Introduction

Ottawa University was founded in 1865 after receiving a 20,000-acre land grant of Kansas prairie from the Ottawa Indians in recognition of the service provided by early Baptist missionaries. Ottawa University continues to serve on the frontier of learning through innovative, high-quality, personalized programs of study.

Ottawa University is a comprehensive, not-for-profit educational institution affiliated with the American Baptist Churches USA. Ottawa’s educational mission brings together a residential College in Ottawa, Kansas, adult campuses in Overland Park, Kansas; Phoenix, Chandler and Surprise, Arizona; Milwaukee and Oak Creek, Wisconsin; Jeffersonville, Indiana; as well as online. Ottawa University has more than 8,500 students worldwide.

Mission Statement

The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves the students of traditional age, adult learners and organizations through undergraduate and graduate programs.

Campus Safety

Ottawa University is committed to providing you with as safe and enjoyable a college experience as possible. Your safety is a joint effort between students, faculty, staff, campus security and you. This document includes important security information that will help promote your safety while attending or visiting Ottawa University. If you have any concerns or questions, please contact the Director of Facilities and Plant Operations or the Office of Student Affairs.

Campus Security

Ottawa University is concerned with your safety and employs staff members to provide security for the campus. The officers patrol campus on foot as well as in University vehicles. OU security officers will contact the City of Ottawa Police and/or Franklin County Sheriff’s department when local, state or federal regulations are violated or when their assistance is appropriate. Below are the general services they perform and guidelines on how to access them.

Reporting of Incidents

All incidents regarding criminal activity and/or emergencies should be reported to the campus security, the Office of Student Affairs or the City of Ottawa Police Department immediately. The severity of the situation should determine who is contacted first. Upon notification, the appropriate individual will complete an incident report and a preliminary investigation will be conducted. Ottawa University encourages individuals to report all crimes to the City of Ottawa Police Department.

Campus Safety Programs

Ottawa University offers several awareness programs to help promote a safe campus. Below are some of the programs that have been presented in the past. If a specific topic is desired, a program will be developed to address that need.

- Sexual assault awareness
- Residence hall security
- Self defense
- Campus security
- Property identification
- Drug and alcohol awareness
- Awareness videos, pamphlets and personal consultation
Anti-Hazing Statement

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include, students at an educational institution. The term includes but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student.
- Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. A person commits an offense if the person:
  - Engages in hazing.
  - Solicits, encourages, directs, aids or attempts to aid another in engaging in hazing.
  - Intentionally, knowingly or recklessly permits hazing to occur.
  - Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge to the Office of Student Affairs or other appropriate official of the institution.

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges or alumni of the organization commits or assists in the commission of hazing.

The act of “hazing” is not consistent with the mission or philosophy of Ottawa University and will not be accepted as appropriate behavior. Students and/or student organizations who commit a “hazing” incident will face disciplinary action ranging from a fine to suspension or dismissal from the University.

Alcohol

Ottawa University is a dry campus. Possession, consumption, being under the influence of, or the providing of beverages containing alcohol or the possession of alcoholic beverage containers, either full or empty, on property owned or supervised by the University or at University functions is prohibited. Disruptive or disrespectful behavior, property damage, or personal harassment as a consequence of alcohol consumption is also prohibited. Funds collected by members of the University cannot be used to purchase such beverages. Any person, regardless of age, found in violation of the alcohol policy is subject to University disciplinary action that may include sanctions, fines, mandatory counseling, suspension or dismissal and possible legal action for those who do not meet the legal age for alcohol consumption and/or who cause damages, harm or distress to persons or property (both personal and University).

Dishonest Behavior

All forms of dishonesty, including cheating, plagiarism, and supplying false information, as well as forgery or use of documents or instruments of identification with intent to mislead or defraud, is prohibited.

Disruptive Behavior

Engaging in, or inciting others to engage in, conduct which disturbs the peace of the University, involves a significant disruption of University activity, or impedes reasonable
freedom of expression or movement of other members of the University community or its guests is prohibited.

**Drugs**

The possession, use, sale, manufacturing, or distribution of illicit drugs and/or drug paraphernalia is a violation of the law and is prohibited. Disruptive or disrespectful behavior, property damage or personal harassment as a consequence of illicit drugs or controlled substances is strictly prohibited. Any person found in violation of this policy will be subject to University disciplinary action which could include suspension or dismissal and will be reported to the appropriate local, state and Federal authorities.

Available Student Support Services Ottawa University, historically, has attempted to influence positively, the whole person—mind, body, and spirit. Consistent with that goal, the University has resolved to support definitive actions designed to assist students and employees striving to cope with problems related to the use of alcohol and drugs. Below are several of the services available for your assistance.

**On-Campus:**

Office of Student Affairs
Administration Building, Room 201
Ext. 12313

Donna Washington, Campus Counselor
785-248-2317 ext12317

**Off-Campus:**

Elizabeth Layton Center
204 East 15th Street
785-242-3780 Weekdays
785-242-3781 Emergencies

Narcotics Anonymous
785-242-5806
785-566-8439

Alcoholics Anonymous
PO Box 281
785-242-3030
785-566-8874

**Applicable University Sanctions**

Students/employees who abuse alcohol or illicit drugs will be given the opportunity to receive assistance. If their behavior is such that they infringe on the rights of others in the living/learning environment, they will be temporarily suspended from the University.

Students/ Employees who come from families with addiction-related problems may also receive assistance. Students who violate the policies of the University will be subject to the “Disciplinary Procedures and Responses” as presented in the Student Handbook. Among the possible disciplinary consequences for drug violations are suspension and dismissal.

**Emotional and Psychological Problems**

The University has limited resources for dealing with students’ serious emotional or psychological problems. Some indicators of these problems are: a) unacceptable or inappropriate behavior, b) damaging influence on other students, c) draining emotional strength from other students through negative attention-getting conduct. All suicide threats or attempts are considered serious and shall be dealt with immediately and in a sensitive manner. The Office of the Vice President and Provost and the Office of Student Affairs are committed to immediate handling of the responsibilities entailed in responding to suicide threats or attempts of suicide, and to cooperating with other University offices and counseling centers. Professional staff will coordinate notification of appropriate campus departments as well as assist the student's family as appropriate. This policy is in place to support the success of Ottawa University students and the University mission. The University may deal with the student displaying unusual, inappropriate or unacceptable behavior in the following manner:

1. Once unacceptable behavior is exhibited, the student will be called to the Office of Student Affairs to meet with a mental health counselor. During this meeting, the history concerning the student will be taken, the problems will be discussed, and expected behavior modifications will be outlined. A determination will also be made as to the need for an interview and/or assessment by a designated licensed mental health professional approved by the University.

2. Significant modification of behaviors must be observed or more stringent stipulations will be imposed in order for the student to remain enrolled at OU. This could include mandatory counseling sessions, restriction on free-time or a letter to his/her parents/legal guardian. Students involved in mandatory counseling will be required to sign a waiver allowing a designated licensed mental health professional to inform the Office of Student Affairs
or his/her designee whether or not the student is participating in and cooperating with the counseling process and whether or not a good faith attempt to make progress is occurring.

3. When it becomes evident, through negative behavior upon advice or recommendation from a designated licensed mental health professional, that progress is not being made or that the likelihood of progress is slim, the University may request the student to withdraw. Should the student refuse, s/he will be disenrolled by action of the University.

4. The University reserves the right to contact parent(s) or guardian(s) when a student’s conduct indicates s/he is not in control of his/her actions or emotions.

Fire Alarms
Fire drills will be conducted at least once each semester. When the fire alarms sound in the residence halls, resident and non-resident students must immediately exit the building. Cooperation in exiting the building when a fire alarm sounds is expected. Those remaining in the building or trying to enter the building while the alarm is sounding will face disciplinary actions.

Fire Extinguishers
Misusing or tampering with fire-fighting equipment or safety equipment is prohibited. Fire extinguishers on campus contain a chemical dry powder. If they are discharged, cleaning is expensive and if a person is sprayed, it can be very dangerous; the powder can cause blindness and burn the skin. Anyone who carelessly injures another person by playing with or is charging a fire extinguisher shall be held directly responsible for that person's injuries.

Firearms, Fireworks and Weapons
In the interests of health and safety, fireworks, ammunition, combustible liquids, and explosives of any kind are prohibited in the halls. Possession of firearms or other weapons, including large knives, paintball guns, pellet guns, and/or martial arts weapons are also prohibited.

Theft
Theft of, or damage to, the property of another person of the University; as well as receiving, retaining or disposing of the lost or mislaid property of another person or of the University is prohibited.

Tobacco
Tobacco use is discouraged as a basic principle of good health. The University will not tolerate smoking to the extent of inconvenience to the non-smoker. Smoking or use of smokeless tobacco will not be permitted in any of the buildings on campus, including residence halls. Smoking outside college buildings is also restricted as follows:

1. No smoking in the bleachers/stands at Peoples Bank Field or the Dick Peters Sports Complex. Designated smoking areas away from these locations will be marked.
2. No smoking within 20 feet of any residence hall entrance.
3. No smoking within 20 feet of any entrance to all buildings on campus.

Unauthorized Entry
Unauthorized entry, use or occupation of University facilities; as well as the unauthorized possession, duplication or use of keys to any University facility is prohibited.

Non-residence Hall Violations:
Incidents and violations that occur outside the residence halls, including off campus, are referred directly to the Dean of Student Affairs.

Disciplinary Responses:
The University recognizes that each individual is unique and each incident occurs under varying conditions; therefore, specific responses of discipline for each rule violated are not indicated. The residence hall staff and the Office of Student Affairs have the power to institute disciplinary action in the forms of (a) counseling, (b) written letter of reprimand, (c) monetary fines, (d) work projects, (e) loss of special privileges, (f) educational sanctions, (g) costs for repairs and replacements, (h) loss of privileges to represent Ottawa University in academic and/or athletic events, (i) public censure, (j) disciplinary probation, or (k) any combination thereof. Students violating University regulations will be recommended for appropriate disciplinary action. Students who are suspended are not eligible for reimbursement of room and/or board charges. Disciplinary fines are to be paid in the Business Office by the deadline specified. If payment cannot be made, arrangements to extend the deadline must be made through the Office of Student Affairs before the fine is due. Failure to do this will result in an additional fee of $25.00. Disciplinary fines are credited to the student programming account which is used for additional programming, residence hall furniture/equipment replacement, and the support of student activities sponsored by the Office of Student Affairs.
Every effort is made to acquaint students with the campus Standards of Conduct. It is assumed that students are in agreement with the purposes and ideals of the University. If subsequent action and behavior prove otherwise, the student may be asked to withdraw. Although the residence hall staff and Office of Student Affairs may recommend suspension or dismissal, only the Vice President and Provost may sanction it. Each incident will be evaluated individually and the sanction will be appropriate for that case.

**Disciplinary Process**

**Notice of Violation:**

Violations of University standards occurring in the residence halls are recorded on an Incident Report that states the alleged violation, time, date, extenuating circumstances, and persons involved. The violator may request a copy of the report from the Office of Student Affairs.

Violations of University policy occurring outside the residence halls are submitted to the Dean of Student Affairs. Student(s) identified as violating University standards will receive a notice of the violation and will be requested to appear before the appropriate University official.

**Interview:**

The alleged violator(s) is requested to respond to the Incident Report/Notice of Violation, through a verbal interview with the appropriate University official within a certain time period. During this interview, the student will have ample opportunity to respond to the accusation. If the student chooses not to participate in the interview process by the requested date, the case will be determined based on the Incident Report/ written complaint and the violator(s) gives up the right to appeal. Failure to respond may result in additional sanctions.

**Investigation:**

Should the accused protest the accusation or details of the report, the appropriate University official will conduct an investigation to ascertain the accuracy of he report. Witnesses and persons believed to have knowledge of the incident in question will be asked to meet with the University official (names of individuals involved may be kept confidential at the individual's request).

**Notification:**

The violator(s) will be notified in writing of the reported violation, the results of the investigation, the disciplinary action imposed, or the dismissal of that accusation.

**Appeals:**

The only grounds for consideration of appeal shall be those of:

1. Procedural irregularities in the disciplinary process.
2. The introduction of new evidence directly related to the incident only if the new evidence was not available at the time of the original investigation.
3. The consequences are alleged to be inappropriate to the charge.

The appellant must send a written letter indicating the desire to appeal to the Dean of Student Affairs within 48 hours after receiving the written disciplinary response.

**Action on Appeals:**

The Dean of Student Affairs will review all appeal requests. If the request for an appeal is granted, the appeal will be reviewed by the Dean of Student Affairs or the University Hearing Board, The University hearing Board is appointed by the Vice President and Provost. The Hearing Board makes a recommendation to the Vice President and Provost. The Vice President and Provost's decision is final.

**Notification of Parent(s) or Guardian(s)**

The University reserves the right to contact parent(s) or guardian(s) when a student is suspended or dismissed for disciplinary reasons or when a student's conduct indicates that s/he is not in control of his/her actions or emotions.

**University Safety Procedures**

**Fire Safety Standards**

**General Precautions**

- Know the location of all fire exits, fire alarms and fire extinguishers on your floor.
- The greatest danger in buildings of our construction is not from flames but from smoke and heat. Therefore, fire doors in halls and stairwells must be kept closed at all times.
- Do not take any chances with fire because even a small one can get out of control. If the fire cannot be extinguished with available equipment, activate the
nearest fire alarm and immediately report all fires to the RA or RD.

- If you are in a room where a fire starts, leave and close the door to confine the blaze to that room as long as possible. Do not lock the door.
- Plan ahead—think about how you would exit from different areas of your building.
- If an alarm is sounded, feel your door before you open it. If it is hot, do not open the door. Seal crack around the door with tape, clothes, sheets, etc. Signal rescuers by waving a sheet or clothing out the window. Finally, never jump from the window.

In Case of Fire:
- Stay calm.
- Close windows.
- Check door for heat before opening.
- If hallway is safe, leave by the nearest exit.
- Pound on doors as you exit building.
- Pull nearest alarm if not already sounded.
- Notify residence hall staff immediately.
- Follow all instructions from residence hall staff and/or emergency personnel.

Personal Security

OU attempts to provide a safe living and learning environment. However, your personal security relies on you. Listed below are a few guidelines that will also help you and your belongings remain safe:
- Always lock your door when you are gone or asleep, even if only for a few minutes.
- Always carry keys with you.
- Never leave valuables in plain view.
- Mark your personal property and keep a list of serial numbers, model numbers and approximate value of your belongings.
- Get to know the residents on your floor and politely confront strangers that are not escorted by a resident.
- Do not prop exit doors open.
- When walking at night, walk in groups.
- Report all incidences (suspicious persons, etc.) to your RA, Area Residence Hall Coordinator, Senior RA, Campus Security and/or the Office of Student Affairs.

Storm Procedures

Severe weather in the form of high winds, hail and rain usually occurs in Kansas from the months of April through August. In many cases, the severe weather can become a tornado. Ottawa has a warning siren that sounds when a tornado has been spotted. Every Monday at Noon, Ottawa tests its warning sirens. The first blast is a national disaster alert test; the second last, a three-minute undulating sound, is the tornado siren test. When an actual warning is sounded, please take the following safety precautions:
- Close room windows.
- Move to the lowest floor of the residence hall and to an interior hallway.
- Stay away from windows.
- Follow all instructions given by the residence hall staff.

During lightning storms, stay indoors, away from electrical appliances including the telephone. If caught outside, stay away from water, tractors, and small metal vehicles. Avoid natural conductors such as lone trees, and discard metal objects such as golf clubs or umbrellas. Also avoid high ground as people can become a lightning rod.

Campus Safety and Security

Ottawa University is committed to providing students, faculty and staff with as safe and enjoyable a college experience as possible. Safety is a joint effort among students, faculty, staff, campus security and local law enforcement agencies.

Security provides an escort service within the campus grounds. To use this service, students should contact Security at extension 1075 at least 30 minutes before they need to be escorted. Campus Security is available 24/7, 7 days a week.

Ottawa University facilities are strictly for the use of OU students, faculty, staff and the guests of OU. Security escorts unauthorized individuals off campus, and these individuals may face criminal action. Security also escorts OU students, faculty, staff or guests who are found in unauthorized locations out of that location. If students need access to a facility, arrangements must be made in advance with the Facilities and Plant Operations office to gain proper authorization. The residence halls are locked 24 hours a day and can be accessed with a student ID card by residents of each hall. A security phone is located in the foyer of each hall for emergencies and to allow guests to contact residents.

The Facilities and Plant Operations department maintains the University’s buildings and grounds with a concern for safety. They routinely inspect the facilities and make the necessary repairs as well as lock and unlock the buildings at appropriate times.
Ottawa University employs staff members to patrol campus on foot as well as in University vehicles. OU security officers contact the City of Ottawa Police and/or Franklin County Sheriff’s Department when local, state or federal regulations are violated or when their assistance is appropriate.

Security officers are responsible for:
- promoting a safe environment on campus,
- upholding all University rules and regulations,
- locking and unlocking buildings as directed,
- maintaining contact with the residence hall staff,
- providing escort service, and
- contacting after-hours maintenance personnel.

Ottawa University requires all students, faculty and staff to report all incidents involving criminal activity and/or emergencies to the Area Residence Hall Coordinator, campus security, the Office of Student Affairs and/or the City of Ottawa Police Department immediately.

Upon notification, the appropriate individual completes an incident report and conducts a preliminary investigation. Ottawa University encourages individuals to report all crimes to the City of Ottawa Police Department.

**Documentation of Policy Violations**

“Documentation” is the term used by most people in the University community when referring to the process that occurs when a staff member or resident reports an emergency or a violation of a University policy. In most cases, a staff member will identify him/herself, communicate which regulation has been violated, and request identifications from the student. If you find yourself in such a position, you should remember three things:

- Remain calm. The judicial system is part of the total educational process and is very protective of your rights.
- Always cooperate. Produce your OU ID card immediately upon request.
- You will have the opportunity to visit with an appointed hearing officer to discuss the situation.

When writing the incident report, the staff member will include every detail of what he/she observed before, during and after the incident, including your attitude. The incident report is only one version of what has happened. It is not to your benefit to argue the point at that time. You will have an opportunity to meet with an appropriate hearing officer to share your version of the incident. The hearing officer receives the report, reviews it along with any past reports of misconduct, and determines appropriate sanctioning. You always have the right to discuss your concerns with the hall staff.

You will be asked to schedule and keep an appointment as soon as possible if a hearing officer decides he/she needs to meet with you. The hearing officer will discuss the incident with you during the hearing. Be honest, and don’t be afraid to ask questions about anything that you don’t understand. Be aware of the University and Residential policies and regulations. Keep in mind that each situation is unique: No one can ever predict in advance the outcome of a case of misconduct. The residential hall judicial system was designed with your rights in mind, as well as the rights and safety of others.

**Residential Disciplinary Process**

Ottawa University is committed to the protection of human dignity, the burden of responsible behavior, and providing students with a fair hearing, that supersedes technical and legalistic approaches to inappropriate behavior. Ottawa University conducts student disciplinary matters on a progressive discipline basis whereby infractions have a cumulative effect beginning with each academic year unless otherwise noted. It should be understood that the campus judiciary system will not operate as a civil court; students are subject to federal, state and local laws as well as institutional rules and regulations. A student is not entitled to greater immunities or privileges before the law than those generally enjoyed by other citizens. Students are subject to such reasonable disciplinary action as deemed appropriate for the breach of federal, state or local laws which are likely to have an adverse effect on the institution or on the educational process, or where an offender may endanger other persons on the campus.

When a student continuously exhibits behaviors which cause officials to suspect that violations are occurring, the student will be warned of those suspicions. If the behaviors continue, a disciplinary response may result, even if suspicions are not substantiated by “evidence.” Disciplinary procedures are initiated when a complaint or report of a violation of a University rule or regulations are brought to the attention of a University official.

**Procedures for Residence Hall Violations:**

Residential policy violations or the suspicion of policy violations typically come first to the attention of the resident assistant or other hall or maintenance staff members. In most instances, this person will be able to assist you in gaining insight into the reasons for your
behavior and its consequences. Our primary interest will be to help you correct your behavior and become a more responsible member of the community. However, if you fail to adjust/correct your behavior, if the violation is a serious one, or if your behavior threatens the basic purposes of the community, you can expect a notice to appear for a hearing with a hearing officer to discuss living within the regulations of the community. The primary concern will be to continue to assist you in correcting your behavior. Disciplinary action including sanctions and fines may be imposed as a consequence of the behavior. The following is a general list of sanction categories that may be utilized as deemed most appropriate for the incident:

- **Written/Verbal Warning**: A warning to the resident about the incident and the subsequent behavior that is expected of the resident.

- **Educational Sanctioning**: Frequently residents are given a specific assignment or project that encourages reflection on the reasons for the policy violated and the causes for that resident's behavior. Hearing officers will tailor the sanction to the particular offense and the circumstances surrounding it.

- **Housing Probation**: A probationary status placed on a resident whereby, if the resident continues to violate residential or University policy, that resident will face possible loss of privileges and/or reassignment. This probationary status is often limited to a type of offense or to a specific time period.

- **Room / Hall Reassignment**: A resident may be reassigned to another room or another hall when the offense is harassment, assault/battery, mistreatment of staff, or when the residents' behavior is determined to be disruptive to the floor or hall community.

- **Removal from the Residence Halls**: Residents who pose a risk of harm to themselves, other residents or property may be assigned to mandatory counseling or removed from the residence halls. A student's housing contract may be immediately suspended and the student required to vacate the premises when circumstances indicate that the student's behavior or continued presence in the residence hall may constitute danger, or threat of danger of property, the student or others in the residential life system. Housing contracts of students either arrested for alleged criminal acts or against whom criminal charges are pending may be suspended under this policy. Residents will be asked to leave the facility immediately and will be given the date and time of a hearing to take place within five (5) class days during which the resident will have the opportunity to demonstrate why his or her continued presence in the residence hall does not constitute a danger, or threat of danger, to others, the resident or property. During finals, students who cause significant disruption may be asked to vacate the hall pending a meeting with the director of student life.

- **Fines**: Residents are also required to make financial restitution (payment) for damages done and/or for expenses incurred as a result of his/her behavior. Financial restitution is not a disciplinary action and may not be appealed. General fines for non-restitution purposes are applicable and based on type of incident and its level of severity. Depending upon the type of incident, it is also possible that some type of police action may be taken against a resident, in addition to University sanctions.

- **Dismissal**: Is the most serious sanction and is the process by which a student is immediately released from Ottawa University. Dismissal is the result of behavior that is in direct conflict with our University mission, community living standards or the safety of self or others. There is no automatic disciplinary action for a specific incident. Incidents vary in their seriousness, degree of disruption and damage to facilities. These factors will be considered when deciding on disciplinary action. Please note that where violations are not individually serious, repeat offenders are dealt with more severely than first-time offenders. When a resident has been advised or warned that he or she is in violation of a rule or policy, it is expected that the violation will not be repeated. If repetition does occur, the resident may expect a rapid escalation in the seriousness of the disciplinary consequences that could result in reassignment or even dismissal.

### Facilities Security

Ottawa University facilities are strictly for the use of OU students, faculty, staff and the guests of OU. Unauthorized individuals will be escorted off campus and may face criminal action. OU students, faculty, staff, or guests who are found in unauthorized locations will be escorted out of that location and may face disciplinary and/or criminal action. If access is needed to a facility, arrangements must be made in advance with the Office of Facilities and Plant Operations to gain proper authorization. The residence halls are locked 24 hours-a-day and can be accessed with a key or ID card by residents of each hall. A security phone is located in the foyer of each hall for emergencies and to allow guests to contact residents.
The Office of Facilities and Plant Operations maintains the University’s buildings and grounds with a concern for your safety. They routinely inspect the facilities and make the necessary repairs as well as lock and unlock the buildings at appropriate times. OU has a security committee comprised of faculty, staff and students who meet regularly to discuss various safety issues that face the campus.

Ottawa University student organizations do not own any off-campus property and this report only applies to the Ottawa University campus in Ottawa, Kansas.

Code of Conduct and Ethics

The Code of Conduct and Ethics interprets the University’s Mission Statement as it applies to the everyday decisions, behaviors and actions of those within the Ottawa University Community.

General Expectations

All members of the Ottawa University Community are responsible for sustaining the highest ethical standards of the University, and of the broader communities in which it functions. The University values honesty, trust, fairness, respect and responsibility and strives to integrate these values into its teaching, research and business practices. It is the intent of the Code of Conduct and Ethics to protect academic freedom, a collegial atmosphere, teaching and scholarship; to advance the mission of the University; and to help preserve the highest standard of business dealings. The Code applies to administration, faculty, staff and students; vendors, contractors, and subcontractors of the University; and to volunteers elected or selected to serve in University positions. It shall apply to conduct that occurs on University premises, off-campus teaching locations, University sponsored activities, and to off-campus conduct, ostensibly performed under University auspices, that affects the Ottawa University Community and/or the person’s fitness to perform his or her responsibilities. All persons, regardless of their position, or status within the University or the community, shall be responsible for their conduct throughout their relationship with the University.

University Compliance Officer

The University Compliance Officer is responsible for overseeing the process by which complaints are investigated within the University. The University Compliance Officer regularly reports to the President and the Chair of the Board of Trustees the categories of complaints brought forth and makes any recommendations for change. This position is appointed by the President.

Reporting Improper Conduct

The policies and procedures included in this Handbook and relevant portions of the Faculty or Student Handbooks that are applicable are essential for establishing a caring, Christ-centered community, which integrates faith, learning, and life. Any questions related to policy should be referred to the University Human Resources Department.

Any person having reason to believe or who reasonably suspects that any member of the Ottawa University Community is engaged in a conduct contrary to any established University policy and/or procedures set forth herein, should report such conduct as quickly as possible after becoming aware of such conduct to their manager, a local unit Officer, the University Compliance Officer, or if preferred, to a source outside the University, by contacting the external confidential Compliance Hotline Service at (866) 943-5787 which operates 24 hours/day, 7 days a week. (Emergency situations which are an urgent safety or security issue must be made directly to 911.)

If the reported conduct potentially involves management for your location, the disclosure should be made to the University Compliance Officer, or to the external confidential Compliance Hotline service at (866) 943-5787. The University Compliance Officer will oversee the prompt and thorough investigation of all reports and will make every effort to protect the identity of the person reporting the improper conduct. However, the University cannot guarantee confidentiality if identification of the person is necessary to institutional or law enforcement officials for the purposes of investigating the incident. In accordance with the nature of the complaint and the findings of the investigation, the University will take appropriate, corrective action.

Infractions of any policy or procedure set forth in this Handbook can result in discipline, at the sole discretion of Ottawa University, up to and including unpaid suspension or termination of employment. In addition, any omission or misrepresentation during the course of an individual’s employment (including but not limited to the application process, information regarding time worked, information associated with paid or unpaid time off, etc.) may result in discipline, up to and including termination of employment.

Compliance Hotline

The Compliance Hotline is an externally managed call center independent of the University, staffed by intake
specialist professionals. Individuals calling the hotline are not required to disclose who they are. This information is welcomed, however, only if a person wishes to do so. Calls are not recorded. The Intake Specialist takes notes of the conversation, summarizes the call, and forwards it to the University Compliance Officer for investigation. The goal of the hotline, for non-emergency situations, is to have an initial response back from the University in 5 business days so that the caller may call the hotline back for an update to the original call. The caller is able to do this anonymously using the case number assigned when he/she first called the hotline. At that time the caller may be asked to provide additional information or to call back at a later date for an update.

Retaliation
Ottawa University prohibits retaliation in any manner against anyone who, acting in good faith, has reported a suspected violation. A person feeling retaliated against may file a written complaint with the University Compliance Officer or contact the confidential Compliance Hotline service at 866-943-5787. A retaliation complaint that the University, after investigation, reasonably determines to be true will result in disciplinary action, including the possible termination of employment, contractual relationship or other relationship of the offending party with the University, as it deems appropriate under the circumstances.

University Policies
The Code of Conduct and Ethics is implemented in the policies that follow. Faculty members or students may be subject to additional information regarding appropriate, or inappropriate, conduct included in the Faculty and/or Student Handbooks. To the extent a conflict exists, or is perceived to exist, between the expectations set forth in these policies and the expectations set forth in the Faculty and/or Student Handbooks, the higher standard of conduct shall control.

When an individual believes there has been any improper or questionable conduct relative to any of these policies by a person subject to this Code, regardless of the participant(s) in such conduct, the reporting procedures described above apply.

Academic Integrity
An academic community of integrity:
- Advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service;
- Fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential;
- Establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administration;
- Recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas; and
- Upholds personal accountability and depends upon action in the face of wrongdoing.

Conflict of Interest
Each member of the Ottawa University Community must avoid any conflict between their personal interests and the interests of the University. Each person is expected to avoid even the appearance of impropriety in the performance of their duties and must never use their positions or knowledge gained through the University to inappropriately influence decisions for their advantage, or for that of their family and friends.

Any member of the Ottawa University Community who could receive an economic benefit either directly or indirectly, such as through a business of which he/she, or a family member, has a substantial interest, shall disclose the interest and withdraw from all decision-making on any matter relating to the transactions. All withdrawals from decision-making processes based upon this policy should be noted in the applicable minutes of all University meetings and its committees.

Individuals seeking employment or association with the University have the obligation to disclose to the interviewer any affiliations with a person, firm, organization, or corporation with which he or she has reason to believe the University does business or any other information necessary to comply with this policy. All others must disclose to their Unit Executive, at the earliest practical time, any possible conflict of interest. Those in decision making positions will be required to make annual reconfirmations of any potential conflict of interest. Individuals will be deemed to have a conflict of interest if:

Affiliations
a) The person is an officer, director, partner, trustee, employee or agent of any firm, organization or corporation with which you have reason to believe the University does business; or
Interests/Investments

a) The person is the actual or beneficial owner of more than 1% of the voting stock or controlling interest of an organization or corporation which currently has or has had (within the past year) business dealings with Ottawa University; or

b) The person has dealings with any organization from which he or she knowingly materially benefited in an amount (annual aggregate) of more than one thousand ($1,000.00) dollars exclusive of dividends and interest; or

Personal Relationships

a) The person is related to persons by blood or marriage, or whose relationship is similar to that of persons who are related by blood or marriage, who have a voting stock, a controlling interest or derives material benefit from a firm, organization or business subject to disclosure under this policy on or conflict of interest.

For purposes of this policy, all consulting agreements or arrangements, formal or informal, are subject to disclosure under these provisions.

Potential conflicts of interest must be avoided. Gifts, travel reimbursements or other items from vendors and/ or organizations that provide services to the University for financial benefit or seek to provide services for financial benefit that exceed $50.00 in value cannot be accepted by any University employee or volunteer elected or selected to serve in a University position. If received, the item or payment must be returned.

Discrimination

Ottawa University is committed to equal opportunity and does not unlawfully discriminate in the recruitment or treatment of applicants, employment opportunities, or general employment practices on the basis of race, age, sex, color, religion, disability, national origin, sexual orientation or any other characteristic protected by law. This commitment applies to all members of the Ottawa University Community including faculty members, staff members, and students.

Harassment

The University strives to maintain an environment for all that is free of harassment and illegal discrimination. In keeping with that policy, any form of harassment by or against any employee, applicant for employment, student, agent, supplier, contractor, volunteer or any other person is prohibited whether it is illegal or not.

I. Racial, religious, sex, disability, sexual orientation, age or national origin harassment are expressly prohibited. This includes any verbal, written, or physical act used or implied in a manner that may interfere with another person’s ability to perform his/ her job. For example, inappropriate jokes, offensive language or the display or use of objects or pictures that adversely reflect on a person’s race, religion, sex or national origin.

II. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
- Submission to the conduct is made either explicitly or implicitly a condition of employment; or
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- Such conduct has the purpose or effect of substantially interfering with the person’s performance or creates an intimidating, hostile or offensive work environment.

Prohibited acts of sexual harassment can take a variety of forms, ranging from off-color jokes to subtle pressure for sexual activity to physical assault. Examples of conduct that may constitute sexual harassment include:
- Repeated or unwelcome sexual flirtations, advances, propositions, touching, remarks, or requests for sexual favor;
- Repeated verbal abuse of a sexual nature;
- Graphic verbal comments about a person’s body;
- Sexually degrading words used to describe a person;
- The display of sexually suggestive objects or pictures;
- Unwelcome questions or comments about private sexual matters;
- Slurs, “off color” jokes, or degrading comments related to gender;
- Demeaning, discourteous conduct, or negative stereotyping; or
- A nonconsensual sexual relationship with a subordinate or a student.

It is important and critical to our Code of Conduct and Ethics that we uphold high standards of behavior for each individual within the University setting. If you believe you have been witness to unprofessional conduct, it is your
responsibility to report it within the guidelines set forth above, just as you would report any other type of negative behavior as part of this Code.

Standards of Conduct
All members of the Ottawa University Community are expected to use good judgment and avoid even the appearance of impropriety in all their dealings with others. The University also prohibits, though not required by law, unprofessional conduct and comments that may not amount to unlawful harassment.

Supportive Workplace and Learning Environment
The University’s intent to provide a drug-free, healthy, and safe workplace for its employees and a safe learning environment for its students. Each member of the Ottawa University Community must comply with local, state and federal laws concerning alcohol, illegal drug use, and physical harm whether on University property or otherwise. Acts of violence or aggression will not be tolerated. Examples of improper behavior include, but are not limited to, incidents of pushing, hitting, inappropriate forms of physical contact, threats of physical harm, vandalism, sabotage, and arson. The possession or use of fire arms, explosives, knives, or any object that may be of threat to others are prohibited while on University property or at University sponsored events. Violations will be reported to the appropriate law enforcement officials and violators are also subject to University disciplinary action.

In keeping with the University’s intent to provide a safe and healthy work environment, smoking is prohibited throughout the University. This policy applies equally to all employees, students, and visitors, and it applies to all University locations, including administrative offices and residence halls unless otherwise posted by the University. Additional restrictions may apply at specific University locations and/or buildings.

Use of University Resources and Information
University resources must be reserved for business purposes on behalf of the University. They may not be used for personal gain except in a manner that is incidental, and reasonable in light of the person's duties. University resources include, but are not limited to, the use of University systems, such as telephone systems, data communication and networking systems, and the domain for electronic communication forums; the use of University equipment; the use of procurement tools such as purchasing cards, credit cards, and petty cash; and the time and effort of other staff, students, and others at the University. Appropriate use of University property and information requires that persons not use a password, access a file, or retrieve any stored communication without authorization. This includes concealing, falsifying, altering, misusing, or removing records, including electronic records. In addition, information such as mailing lists of students, employees, or alumni must not be given to anyone without authorization from the Unit Executive.

Many employees, as part of their job responsibilities, have access to confidential and/or unpublished information. Any employee who has access to such information is expected to use it solely for its intended purpose as well as with consideration and ethical regard for others. In addition, employees are expected to safeguard the integrity, accuracy, and confidentiality of this information. Circumventing or attempting to circumvent restrictions on the use and dissemination of confidential information is prohibited. Certain student related data is protected under the Federal Family Educational Rights and Privacy Act and may not be disclosed except as provided for by federal regulations. In addition, the Social Security number and private information of students, faculty, staff, alumni, and donors is confidential and the unauthorized use or disclosure of it is prohibited.

University computers (including data stored on computers), telephone message systems, etc. are and remain at all times University property, and all information (including e-mail messages and voice mail messages composed or sent) are subject to review by University management. Privacy in these items and this information is not and cannot be guaranteed. Accordingly, individuals should create and/or send only messages that they would not mind others reading. In addition, all users should bear in mind that erased and deleted materials can sometimes be recreated. Any member of the Ottawa University Community using University resources may not solicit others for commercial ventures, religious or political causes, outside organizations, or other non-University matters.

The University complies with all laws regulating intellectual property rights, including copyright infringement, confidential information and software privacy. Each member of the Ottawa University Community is prohibited from using University facilities, computer systems, communication and electronic systems, and/or the
information contained within them in a manner contrary to law.

**Timely Warning**
Under the Clery Act (20 U.S.C. § 1092) and its implementing regulations, Ottawa University (OU), through designated personnel, is responsible for issuing a "timely warning" if a crime has been reported and OU determines there is a serious or continuing threat to the campus community. In addition, OU is required to send an "emergency notification" if there is an immediate threat to the health or safety of students or employees occurring on campus.

**Emergency Notification System**
Ottawa University has established OU Alerts in order to inform students of emergencies. OU Alerts are sent automatically to all registered college email accounts along with registered cell phone numbers. Ottawa University tests the Emergency Notification System on a monthly basis internally.

Students are encouraged to sign up for text messaging and e-mail OU Alerts. Go to myottawa.ottawa.edu and log in. After you log in, click on the link “Get the Message” to sign up.

During an emergency, Ottawa University also may communicate by sending voicemails and by posting information to the Ottawa University website. Local television and radio stations may be notified.

**E 2 Campus Alert/OU Alert**
OU Alert is Ottawa University contract text messaging system. It is capable of sending emergency notifications instantly and simultaneously to all registered cell phone, smart phones, and personal e-mail addresses. Examples of emergency messages include severe weather warnings, campus closings, and campus emergencies.

**Who to Contact**

*Emergency Contacts*
- 911 Franklin County emergency system
- The Area Resident Coordinator can also contact OU security
- The Resident Assistant on duty in each residence hall can also contact OU Security
- Contact the Union Desk by dialing "0"
- Call Ottawa University security directly at ext. 11075

*Reporting Crimes*
Anyone who has witnessed a crime may report it to the any of the individuals or offices listed below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Campus Security</td>
<td>785-214-0070</td>
</tr>
<tr>
<td>Office of Student Affairs</td>
<td>12313</td>
</tr>
<tr>
<td>Herb Orr</td>
<td>12401</td>
</tr>
<tr>
<td>Director of Security and College Facilities</td>
<td>12310</td>
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<td>Tom Taldo</td>
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<td>Dean of Student Affairs</td>
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<td>Brandy Hicks</td>
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<td>Director of Residential Life</td>
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<td>Donna Washington</td>
<td>12317</td>
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<tr>
<td>College Counselor</td>
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Definitions

The Jeanne Clery Disclosure of Crime Statistics

Crime Categories

The crime definitions are listed in order of seriousness. When counting multiple offenses, the “hierarchy” rule requires that you count only the most serious offense committed during a single incident. The exclusion to this is arson. Arson is always counted as an offense regardless of the nature of any other offenses that were committed during the same incident.

The Clery Act does not differentiate between attempted and completed crimes. For example, an incident involving an attempted forcible rape is counted as a forcible sex offense. The only exception to this rule applies to attempts or assaults to murder wherein the victim does not die. These incidents should be classified as aggravated assaults rather than murders.

Murder/Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another. NOTE: deaths caused by negligence, attempts to kill, assault to kill, suicides, accidental deaths, and justifiable homicides are EXCLUDED.

Negligent Manslaughter

The killing of another person through gross negligence.

Robbery

The taking or attempting to take anything from value of the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary the injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit larceny; house breaking; safecracking; and all attempt to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned including joy riding).

Weapon Law Violations

The violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of a deadly weapon; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Arson

The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Drug Abuse Violations

Violations of the state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
**Liquor law Violations**

The violations or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintain unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Location Definitions**

**On Campus**

(1) any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's education purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Non-campus Building or Property**

(1) any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.
Crime Statistics and Rates
Universities receiving Title IV grants (Federal Financial Aid) must, in accordance with the Campus Securities Act of 1990 and the Higher Education Amendments of 1992 and 1998, provide information relating to crime statistics and security measures to prospective and current students and employees.

<table>
<thead>
<tr>
<th>2012 Criminal Offenses</th>
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### 2012 Hate Crimes, continued

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<thead>
<tr>
<th>Crime</th>
<th>YEAR</th>
<th>ON-CAMPUS PROPERTY</th>
<th>ON-CAMPUS STUDENT HOUSING FACILITIES</th>
<th>PUBLIC PROPERTY</th>
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<tbody>
<tr>
<td>Larceny Theft</td>
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### 2012 Arrests

<table>
<thead>
<tr>
<th>Offense</th>
<th>YEAR</th>
<th>ON-CAMPUS PROPERTY</th>
<th>ON-CAMPUS STUDENT HOUSING FACILITIES</th>
<th>PUBLIC PROPERTY</th>
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</thead>
<tbody>
<tr>
<td>Weapons: Carrying, Possession, Etc.</td>
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<tr>
<td></td>
<td>2012</td>
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<tr>
<td>Drug Abuse Violations</td>
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### 2012 Disciplinary Actions

<table>
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<tr>
<th>Offense</th>
<th>YEAR</th>
<th>ON-CAMPUS PROPERTY</th>
<th>ON-CAMPUS STUDENT HOUSING FACILITIES</th>
<th>PUBLIC PROPERTY</th>
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</thead>
<tbody>
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<td>Weapons: Carrying, Possession, Etc.</td>
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<td>2012</td>
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<td>Drug Abuse Violations</td>
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### Fire Safety Systems

<table>
<thead>
<tr>
<th>FACILITIES</th>
<th>SMOKE DETECTION</th>
<th>FIRE EXTINGUISHER DEVICES</th>
<th>EVACUATION PLANS/PLACARDS</th>
<th>NUMBER OF EVACUATION DRILLS EACH YR.</th>
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<tbody>
<tr>
<td>Brown Hall</td>
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<tr>
<td>Martin Hall</td>
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<td>Bennett Hall</td>
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### 2012 Fire Summary

<table>
<thead>
<tr>
<th>FACILITIES</th>
<th>YEAR</th>
<th>FIRES</th>
<th>INJURIES</th>
<th>DEATHS</th>
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<td>Brown Hall</td>
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<td>Martin Hall</td>
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<tr>
<td>Bennett Hall</td>
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<tr>
<td></td>
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</tbody>
</table>

*The Higher Education Amendments of 1998 made some major changes to the Campus Securities Act of 1990. Some of these changes include: adding manslaughter and arson to the list of crimes that colleges must report each year; requiring colleges to keep statistics on violent crimes directed at individuals because of race, gender, religion, ethnicity, sexual orientation, or disability; defining further areas that colleges are responsible for when reporting campus crime; allowing colleges to release public information on any student who has admitted or been found guilty of committing a violent crime or a non-violent sexual offense and any sanction imposed by the institution; and allowing colleges to inform the parents or legal guardians of students under 21 who have violated laws on the use or possession of alcohol or drugs.

The figures provided in this report are based on the reporting requirements of the Department of Education. The Cleary Act sets forth how crimes perpetrated by students of the institution are tracked (both on and off campus) and reported to various constituencies including students and employees of the educational institution.
University Chapel
Martin Hall
Ward Science Hall
Hull Center for Athletics
Wilson Field House
Mabee Center
Maintenance Building
Dick Peters Sports Complex

Eleventh Street

Not Pictured: Granger House – the President’s residence. Located just south of Martin Hall.

Denotes on-campus parking.