College policy prohibits smoking in any college facility or vehicle. Evacuation drills are conducted in administrative buildings annually.

Additionally, open flames of all types including incense and air fresheners are prohibited except in classrooms under the direct supervision of faculty and staff.

The Public Safety Department staff includes active and retired firefighters with both command and line experience.

All Public Safety staff are trained in responding to fire emergencies and play an active role in the implementation of our fire safety and emergency response programs.

A log of all fire incidents is maintained and may be viewed on the Public Safety page of the Spelman College website at any time.

2020 Residence Hall Fire Incidents

Building	Fire	Date	Time	Cause	Injuries	Deaths	Property Damage	Drills	Fire Systems
Abby Hall	0							1	Alarm & Sprinkler
Morehouse James	0							1	Alarm & Sprinkler
Laura Spelman Hall	0							1	Alarm & Sprinkler
LLC I	0							2	Alarm & Sprinkler
LLC II	0							2	Alarm & Sprinkler
Bessie Strong	0							1	Alarm & Sprinkler
McVicar Hall	0							2	Alarm & Sprinkler
Suites	0							2	Alarm & Sprinkler
Howard Herreld Hall	0							1	Alarm & Sprinkler
McAlpin Hall	0							1	Alarm & Sprinkler
Manley Hall	0							1	Alarm & Sprinkler

2019 Residence Hall Fire Incidents

Building	Fire	Date	Time	Cause	Injuries	Deaths	Property Damage	Drills	Fire Systems
Abby Hall	0							3	Alarm & Sprinkler
Morehouse James	0							3	Alarm & Sprinkler
Laura Spelman Hall	0							3	Alarm & Sprinkler
LLC I	0							3	Alarm & Sprinkler
LLC II	0							3	Alarm & Sprinkler
Bessie Strong	0							3	Alarm & Sprinkler
McVicar Hall	0							3	Alarm & Sprinkler
BDT Suites	0							3	Alarm & Sprinkler
Howard Herreld Hall	0							3	Alarm & Sprinkler
McAlpin Hall	0							3	Alarm & Sprinkler
Manley Hall	0							3	Alarm & Sprinkler

2018 Residence Hall Fire Incidents

Building	Fire	Date	Time	Cause	Injuries	Deaths	Property Damage	Drills	Fire Systems
Abby Hall	0							3	Alarm & Sprinkler
Morehouse James	0							3	Alarm & Sprinkler
Laura Spelman Hall	0							3	Alarm & Sprinkler
LLC I	0							3	Alarm & Sprinkler
LLC II	0							3	Alarm & Sprinkler
Bessie Strong	0							3	Alarm & Sprinkler
McVicar Hall	0							2	Alarm & Sprinkler
Suites	0							3	Alarm & Sprinkler
Howard Herreld Hall	0							3	Alarm & Sprinkler
McAlpin Hall	0							3	Alarm & Sprinkler
Manley Hall	0							3	Alarm & Sprinkler

CRIME STATISTICS

Offense Type	Year	Residential Facilities	Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Murder & Non-negligent Manslaughter						
	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Negligent Manslaughter						
	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0

Offense Type	Year	Residential Facilities	Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Rape						
	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	1	0	0	0	1
Fondling						
	2020	0	0	0	0	0
	2019	1	0	0	0	1
	2018	0	0	0	0	0
Statutory Rape						
	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0

Offense Type	Year	Residential Facilities	Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Incest						
	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Domestic Violence						
	2020	2	0	0	0	2
	2019	0	0	0	0	0
	2018	0	0	0	0	0

Offense Type	Year	Residential Facilities	Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Dating Violence						
	2020	2	1	0	0	3
	2019	2	0	0	1	3
	2018	1	0	0	0	1
Stalking						
	2020	0	1	0	0	1
	2019	3	0	0	1	4
	2018	1	0	0	0	1

Offense Type	Year	Residential Facilities	Campus	Non-Campus Building & Property	Public Property	COMBINED TOTAL
Robbery						
	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault						
	2020	0	0	0	0	0
	2019	0	0	1	0	1
	2018	0	0	0	0	0
Burglary						
	2020	0	0	0	0	0
	2019	3	1	0	0	4
	2018	4	0	0	0	4

Offense Type	Year	Residential Facilities	Campus	Non-Campus Building & Property	Public Property	COMBINED TOTAL
Motor Vehicle Theft						
	2020	0	1	0	0	1
	2019	0	1	0	0	1
	2018	0	1	0	0	1
Arson						
	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0

Arrests/Referrals for Selected Offenses

Offense Type	Year	Residential Facilities	Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Liquor Law Arrest						
	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Drug Arrest						
	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0
Weapon Arrest						
	2020	0	0	0	0	0
	2019	0	0	0	0	0
	2018	0	0	0	0	0

Offense Type	Year	Residential Facilities	Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Liquor Law Referral						
	2020	9	0	0	0	9
	2019	61	0	0	0	61
	2018	1	1	1	0	3
Drug Law Referral						
	2020	3	0	0	0	3
	2019	15	0	0	0	15
	2018	13	1	0	0	14
Weapon Referral						
	2020	0	0	0	0	0
	2019	1	1	0	0	2
	2018	0	0	0	0	0

