

Wofford College Annual Security and Fire Report

CLERY ACT

CRIME * EMERGENCY * FIRE

For students, employees and guests of Wofford College

September 2021

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The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act, part of the Student Right-to-Know and Campus Security Act, was passed in 1990. Since then, it has been amended no fewer than four times and requires all institutions of higher education that receive federal funding to produce an annual security report. This report will be available to all current and prospective students, visitors and employees. As required by the act, Wofford College maintains and presents for public display crime statistics for the past three calendar years for the campus, immediately adjacent public property and college property maintained away from the main campus location. These statistics can be found in this document as well as on the Wofford College website at <http://www.wofford.edu/campussafety/reports/>. The Annual Security and Fire Safety Report will be normally prepared prior to October. The report is made available to the entire campus community, prospective students and employees. The report is available in a printed format and may be requested from the director of campus safety at 864-597-4351.

Campus crime, arrests and referral statistics used by this report include those reported to the Wofford College Office of Campus Safety, designated campus security authorities (including but not limited to directors, student organization advisers, athletics coaches and Division of Campus Life and Student Development (CLSD) staff, to include the director of the Wellness Center (when not acting in the role as a professional counselor), the assistant dean of students for student involvement, the assistant director of student activities and campus life, the director/assistant director of residence life and all resident advisers/directors), contracted security personnel/law enforcement personnel working events and all coaches. These crime statistics also may include incidents that have occurred on public property adjacent to the campus as reported by local law enforcement.

Wofford College, established in 1854, is an independent liberal arts college with its main campus located in Spartanburg, S.C. The Goodall Environmental Studies Center, controlled and operated by the Wofford Department of Environmental Studies in Glendale, S.C., is considered under the Student Right-to-Know and Campus Security Act to be a separate campus with courses taught there that lead to an environmental studies degree, a program director and its own budget. The center is eight miles from campus. Students taking classes at the Goodall Environmental Studies Center are there for several hours a week with their other classes taught on the main campus. All students are provided the same emergency, crime prevention, sexual assault and other programs and training at the main campus. Typically, all residential students live on the main campus. The college community historically has enjoyed a low crime rate as compared to the surrounding city area. The campus, like those in every part of the country, is not totally immune from crime and social problems facing modern urban areas. The Office of Campus Safety is charged with keeping the campus safe and works diligently to encourage community members to be safety conscious and develop security and property protection habits. Deputies with the Spartanburg County Sheriff's Office as well as campus safety personnel respond to incidents at the Goodall Environmental Studies Center.

Arresting Authority and Relationship with Other Agencies

Wofford College campus safety officers have the authority and power to arrest persons violating South Carolina law and to enforce Spartanburg city and county ordinances on Wofford's campus and on college-owned and controlled/leased property, including the Terrier Plaza apartments for residence life coordinator use, located at 544 N. Church St., Calvary Baptist Church property located at 577 N. Church St., 77 Leased parking spaces in the Spartanburg Memorial Auditorium

lot and the building at 121 College St. used by the Office of Marketing and Communications and adjacent green space directly across North Church Street from main campus, as well as the separate campus of the Goodall Environmental Studies Center at 315 Broadway St. and the accompanying Glendale House at 341 Broadway St. in Glendale, SC.

Wofford College classifies and maintains crime statistics for non-campus property, which includes property leased or used by agreement for programs that support the college throughout the county and other locations in this country that are patrolled by various other agencies and jurisdictions.

Wofford College, operating under the college premise security license #1021 as issued by the South Carolina State Law Enforcement Division (SLED), employs both sworn, commissioned state constables and premise security officers to patrol and maintain good order on campus and areas described above. Premise security officers are certified by SLED and complete a standardized security officer basic course and mandatory annual training thereafter. The sworn, commissioned officers are certified law enforcement officers who have been through training and certification at the South Carolina Criminal Justice Academy and are state constables. All Wofford officers wear Wofford College Office of Campus Safety uniforms. Each officer is armed and patrol with the power of arrest on campus and college-controlled or college-owned property outside of the main campus location. All officers operate under the department's policy and procedures manual and other requirements set by the college. The department also employs an emergency dispatch unit that assists officers with calls from the campus and by maintaining communications with the Spartanburg County Communications Department.

Campus safety staff members work closely with local law enforcement agencies, the City of Spartanburg Police Department, the Spartanburg County Sheriff's Office and South Carolina Law Enforcement Division (SLED). In addition, the department works closely with the security and public safety departments of the county's six other colleges and universities and shares information and intelligence readily.

The City of Spartanburg Police Department and the Spartanburg County Sheriff's Office provide crime statistics for inclusion into the Annual Security and Fire Safety Report. In addition, Spartanburg Police Department provides the campus safety director with electronic incident reports daily to ensure that the college is informed of criminal activities throughout the city. The college has a memorandum of agreement with the Spartanburg County Sheriff's Office for investigative support to include NCIC reports and forensics services of the crime lab. There are, however, no formal written memoranda of understanding (MOU) between Wofford College Office of Campus Safety and the Spartanburg County Sheriff's Office or the City of Spartanburg Police Department for mutual support because South Carolina state statute prohibits private colleges from having extended police powers into any jurisdiction for any reason. The office also has agreements signed by the City of Spartanburg Police Department, Spartanburg Emergency Medical Services (EMS) and the Spartanburg County Sheriff's Office allowing the department to use radio talk groups of the other agencies for emergencies on campus.

By state law, SLED provides investigative assistance when requested by the director. In cases of sexual assault and any death on campus, the college is mandated by South Carolina law to report to SLED, which provides investigators and support. In addition, Spartanburg County Communications works closely with Wofford campus safety and has conducted several training

classes for the department. The county communications department typically notifies Wofford campus safety when there is an event on or in proximity of campus that will affect the safety and security of the campus, enabling the prompt issuance of a campus-wide alert or warning. When Wofford College students are involved in an off-campus offense, campus safety personnel may assist with the investigation in cooperation with local, state or federal law enforcement when asked by the external agency. The Campus Safety Dispatch Center maintains direct communication with the county communications department to facilitate rapid emergency dispatch of fire, EMS and other law enforcement support personnel.

Campus Safety Services

Wofford College Office of Campus Safety provides services 24 hour a day, seven days each week. Officers patrol campus grounds, buildings and parking lots. Officers also provide vehicle registration, on-campus escort and lock-out services to students and employees. The office also is responsible for making identification cards for students and employees as well as maintaining the building access control system for college buildings with electronic door locks on campus. Campus safety also maintains and operates the emergency communication mass notification system and tests it regularly. A dispatch center augments and supports officer actions seven days per week. Although not 24-hour coverage, the dispatch center provides critical coverage and support during key hours each day. Dispatch services include video camera monitoring and rapid communications support with the City of Spartanburg police and fire departments and the Spartanburg County Communications Center. The dispatch center also acts as a warning center for the campus.

Crime Prevention/Safety Services

Campus safety conducts safety and crime prevention programs as part of orientation programming for new students and transfers during fall orientation where fire and life safety and crime prevention topics are covered. These include personal safety, property protection, fire and severe weather evacuation, and campus alcohol and drug policies. Officers work with residence life staff to conduct crime prevention presentations during residence hall meetings and programs and may contribute information for the college's student newspaper. Officers also conduct annual fire and life safety and crime prevention sessions for all resident assistants before each school year. Campus Safety executes fire safety and evacuation training for resident students in on-campus residence halls during the first 10 days of the semester. Officers also conduct evacuation drills of academic buildings as well as administrative buildings on campus. Campus safety officers organize other programs for residential students and campus organizations, such as personal safety and crime prevention programs and other campaigns throughout the year. Campus safety provides safety escorts for employees and students and officers are available 24 hours a day for this service. Typical crime prevention services and programming include:

- **Operation Property ID:** The Operation Property ID program is presented during all orientation programs and is on the campus safety web page. Campus safety encourages all students to register valuable and pilferable items that they bring to campus; forms are available online. These forms can be stored at the Office of Campus Safety and retained by the students for identification in case items are stolen. Engravers also are available in the Office of Campus Safety to mark property. To access a useful form to record your serial

numbers, go to <https://www.wofford.edu/Wofford.edu/Documents/student-experiences/campus-safety/OperationID.pdf>

- **Alcohol awareness:** Campus safety partners with the Office of Residence Life to sponsor alcohol awareness programs that include those focusing on the effects of alcohol impairment and related laws and a controlled drinking exercise. Other programs sponsored by the Wellness Center, Greek Life and the Wofford Activities Council also are conducted throughout the year. All first-year students have a module in their first-year seminar that covers the college alcohol and drug policy and bystander intervention.
- **Personal safety:** Safety tips are provided for students during orientation programs and in residence life programming in conjunction with Campus Safety. Emergency phones are located throughout each residence hall and in high-traffic parking lots, and these are explained in new student orientation presentations. Campus safety provides safety escorts for any student or employee on campus 24 hours a day, seven days a week. To access a safety escort, call 864-597-4911. Campus safety also maintains the free Rave Guardian safety app which provides a mobile panic button, emergency phone numbers, crime tip text line, and emergency and evacuation plans. The app is available for all students and employees.
- **Workplace violence prevention/active shooter training:** Campus safety provides training on workplace violence on its website for all students and employees.
- **First-year student, transfer, and parent orientation:** The director of campus safety educates students on security programs, services, the card key access system, emergency notification, campus parking policies, vehicle registration and property theft protection and identification. In 2020, campus safety officers conducted six orientation programs for students and parents during summer orientation in June.
- **Escorts from parking lots and to/from buildings:** Campus safety officers provide escort services for students and employees to ensure that they reach their destination safely. Escorts may be requested by calling 864-597-4350.
- **Bicycle registration program:** Campus safety offers a free bicycle registration program that allows bike owners to register bikes on campus with the Office of Campus Safety. Campus safety provides registration permits at no cost. To access the bicycle registration form online, go to <https://my.wofford.edu/student> and click on “Bicycle Registration” in the center column. Go by the Office of Campus Safety and pick up a registration sticker.
- **Operation Secure Your Room:** Officers routinely pick apartment blocks at the senior Village and check for blocked/propped doors. After door surveys, officers report to residence life, which addresses the violations.
- **Operation Lock Your Car:** Officers, while on patrol in parking lots on campus at night, look for unlocked vehicles. When identified, dispatch alerts the student of the safety violation and are encouraged to secure the vehicle.
- **Safety/Crime Prevention Flyer campaign:** Officers hang safety and crime prevention flyers on bulletin boards in residence halls or supply these for resident assistants to be used in their areas.

During 2020, officers were limited by the closure of campus during the spring semester and after re-opening in the fall semester due to distancing to perform in-person programming. Officers did conduct safety/crime prevention flyer and residence facility and vehicle security campaigns.

The Office of Campus Safety is the only office on campus open seven days a week, 24 hours a day. The officers receive calls for maintenance when the college is closed. They register these requests into the online facility maintenance request system. Staff and students frequently call during the workweek as well with maintenance issues. Campus safety registers these maintenance requests through the physical plant's automated maintenance work order system or, in the case of emergencies, safety/security issues or other urgent-need situations, officers call facilities staff on-duty or on-call worker directly. Campus safety responds directly to emergency maintenance issues when required, especially when the maintenance issue affects security or safety.

Emergency Calls for Help

The Office of Campus Safety maintains a system of emergency call boxes throughout campus. These are in and around high-use parking lots. These boxes are mounted on tall, blue metal pedestals with blue lights on the top. To make an emergency call directly to campus safety, one must push the button on the face of the phone. Some call boxes will announce the location so one will not have to wait until the announcement is complete to speak. After pushing the button, one may either wait until the phone announces the location (if so configured) or speak directly to the phone face when campus safety answers. Conventional residence halls as well as the Michael S. Brown Village Center have emergency call boxes on every hall. Each fraternity and sorority house in the Stewart H. Johnson Greek Village also has an emergency call box. To activate these, one must simply push the "on" button and dial the four-digit campus phone number (4911 for campus safety). When the call is completed, one must push the "off" button to terminate the call. Campus safety officers perform tests on these phones and the components of the mass-notification system (email, text, and outdoor warning siren system) at least monthly.

All students and employees are encouraged to download the Rave Guardian safety app that is maintained by campus safety. After the student or employee configures the app for Wofford College, the user may access the app's mobile panic button (tied directly to campus safety), crime or emergency incident report launcher, emergency plan library and a list of emergency numbers that can be dialed directly from the app. The app may be downloaded free of charge by all campus community members.

Wofford College Building Access Policy

Wofford College maintains an open campus. As such, the public (including, but not limited to, students, visitors, alumni and parents) can and do come onto college property throughout the day and night. Residence halls and apartments are secured 24 hours a day through a campus key card security system. Campus safety issues each student an ID card that serves as a key card to access his or her residence hall. The card also opens the Roger Milliken Science Center, Sandor Teszler Library, the first floor of the Michael S. Brown Village Center, the Rosalind Sallenger Richardson Center for the Arts, the Jerry Richardson Indoor Stadium and the Richardson Physical Activities Building on weeknights and on weekends. During business hours, the college buildings (except residence facilities) are open to students, guests, parents, contractors and employees. During non-business hours, access to college facilities is gained through employee-issued keys or by campus safety personnel (with prior approval). During academic holidays, residence halls are locked by deactivating student key card systems. Campus safety officers

routinely patrol the interior and exterior of campus administrative and academic buildings at night and the exterior of residence facilities.

Crime or Emergency Reporting

Students and employees are encouraged to report all crimes, emergencies, and safety issues to the Office of Campus Safety in a timely manner. To report an emergency or crime, call 864-597-4350 or 864-597-4911 in the event of an active criminal/emergency incident. Officers will answer that number 24 hours a day and will respond to the caller. Students and employees may also contact and report crimes directly through the Rave Guardian safety app. Students also may report issues and concerns to those employees listed below as campus security authorities as well. Key phone numbers to report emergencies are:

1. Campus Safety	864-597-4911
2. Dean of Students	864-597-4044
3. Wellness Center	864-597-4370
4. Assistant Dean of Students for Residence Life	864-597-4068
5. Assistant Dean of Students for Student Involvement	864-597-4048
6. Assistant Director of Student Activities and Campus Life	864-597-5107
7. Title IX Coordinator (Sexual Misconduct/Harassment)	864-597-4048
8. Title IX Deputy Coordinators	864-597-4048/4066
9. Human Resources Director	864-597- 4227
10. Spartanburg City Police/Fire Department	911

Campus Security Authorities

Wofford is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a campus security authority or CSA.

The Clery Act defines campus security authority as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.” Officials at Wofford include the dean of students, who has overall responsibility for student discipline and all student programming; the assistant dean of students for residence life, who oversees student housing; the assistant dean of students for student involvement, who oversees student co-curricular activities and has significant responsibility for Greek life; campus safety officers and dispatchers; the Title IX coordinator and all deputy coordinators; the director of human resources; the athletics director and associate athletics directors; team coaches; the director of the Wellness Center; all faculty and staff members who lead student short-stay trips; student workers who provide safety escorts for the college or are employed as attendants in the college fitness facility; and faculty and staff advisers to student organizations who have significant responsibility for student and campus activities.

The criminal offenses for which these officials are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug

abuse violations and weapons (carrying, possessing, etc.). The director of campus safety conducted campus security authority training for resident assistants and directors during RA orientation on Aug. 22, 2019 for the 2019-20 academic year and again on Aug. 19, 2020 for the 2020-21 academic year. All other identified CSA employees were notified and trained on Oct. 22, 2019 for 2019-20 and again in September and October 2020 for fall semester 2020 through an online CSA module consisting of a video module and explanatory/notification email for participants. The training video was produced by the National Association of Campus Safety Administrators and was used to train contracted event staff, security and off-duty law enforcement officers conducting security for events on campus and student workers providing safety escorts for the Office of Campus Safety.

Confidential Reporting Procedures

Victims of crime sometimes do not want to pursue action through either the college judicial system or local or state legal system. The college encourages victims to consider making a confidential report in cases in which the victim does not want to pursue action so that incident can be dealt with and/or documented. With the victim's permission, the director of campus safety can file a report on the incident without revealing the identity of the victim. With such information, the college can maintain an accurate record of the number of incidents involving students and other members of the college community and quickly notify the campus of an immediate danger or threat. The information also allows campus officials to identify patterns of crime on or near the campus. These reports are counted and disclosed in the annual crime statistics for the college. If a victim or witness desires to make a confidential report, they may do so through the Office of Campus Safety or any other campus security authority on campus. Any campus security authority (other than volunteers or student employees) can be reached by dialing 864-597-4000 and asking for the official by name or position. The college chaplain, when acting as a pastoral counselor, or employees of the Wellness Center who are licensed counselors and serving in that capacity, are not considered campus security authorities, and are not required to report crimes for inclusion into the Annual Security and Fire Safety Report. These counselors are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis when such counsel is appropriate. When a student or employee informs one of these campus security authorities about a crime or emergency, the official will notify campus safety immediately. If the complainant is a client of the Wellness Center or sports medicine, the official will make the report detailed, but limited to preclude any HIPAA violation. If there is a life-threatening situation or one that potentially involves the loss of sight or limb unless an immediate, fully disclosed report is made, the official will notify the Office of Campus Safety immediately. Students also may disclose a crime or situation anonymously through the Silent Witness reporting system. [This system can be found here](#) and goes directly to the director of campus safety and is completely anonymous. The Silent Witness form is easy to use, quickly delivered and can be responded to 24 hours a day.

Weapons on Campus

The possession and/or use of firearms, weapons, and other propelling devices as well as explosives such as fireworks, ammunition or chemicals that are explosive in nature are prohibited on campus. Unauthorized use, possession, or storage of any weapon on campus constitutes a violation of the Code of Student Rights and Responsibilities and college policy. All

weapons are strictly prohibited in students' rooms and elsewhere on campus. Firearms are permitted for official use by the Department of Military Science and the college rifle team.

Weapon is defined by the college as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate or damage personal property and includes, but is not limited to, all firearms, guns, airsoft guns, BB guns, potato guns, paint guns, pellet guns, stun guns, axes, saws, slingshots, nunchakus, knives (with blades three inches or more in length and all switchblades), box cutters, darts and bows and arrows. The official policy of the college is that no weapons, other than those officially used by campus safety, ROTC or the rifle team, are permitted on campus, even in cases allowed by South Carolina law in the possession of concealed weapons permit holders.

Wofford College reserves the right to confiscate anything it deems hazardous or dangerous.

Missing Residential Student Policy

Any individual at Wofford who has information that a residential student may be a missing person must notify the Wofford College Office of Campus Safety immediately at 864-597-4911 or 864-597-4350.

Campus safety will begin an immediate investigation and gather all essential information about the missing student from the reporting person, from the student's acquaintances, from college personnel and official college information sources. A student shall be determined to be missing if:

1. Search efforts are unsuccessful in locating the student in a reasonable amount of time.
2. It is apparent immediately that the student is a missing person (e.g., witnessed abduction).
3. It has been determined that the student has been missing for more than 24 hours.

No later than 24 hours after determining that a student is missing, the dean of students or his/her designee or the director of campus safety will notify the confidential contact person previously identified by the student and the custodial guardian/parent (for students under the age of 18 and not emancipated) and advise that the student is believed to be missing.

Regardless of whether the student has identified a missing person contact person, is over the age of 18 or is an emancipated minor, campus safety also will notify local law enforcement agencies to report the student as a missing person no later than 24 hours after determining the student to be missing.

All residential students (currently enrolled students residing in on-campus housing), including students age 18 and above and emancipated minors (emancipated minors are those students under the age of 18 who have been legally granted adult status) will be given an opportunity to confidentially identify and designate one or more individuals to be contacted by the college within 24 hours after the student is determined to be missing. The contact person may be anyone, including, but not limited to, the person the student has otherwise identified as an emergency contact. Students may register and update this contact information at any time. The contact person information will be registered confidentially, accessible only to authorized campus

officials, and it will not be disclosed, except to law enforcement personnel to further a missing person investigation. The designation will remain in effect until changed or revoked by the student. If a student *under* the age of 18 and not emancipated is determined to be missing, the college is required by federal law to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing, in addition to notifying any additional contact person designated by the student.

Alcohol and Drug Policies

The Wofford College community is one in which students, faculty and staff are devoted to learning and to the development of the whole person. Part of being a responsible and caring member of the college community is to recognize that we are situated in a state and a community that have specific laws and ordinances prohibiting the sale, possession and consumption of alcohol and controlled substances. The college upholds these laws and assists local and state law enforcement agencies. These laws are in place because they serve an important role in protecting individuals and our community from the unwanted effects of the misuse of alcohol and other drugs, which can lead to serious health risks and behavioral problems such as violence, sexual assault, accidents, vandalism and other dangerous acts. Our community does not condone members who make irresponsible choices, including violating the laws of the state of South Carolina, ordinances of the City of Spartanburg or policies of Wofford College. The purpose of the following policies is to aid in the development of a safe and healthy educational environment for all members of our college community.

The college does not condone violations of federal and state laws as well as city ordinances or college policies that prohibit the possession, use or sale of alcoholic beverages or the sale manufacture or distribution of illegal drugs. Wofford College community members are informed that violations of the laws concerning illegal drugs may lead to disciplinary actions that may include fines, parental notification, education programs, community restitution, suspension or expulsion from the college, removal from residence halls or arrest. Violations of the laws concerning alcohol may lead to fines, parental notification, education programs and community restitution. A complete list of violation categories, sanctions, dangers and consequences of alcohol and drug abuse, and available educational and counseling programs, can be found in the policy at:

<https://www.wofford.edu/Wofford.edu/Documents/development/Alcohol%20Policy.pdf>

Wofford College is committed to education and the sound development of mind, body and spirit. Therefore, a commitment to alcohol and drug education is a continuing priority for the college. Educational programs will be organized and conducted throughout the year to promote continued awareness and to encourage an attitude of concern and caring for others. All money collected from sanctioned fines for alcohol and drug violations will be applied toward educational programming. Information on responsible use, effective party planning, indications of abuse or addiction and resources for assistance are available through Wofford College Wellness Center. Examples of these programs include, but are not limited to:

- Campus programming facilitated by members of the residence life staff.
- FYI Orientation for every first-year student.

- Alcohol awareness programming as part of focus weeks.
- Communitywide educational programs.
- Training opportunities and workshops for officers and members of Greek-letter organizations and other chartered organizations.
- Substance-free social events in collaboration with the director of student activities and individual student organizations.

Wofford College is committed to providing students with confidential referrals for professional assistance if they are needed. An awareness of the negative effects of alcohol consumption or drug use may assist a student to make safe and responsible choices about alcohol and drugs. A student may make an appointment for an assessment and/or counseling by contacting Wellness Center at 864-597-4370. Counseling services are available to Wofford students as part of the comprehensive fee on a time-limited basis. Long-term counseling, specialized services or outpatient/inpatient therapy are not covered by the comprehensive fees. Other community resources for treatment and prevention of alcohol and drug abuse also can be located in the Beverage Alcohol and Drug Abuse Policy located at <https://www.wofford.edu/Wofford.edu/Documents/student-experiences/getting-involved/alcohol-policy.pdf>

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

Wofford College prohibits all forms of discrimination and harassment as outlined in the Wofford College Nondiscrimination and Anti-harassment Policy and Procedures. All forms of sexual misconduct fall under Section 3.03 of the policy, sexual harassment, and include the crimes of Sexual Assault, Dating Violence, Domestic Violence and Stalking.

The policy defines these crimes:

Dating Violence, defined as: violence, based on sex, committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the victim, hereafter known as the Complainant in the language of the policy. The term Respondent in the policy refers to the subject or the accused. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. South Carolina does not have a dating violence statute but does have statutes covering violence (Aggravated/Simple Assault and Battery and Rape associated with incidences of Dating Violence).

Domestic Violence, defined as: violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has

cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of South Carolina, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of South Carolina. *To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Sexual Assault, defined as:

Sex Offenses, Forcible: Any sexual act directed against another person without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.

Forcible Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without the consent of the Complainant.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Sexual Assault with an Object: The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Forcible Fondling: The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible:

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by South Carolina law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. In South Carolina the age of consent is 16.

Stalking:

Stalking, defined as: engaging in a course of conduct, based on sex, directed at a specific person, that would cause a reasonable person to (1) fear for the person's safety or the safety of others or (2) suffer substantial emotional distress. For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the respondent 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.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Consent

The Nondiscrimination and Anti-harassment Policy and Procedures defines consent as:

Consent is knowing, voluntary, and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back. Consent can also be withdrawn once given if the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the college to determine whether this policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced. Consent in relationships must also be considered in context. When parties consent to BDSM (Bondage, discipline/dominance, submission/sadism, and masochism.) or other forms of kink, non-consent may be shown using a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and thus consensual, so Wofford's evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

South Carolina does not specifically define "consent." But uses the term within prerequisites for the determination of the various degrees of criminal sexual conduct for criminal prosecution.

Outreach & Prevention

Wofford College prohibits all forms of discrimination and harassment and is committed to the prevention of discrimination, harassment, and retaliation and routinely conducts outreach and educational programming designed to increase awareness of the prevalence of sexual harassment, including the crimes of sexual assault, domestic violence and dating violence, involving college-age students and other college constituents, as well as other forms of discrimination and harassment; inform the Wofford community about issues related to harassment and discrimination, such as substance abuse and the role of the bystander' and promote knowledge of the college's policies and procedures.

Training

The college regularly conducts training for its constituents, including the following groups:

- Title IX coordinator and institutional equity case coordinators
- Resolution Process Pool
- Employees
- Students
- Campus safety officers

These groups are trained, as appropriate and applicable, on such subjects as:

- The Nondiscrimination and Anti-Harassment Policy and Procedures.
- Title IX and related regulatory guidance.
- Discrimination laws related to employment and education
- The college's responsibility to address allegations of discrimination, harassment, and retaliation.
- Recognizing and responding to reports of discrimination, harassment, and retaliation.
- Understanding the effect of discrimination and harassment on victims.
- Understanding the link between substance abuse and sexual harassment.
- Which employees are responsible employees/campus security authorities and which individuals, and offices are confidential resources.
- Reasonable, appropriate, and sensitive investigative and interview techniques.
- Issues related to Dating Violence, Domestic Violence, Sexual Assault and Stalking.
- Conducting reliable, impartial and fair investigations and determinations.

The college conducts regular training campaigns annually and periodically through the year that focus on new students prior to their arrival and during their first semester, new employees at the beginning of the academic year, and returning students and employees throughout the year. In 2020, many of the programs ordinarily conducted in the first semester did not occur because of the closure of the campus early in the school year. These programs focus on sexual assault, dating/domestic violence, stalking prevention, resources, risk management and reporting techniques.

Specifically, the college conducted the following programs in 2020 for employees and students:

Name of Program	Date of Program	Location of Program	Targeted Audience	Behavior Targeted
Voices For Change	July-September	Web-based required program	All students	Sexual Assault Prevention/bystander intervention
New Faculty Orientation	August	Human Resources	New Employees	Sexual/Gender-based misconduct, TIX policy
Orientation Staff Training	Last week of August	Electronic presentation	Orientation Staff	TIX policy, Reporting procedures, college/community resources
RA Training	Last week of August	Electronic presentation	RA staff	TIX policy, Reporting procedures, college/community resources
Risk Management	Sep	Fraternity/Sororities	Greek students	Risk Management, TIX Policy, Bystander Intervention, Resources
Everfy	Oct	Web-based	All Employees	Sexual Assault, Dating/Domestic Violence Prevention, Reporting Procedures, Wofford TIX policy
FYI Seminar	Oct	Week-long block of instruction	All first- year students	TIX policy, healthy relationships, sex assault prevention, reporting pro, resources
Sit in for Sexual Assault Awareness	27 Oct	Leonard Auditorium Presentation	Students and employees	Sexual Assault, Dating/Domestic Violence

Bystander Intervention and Prevention/Risk Reduction Resources for Sexual Assault, Domestic or Dating Violence

Bystander intervention is proven to be the most effective method for preventing sexual misconduct. Active bystanders step in when they see a concerning situation unfolding. Being an

active bystander can be challenging but taking a step to help someone does not always mean directly getting involved. Wofford College lists safe and positive options for bystander intervention on the college Title IX resource page of the Wofford website. You can request assistance from friends; reach out to someone with authority, such as the Office of Campus Safety; create a distraction; or use other methods, alone or together, to interrupt and abate a situation. Active bystanders should not put themselves in harm's way; if an individual cannot intervene safely, they should contact campus safety immediately. Additionally, the Title IX resource page suggests the following suggestions for bystanders:

- Visit [RAINN.org](https://www.rainn.org) to learn about specific actions you can take to be an active bystander. You can also download the [Circle of 6 app](#). Choose a group of friends to send your location or pre-written messages when you find yourself in a situation where you need help.
- Learning about healthy relationships can help you recognize concerning behaviors in your own relationship or help you recognize concerning aspects of a friend or loved one's relationship. [LovesRespect.org](https://www.lovelsrespect.org) provides information about communication, setting boundaries, conflict resolution and relationship red flags. If you or someone you know is experiencing dating or domestic violence, reach out to a confidential resource in the Wellness Center or the Office of the Chaplain, or call SAFE Homes-Rape Crisis Coalition (Spartanburg) for help: 864-583-9803.
- Support friends or loved ones who have experienced sexual or gender-based misconduct. Help them find resources and reporting options but leave the decisions in their hands.
- Work with the Title IX office or Wellness Center to host a program for your club, team, department or the campus community. Topics can include consent, resources and reporting options, healthy relationships, bystander intervention, dating/domestic violence, sexual assault or stalking. Contact the Title IX coordinator or the director of the Wellness Center for assistance with ideas and/or planning for an event.

Options for Survivors of Sexual Assault, Stalking Dating or Domestic Violence

If you have experienced a sexual assault or violence in a dating or intimate relationship, the most important thing you can do is get to a safe place. If you believe you or anyone else is in immediate danger, call 864-597-4911 (Campus Safety) or 911 as soon as possible.

Once you are safe, contact someone you trust to be with you for support. This could be a friend, family member or someone on campus. SAFE Homes-Rape Crisis Coalition has confidential advocates available through a 24-hour crisis line at 800-273-5066.

Medical Care:

No matter what happened, you should consider seeking medical attention as soon as you can—even if you're not sure whether you want to report the incident. It's the best way to protect yourself from the risk of sexually transmitted diseases and pregnancy in connection with a sexual assault. Even if you think you are physically OK, you may have injuries that need treatment. It's also important to consider having a forensic exam done. This ensures that evidence gets collected in case you decide to report what happened.

Sexual Assault Forensic Exam-Preserve Evidence of the Sexual Violence or Encounter:

You can go to Spartanburg Medical Center or Spartanburg Medical Center - Mary Black Campus to request a sexual assault forensic exam (often called a “rape kit”) within 72 hours of the assault. Even if you have not decided whether to file charges, it is advisable to have the evidence collection kit completed so that you can better preserve the options of obtaining a protective order and/or filing criminal charges later. If you do not wish to file a report with law enforcement at this time, you may request an anonymous kit with no law enforcement involvement.

Spartanburg Medical Center has specially trained sexual assault nurse examiners who perform these kits. The cost of these kits will be paid for from a crime victim fund, and you will not be billed for the kits. Preservation of evidence is important and may assist in proving that the alleged criminal offense occurred and may be helpful in obtaining an order of protection.

While you might be tempted to try to erase all signs of what happened to you, it’s important to preserve the evidence. If you plan to have a sexual assault forensic exam done, do not do any of the following things until you have gotten medical attention and/or contacted the police:

- Bathe or shower
- Use the restroom
- Eat or drink
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched
- Keep all electronic evidence

Get Counseling and Support:

Coping with the aftermath of a sexual assault or dating or domestic violence can be very difficult—but remember, you’re not alone. Wofford offers counseling services to help you recover. Make it a priority to get the help you need to process what happened to you and recover from the incident.

Consider Reporting the Incident

Deciding whether to report an incident isn’t easy. Feel free to take your time with the decision (but consider seeking medical attention to collect evidence immediately). If you decide to report the event, you have several options. You can:

- Report it to campus safety or local law enforcement.
- File a complaint with the Title IX coordinator.
- Report to both law enforcement and the Title IX coordinator.

If you do report the event to the Title IX coordinator, you can ask the Title IX coordinator to help you notify law enforcement. Campus safety officers will also assist you with reporting to municipal law enforcement agencies. You also can decline to involve the police.

Campus and Community Resources for Survivors of Sexual Assault, Dating or Domestic Violence

The below list of campus and community resources was compiled for the use of the entire campus community. Any individuals seeking assistance from campus resources should note that college employees, except for those noted “confidential,” are considered “Responsible Employees” and must report to the Title IX coordinator any information related to sexual harassment. Individuals who cannot find an appropriate resource below are encouraged to contact the Wellness Center (864-597-4370) or the Title IX coordinator (864- 597-4047) for assistance in identifying other options.

1. Campus Resources

- Wofford College’s Title IX coordinator is Matthew Hammett, whose office is in Synder House. Matthew may be contacted during business hours Monday through Friday (8:30 a.m. to 5 p.m.) by phone at 864-597-4048, in person in the bottom floor of the Synder House or by email at hammettmk@wofford.edu.
- Wofford Campus Safety is in Mungo Student Center and is available by phone at 864-597-4911/4350. Wofford campus safety officers are available 24/7. Campus safety also can contact the staff member on call.
- Medical Services (confidential) are in the Wellness Center and are available by phone at 864-597-4370 or 597-4367. The office is staffed from 7:30 a.m. to 4 p.m. Monday through Friday during the academic term.
 - Wofford’s Mental Health Crisis Line (confidential) is available 24/7 at 864-597-4393.
 - Campus Life and Student Development is in the Mungo Student Center and is available by phone at 864-597-4040 or 597-4044. The office is staffed from 8:30 a.m. to 5 p.m. Monday through Friday.
 - Human Resources is in the Joe E. Taylor Building and is available by phone at 864-597-4230. The office is staffed from 8:30 a.m. to 5 p.m. Monday through Friday.
 - Counseling Services (confidential for students) are in the Wellness Center and are available by phone at 864-597-4370 or 597-4371. The center is staffed from 8:30 a.m. to 5 p.m. Monday through Friday.
 - Office of Financial Aid is in the Hugh S. Black building and can be contacted by phone at 864-597-4160. Financial aid is staffed from 8:30 a.m. to 5 p.m. Monday through Friday.
 - Office of International Programs is in the Michael S. Brown Village Center and can be contacted by phone at 864-597-4430. International Programs is staffed from 8:30 a.m. to 5 p.m. Monday through Friday.
 - Faculty Ombudsperson (confidential for faculty and staff), Stacey Hettes, is in the Milliken Science Center and can be contacted by phone at 864-597-4659.
 - Chaplain (confidential), Rev. Ron Robinson, is in Main Building and can be contacted by phone at 864-597-4050.

2. Community Resources

- Spartanburg City Police Department can be reached by calling 911 (or, for non-emergency matters, by calling 864-596-2222. The Spartanburg City Police Department is located at 145 W. Broad St. in Spartanburg.

- Spartanburg Medical Center is located at 101 E. Wood St. in Spartanburg and is available by phone at 864-560-6000. Spartanburg Medical Center has special sexual assault nurse examiners (SANEs) who can collect evidence.
- Spartanburg Regional – Mary Black Campus is located at 1700 Skylyn Drive in Spartanburg. The emergency department can be reached at 864-573-3000.
- Emergency Medical Services can be reached at 911.
- SAFE Homes-Rape Crisis Coalition is located at 236 Union St. in Spartanburg and is available by phone at 864-585-9569. Its crisis hotline is available 24/7 at 800-273-5066. Safe Homes provides services to people affected by sexual violence, dating violence, domestic violence or stalking.
- South Carolina Legal Services (Spartanburg) provides legal assistance in Spartanburg, including assistance with immigration matters. The office is located at 148 E. Main St. in Spartanburg and can be reached at 864-582-0369.
- South Carolina Victims Assistance Network provides free legal assistance to survivors of sexual assault. They can be reached at 803-750-1200, Option 2, for the Legal Assistance to Victims Program.
- National Suicide Prevention Lifeline provides free and confidential support for people in distress. Counselors are available 24/7 at 800-273-8255. Additional information and resources are available at www.suicidepreventionlifeline.org

Procedures to Follow for Victims of Sexual Assault, Domestic or Dating Violence or Stalking has Occurred

Because conduct prohibited by this policy may in some instances constitute both a violation of college policy and criminal activity, and because the college processes are not a substitute for instituting legal action, the college encourages individuals to report to college officials and to law enforcement authorities, where appropriate. Individuals have the option not to report to campus officials or to law enforcement authorities. The college respects the individual's decision regarding reporting; however, if the college receives a report, it may have to proceed subject to provisions outlined in Section 4.04 of this policy and may be required to report to law enforcement.

Reporting to the College

Reports of discrimination, harassment, and/or retaliation may be made using any of the following options:

- File a report with or give verbal or written notice to the Title IX coordinator, an institutional equity case coordinator, or an official with authority. Reports can be made at any time via the phone numbers, email addresses or mailing addresses listed in Section 1.02 or in person during normal business hours.
- Report online using the Discrimination and Harassment Reporting Form, which can be found on myWofford and at www.wofford.edu/titleix. The online reporting form can be used to submit reports anonymously. Please note that anonymous reports may be difficult for the college to follow up or act on when corroborating information is limited. Anonymous reports may also be filed using the Silent Witness report on the campus safety

webpage: <https://www.wofford.edu/student-experiences/campus-safety/report-a-crime>.
Anonymous reports may be used for Clery Act data collection purposes.

A formal complaint is a document that is filed/signed by the complainant or signed by the Title IX coordinator alleging a policy violation by a respondent and requesting that the college investigate the allegation(s). A formal complaint may be filed with the Title IX coordinator in person, by mail or email or by using the contact information below in the administrative contacts section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by email or through an online reporting form provided for this purpose by the college) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the complaint. If an attempt is made to file a formal complaint but this standard is not met, the Title IX coordinator will contact the victim to ensure that it is filed correctly.

A complainant may submit a report without filing a formal complaint for the purposes of documenting the reported conduct with the college, to request supportive measures (*see* Section 7.03), and/or to learn about options for resolution under this policy. If the Title IX coordinator is the respondent or is otherwise at issue in a report of prohibited conduct, a report may be made an institutional equity case coordinator, official with authority or the college’s president.

No member of the college community may discourage an individual from reporting conduct prohibited by this policy. No employee is authorized to investigate or resolve reports of conduct prohibited by this policy without the approval, involvement and direction of the Title IX coordinator or an assigned institutional equity case coordinator.

Reporting to Campus Safety

Campus safety staff members are “Responsible Employees.” When campus safety receives a report related to conduct prohibited under this policy, an officer may investigate to determine whether there is an ongoing or imminent threat to the campus community or for law enforcement purposes. Any information that campus safety receives related to a report of sexual harassment will be shared with the Title IX coordinator. Information provided to the Title IX coordinator by campus safety will be used at the discretion of the Title IX coordinator, assigned institutional equity case coordinator and other college administrators to assist in the resolution of a complaint under this policy. Campus safety officers and investigators will assist a victim of sexual assault, domestic violence, associated crimes involved with dating violence (not a crime under South Carolina statute in and of itself) and stalking in reporting the offences to the appropriate law enforcement agency upon a request from the victim. Campus safety officers will also enforce orders of protection from any municipal judicial court or no contact orders issued by the college.

Reporting to Local Law Enforcement

Individuals may file a complaint directly with local law enforcement agencies by dialing 911 Individuals may contact any of the following for assistance in filing a complaint with local law enforcement:

- Wofford College Campus Safety, 24 hours a day, seven days a week (available by phone at 864-597-4911 and located in the Mungo Student Center. Campus safety will assist a victim in contacting local law enforcement and filing a criminal complaint.
- The college's Title IX coordinator, Matthew Hammett (Title IX coordinator), (available by phone from 8:30 a.m. to 5 p.m. Monday through Friday at 864-597-4048 or by email at hammettmk@wofford.edu and located in the Snyder House, first floor).

Individuals may file complaints or discuss matters with law enforcement authorities without requesting an investigation under the college's Nondiscrimination and Anti-harassment Policy and Procedures. Individuals who make a criminal complaint also may choose to pursue a college complaint simultaneously or at a different time.

Administrative Contacts

Individuals who would like to submit a formal complaint or a report of an alleged violation of this policy or who have questions about the application of this policy should contact Wofford's Title IX coordinator or an institutional equity case coordinator:

- Matthew Hammett, Title IX and institutional equity case coordinator (for sexual and gender-based cases), 429 N. Church St., Snyder House, Spartanburg, SC 29303, Phone: (864) 597-4048 Email: hammettmk@wofford.edu
- Katherine Jones, institutional equity case coordinator (for non-sexual or gender-based cases), 429 N. Church St., Main Building Spartanburg, SC 29303, Phone: (864) 597-4638 Email: joneskj@wofford.edu
- James Stukes, institutional equity case coordinator (for non-sexual and gender-based cases), 429 N. Church St., Michael S. Brown Village Center, First Floor Spartanburg, SC 29303, Phone: (864) 597-4406 Email: stukesje@wofford.edu.

The college has determined that the following administrators are "Officials with Authority" to address and correct harassment, discrimination and/or retaliation. In addition to the coordinators listed above, these officials with authority listed below may accept a report, which will then be forwarded to the Title IX coordinator:

- Roberta Hurley, vice president of Campus Life and Student Development, 429 N. Church St., Mungo Student Center, Second Floor Spartanburg, SC 29303, Phone: (864) 597-4040 Email: biggerrh@wofford.edu
- Richard Johnson, director of athletics 429 N. Church St., Richardson Physical Activities Building, Phone: (864) 597-4090 Email: johnsonra@wofford.edu
- Chee Lee, director of human resources 429 N. Church St., Joe E. Taylor Building, First Floor Spartanburg, SC 29303, Phone: (864) 597-4230 Email: leecj@wofford.edu
- Nayef Samhat, president, 429 N. Church St., DuPre Administration Building, Second Floor Spartanburg, SC 29303, Phone: (864) 597-4010 Email: samhatnh@wofford.edu.

Notification of the Victim

When victims of sexual assault, domestic violence, dating violence or stalking report the crime to campus safety the officer or supervisor will contact the Title IX coordinator and report the

allegation and outline the steps taken thus far. If the Title IX coordinator is available, arrange for a meeting with the victim. The Title IX coordinator or deputy coordinator will provide the student or employee victim information in writing, a list of victim rights and options along with other useful information about the reporting, investigation and adjudication process.

If the complainant reports directly to the Title IX coordinator, the coordinator will provide the same information in writing.

Sharing of Information/Privacy

The college will make every feasible effort to preserve the privacy of reports. The college will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation (Complainant); any individual who has been reported to be the perpetrator of harassment, discrimination, or retaliation (Respondent); or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or resolution proceeding arising under these policies and procedures. To preserve the parties' rights and privacy, only a small group of officials who need to know will typically be told about the report or formal complaint. Information will be shared only as appropriate and necessary to address and resolve the allegation(s) at issue, prevent the recurrence of similar conduct, and address the effects of the conduct. The college reserves the right to designate which college officials have a legitimate educational interest in being informed about incidents that fall within this Policy, pursuant to the Family Educational Rights and Privacy Act (FERPA). The college may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk to their student but will usually consult with the student first before doing so. In addition, the college may be required by state law to inform the South Carolina State Law Enforcement Division (SLED) of the occurrence of the reported incident(s) of sexual assault, and college personnel may share reports with local law enforcement if warranted by the nature of the allegations at issue (e.g., incidents involving minors).

Statement of the Title IX/VAWA Rights of Parties

The coordinator will provide the following list of complainant and respondent rights in writing to both the student/employee victim and the subject:

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to college officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.

- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by college officials.
- The right to have college policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by college officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by college authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this policy responded to promptly and with sensitivity by Wofford Campus Safety and/or other college officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a college-implemented no-contact order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Providing an individual to escort a complainant and/or respondent between on campus classes, work, and/or activities
 - Altering campus housing assignments
 - Safety planning
 - Arranging to dissolve a campus housing contract and offering a pro-rated refund.
 - Altering work arrangements or schedules.
 - Class schedule modifications, incompletes, or withdrawals
 - Rescheduling class work, assignments, and examinations.
 - Academic support services.
 - Referral for counseling and/or medical services
 - Visa and immigration assistance
 - Student financial aid counseling
 - The right to have the college maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the college's ability to provide the supportive measures.
 - The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
 - The right to ask the investigator(s) and decision-maker(s) to identify and question relevant witnesses, including expert witnesses.

- The right to provide the Investigator(s)/decision-maker(s) with a list of questions that, if deemed relevant by the investigator(s)/chair, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual and/or policy analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least 10 business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged policy violations addressed by investigators, Title IX coordinators and decision-maker(s) who have received relevant annual training.
- The right to a hearing panel that is not single sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any college representative in the process be recused based on disqualifying bias and/or conflict of interest.
- The right to have an advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
- The right to be present via remote technology during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written “notice of outcome” letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the college is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal during the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the college.
- The right to a fundamentally fair resolution as defined in these procedures.

Supportive Measures and Interim Responsive Measures

Following receipt of a report and at any point during or after the resolution of a formal complaint, the Title IX coordinator, assigned institutional equity case coordinator, or their designee will determine which, if any, supportive measures and/or actions should be taken.

The college will provide, in writing a list of available supportive measures to complainants and respondents. The Title IX coordinator or the assigned institutional equity case coordinator will inform students and employees how to request such accommodations and resources. When warranted to ensure the safety and well-being of the parties, the Title IX coordinator, or the assigned institutional equity case coordinator, in consultation with appropriate administrators, may implement one or more supportive measures, if appropriate and/or reasonably available, including, but not limited to, the following:

- Issuing no-contact orders to prevent any contact between or among the complainant, the respondent, witnesses and/or third parties.
- Providing an individual to escort a complainant and/or respondent between on campus classes, work, and/or activities
- Altering campus housing assignments
- Safety planning
- Arranging to dissolve a campus housing contract and offering a pro-rated refund.
- Altering work arrangements or schedules.
- Class schedule modifications, incompletes, or withdrawals
- Rescheduling class work, assignments, and examinations.
- Referral to the Employee Assistance Program
- Academic support services.
- Referral for counseling and/or medical services
- Visa and immigration assistance
- Referral to community-based service providers
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Issuing Trespass Notice
- Timely Warnings
- Any other actions deemed appropriate by the Title IX coordinator or institutional equity case coordinator.

A complainant need not file a formal complaint for supportive measures to be implemented for the complainant and/or respondent. The college will maintain the privacy of supportive measures, provided the privacy does not impair the college's ability to provide supportive measures. The college will act to ensure as minimal an academic impact on the parties as possible. The college will implement measures in a way that does not unreasonably burden the other party.

The Title IX coordinator or the assigned institutional equity case coordinator will notify students and employees about existing resources in the Spartanburg community for:

- Counseling services
- Health services
- Mental health services
- Victim advocacy
- Legal services
- Visa/immigration services
- Other victim services

Procedures for Institutional Disciplinary Actions for Cases Involving Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Wofford College will act on any reports or formal complaints alleging violations of this policy that are received by the Title IX coordinator or any other “Official with Authority” by applying these procedures. The resolution procedures apply to all allegations of harassment or discrimination based on protected class status involving students, staff, administrators or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same procedures, clarifying which policies above are applicable. While the effect of the Title IX regulations can be confusing, these resolution procedures apply to all policies above.

A. Mandatory Dismissal. The college must dismiss a formal complaint or any allegations therein if, at any time during the formal resolution process it is determined that:

1. The conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy, even if proved; and/or
2. The conduct did not occur against a person in the United States; and/or
3. The conduct did not occur in an educational program or activity controlled by the college (including buildings or property controlled by recognized student organizations), and/or the college does not have control of the respondent; and/or
4. At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the recipient.

B. Discretionary Dismissal. The college may dismiss a formal complaint or any allegations therein if, at any time during the formal resolution process:

1. A complainant notifies the Title IX coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; or
2. The respondent is no longer enrolled in or employed by the college; or

3. Specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein

Title IX coordinator Receipt of Report

When the Title IX coordinator is informed of a report or they receive a formal complaint, they or their designee will promptly conduct an initial assessment to determine next steps. The Title IX coordinator's initial assessment could include, but is not limited to, the following:

A. When a formal complaint has not been made. The Title IX coordinator seeks to determine if the person impacted wishes to make a formal complaint and will assist them in doing so, if desired. If they do not wish to do so, the Title IX coordinator determines whether to initiate a formal complaint because a risk assessment indicates a compelling threat to health and/or safety.

B. If a formal complaint is received. The Title IX coordinator assesses its sufficiency and works with the complainant to make sure it is correctly completed.

C. If the complainant has not decided how to proceed. The Title IX coordinator works with the complainant to determine whether the complainant prefers a supportive and remedial response, a facilitated resolution or a formal resolution.

- If a supportive and remedial response is preferred, the Title IX coordinator works with the complainant to identify their wishes and then seeks to facilitate implementation. If no formal resolution is initiated per Article VIII, the complainant can elect to initiate one later, if desired.
- If a facilitated resolution or formal resolution is preferred, an institutional equity case coordinator will be assigned to review possible steps forward and oversee any resolution processes.

Initial Meetings with the Assigned Institutional equity case coordinator

As soon as is practicable, the assigned institutional equity case coordinator will contact each party to schedule an initial meeting to discuss the complaint, resources, rights and responsibility and avenues for resolution of the complaint.

The Assigned Institutional equity case coordinator's Initial Determination

The assigned institutional equity case coordinator will review the information available to determine whether the complaint will move forward for resolution under this policy. To make their determination, the assigned institutional equity case coordinator may perform an initial inquiry, if the Title IX coordinator did not already do so, which may include, but is not limited to, preliminary conversations with witnesses and information gathering. The

complaint will move forward to either formal resolution or facilitated resolution pursuant to this policy unless it is clear on its face and/or based on the assigned institutional equity case coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue is a violation of the Nondiscrimination and Anti-harassment policy.

A. If a facilitated resolution has been requested, the institutional equity case coordinator will assess whether the complaint is suitable for facilitated resolution and may seek to determine if the respondent is also willing to engage in a facilitated resolution.

B. If a formal resolution is requested, the institutional equity case coordinator will determine if the misconduct alleged falls within the scope of Title IX.

- If it does, the assigned institutional equity case coordinator will initiate the formal resolution process, directing the investigation to address: an incident, and/or a pattern of alleged misconduct, and/or a culture/climate issue, based on the nature of the complaint.

- If it does not, the assigned institutional equity case coordinator will determine that Title IX does not apply (and will "dismiss" that aspect of the complaint), assess which policies may apply, and initiate the formal resolution process, if still applicable. Please note that dismissing a complaint under Title IX is just procedural and does not limit the college's authority to address a complaint with an appropriate process and remedies. If the assigned institutional equity case coordinator determines that resolution of the complaint is not warranted, they will close the complaint, document the closure and promptly notify the complainant and the respondent of the closure and the rationale for the closure. This dismissal may be appealed by any party within three (3) business days of the closure. Following receipt of the appeal, the Title IX coordinator or their designee will determine whether the victim warrants further investigation and whether any additional or different remedial action is necessary. The Title IX coordinator will notify the complainant and the respondent concurrently of their decision within five (5) business days of receipt of the appeal. The decision of the Title IX coordinator is final.

Acknowledgement of Responsibility

At any time prior to receiving the outcome letter during the formal resolution process or the conclusion of the facilitated resolution process, the respondent may elect to acknowledge their actions and take responsibility for the reported prohibited conduct. In such a situation, the complainant will proceed pursuant to the policy for the determination of sanctions. Sanction determinations are not respondent to appeal, and no further options for appeal apply.

Investigation

A. Notice of Allegations and Investigation. When a formal complaint moves forward to the formal resolution process, the respondent will be notified in writing (and the complainant

will be copied). When the notice include allegations of sexual harassment, parties will be provided the following: the name of both parties, if known; a meaningful summary of all of the allegations; the precise misconduct being alleged; the date and location of the alleged incident(s), if known; the specific policies implicated; a description of the applicable procedures; a statement of the potential sanctions/responsive actions that could result; a statement that the college presumes the respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination; a statement that determinations of responsibility are made at the conclusion of the process and that parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period; a statement about the college's policy on retaliation; information about the privacy of the process; information on the need for each party to have an advisor of their choosing and suggestions for ways to identify an advisor; a statement informing the parties that the college's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process; detail on how the party may request disability accommodations during the interview process; a link to or attachment with information required by VAWA, if applicable; the name(s) of the investigator(s), if they have been identified, and a process to identify, in advance of the interview process, to the assigned institutional equity case coordinator any conflict of interest that the investigator(s) may have; and an instruction to preserve any evidence directly related to the allegations. When the notice does not include allegations of Sexual Harassment, notice will include information listed above that the assigned institutional equity case coordinator, in consultation with the Title IX coordinator, determines is required by law and/or is relevant and necessary for appropriate resolution of the complaint.

Amendments and updates to the "Notice of Allegations and Investigation" may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges. Notice may be delivered in person, via mail, or via email to the parties' college-issued email address. Once sent, notice will be presumptively delivered.

B. Appointment of Investigators. The assigned institutional equity case coordinator, in consultation with the Title IX coordinator, promptly will appoint one or more investigator(s) from the pool (Resolution Process Pool) or by utilizing an external individual(s). Within three (3) business days of receiving the names of the investigator(s), the parties may identify to the assigned institutional equity case coordinator in writing alleged conflicts of interest posed by assigning such investigator(s) to the matter. The assigned institutional equity case coordinator carefully will consider such statements and will assign different individual(s) as investigator(s) if it is determined that a material conflict of interest exists.

C. Overview of the investigation. All investigations are thorough, reliable, impartial, prompt and fair. Throughout the investigation, parties will have an equal opportunity to submit evidence, to identify witnesses and provide an explanation of their relevancy to the investigation, and to submit questions they believe should be directed by the investigator(s) to any witness or to each other. The investigator(s) promptly will begin the investigation by identifying issues, developing a strategic investigation plan with an intended timeline, and creating a witness list (to be provided to both parties, if desired) and evidence list. Steps the investigators will take may include the following:

- Conducting interviews with the complainant, the respondent and witnesses.
- Visiting, inspecting, and taking or reviewing photographs at relevant sites where applicable.
- Collecting and preserving relevant evidence (in cases of corresponding criminal complaints, this step may be coordinated with law enforcement agencies) where applicable. Throughout the investigation, the investigators will remain neutral.
- Providing parties and witnesses an opportunity to review and verify the accuracy of interview summaries.
- Writing a comprehensive investigation report, which will include summaries of the investigation, party and witness interviews, and relevant evidence. The investigators gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis and render no recommendations.

D. Evidentiary matters. Unless the assigned institutional equity case coordinator determines it is appropriate, the investigation and the finding of responsibility does not consider:

1. Incidents not directly related to the possible violation, unless they evidence a pattern,
2. The sexual history of the parties, though there may be a limited exception made in regard to the sexual history between the parties or when evidence regarding the accuser's sexual history is offered to prove that someone other than the responding party engaged in the reported misconduct or if the questions and evidence concern specific incidents of the accuser's prior sexual behavior with respect to the accused and are offered to prove consent, or
3. The character of the parties.

E. Draft investigative report. At the conclusion of the investigation, the Investigator(s) will submit the investigative report to the assigned institutional equity case coordinator. The assigned institutional equity case coordinator will make the draft investigative report concurrently available to both parties and will provide ten (10) business days for the parties to review and respond to the draft investigative report ("review and response period"). In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the investigator(s) during the designated review and response period will not be considered in the determination of responsibility for a violation of this policy and will not be considered for appeal.

During the review and response period, the accuser and the accused may meet with the investigator(s), submit additional comments and information to the investigator(s), identify any additional witnesses or evidence for the investigator(s) to pursue, and submit any further questions that they believe should be directed by the investigator(s) to the other party or to any witness. The investigator(s) will review any responses submitted during the review and response period and determine any additional steps that should be taken before finalizing the report.

The investigators may respond in writing in the investigation report to the parties' submitted responses and/or share the responses between the parties for additional responses. The final

investigative report will be submitted to the assigned institutional equity case coordinator. Due to the sensitive nature of the information in this report, neither the parties nor their advisors may copy, remove, photograph, print, image, record or in any other manner duplicate or remove the information provided. The complainant and respondent may not make copies of the draft investigative report. All parties to whom the draft investigative report is distributed pursuant to this policy must maintain it in confidence (even after the resolution of the complaint); the draft investigative report may only be disclosed as is contemplated by the Nondiscrimination and Anti-Harassment Policy.

Hearing Referral

- A. Evaluation of the final investigative report. The assigned institutional equity case coordinator will evaluate the final investigative report and will direct that the complaint proceed to a hearing for a finding of “responsible” or “not responsible” unless it is clear from the final investigative report that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this policy.

The assigned institutional equity case coordinator will specify in writing to the parties which allegations will move forward to a hearing under this policy. Any allegations that move forward to a hearing will be referred to as “charges.” The Notice of Charges will include the following information:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any decision-maker/panel member based on demonstrated bias. This must be raised with the assigned institutional equity case coordinator within three (3) business days of receiving the notice.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party’s or witness’s testimony and any statements given prior to the hearing will not be considered by the decision-maker/panel (unless the allegations are not related to sexual harassment). For compelling reasons, the chair or assigned institutional equity case coordinator may reschedule the hearing.
- Notification that the parties may have the assistance of an advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the assigned institutional equity

case coordinator if they do not have an advisor, and the college will appoint one. Each party must have an advisor present. There are no exceptions.

- A copy of all the materials provided to the decision-maker/panel about the matter unless they have been provided already.
- An invitation to each party to submit to the chair an impact statement pre-hearing that the decision-maker/panel will review during any sanction determination.
- An invitation to contact the Title IX coordinator or assigned institutional equity case coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- A reminder that parties and advisors cannot bring mobile phones or recording devices into the hearing. If the assigned institutional equity case coordinator finds that it is clear from the final investigative report that no reasonable grounds exist to believe that the conduct at issue is a violation of this policy, they will close the complaint, document the closure and promptly notify the accuser and the accused of the closure and the rationale for the closure.

The parties may appeal the assigned institutional equity case coordinator's decision to close the complaint in writing to the Title IX coordinator or their designee and provide a copy of the appeal to the assigned institutional equity case coordinator within three (3) business days of receipt of the notice of closure. The assigned institutional equity case coordinator will promptly inform the other party of the appeal. Following receipt of the appeal, the Title IX coordinator or their designee will determine whether the complaint warrants further investigation or resolution and whether any additional or different action is necessary. The Title IX coordinator will notify the complainant and the respondent concurrently of their decision within five (5) business days of receipt of the appeal. The decision of the Title IX coordinator is final. If a hearing occurs near or after the end of an academic term, the college may place a hold on a student respondent's account until the matter, including appeal, is full resolved.

B. Hearing decision-maker/panel. The college will designate a single decision-maker or a three-member panel from the pool (Resolution Process Pool, as defined in Section 6.11) or by utilizing an external individual(s). When a single decision-maker is appointed, that individual will serve in the capacity as the "Chair." When a three-member hearing panel is appointed, one hearing panel member will be appointed chair. Decision-makers/panel members will not have had any prior involvement with the investigation. The assigned institutional equity case coordinator may include an alternate to sit through the resolution process if a substitute is needed for any reason. An additional individual may serve as an administrative facilitator of the hearing if their previous role in the process does not create a conflict of interest. The hearing will convene at a time designated by the assigned institutional equity case coordinator in consultation with the chair.

Within three (3) business days of receiving the names of the decision-maker/panel members,

the parties may identify to the assigned institutional equity case coordinator in writing alleged conflicts of interest posed by assigning such individual(s) to the matter. The assigned institutional equity case coordinator carefully will consider such statements and will assign different individual(s) as the decision-maker/panel members if it is determined that their bias or conflict of interest precludes an impartial hearing. Failure to submit a timely and proper objection will constitute a waiver of any right of objection to the decision-maker/panel. Parties will be notified in writing of any changes prior to the hearing. Decision-maker/panel members who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses and advisors before the hearing.

C. Final investigative report. The assigned institutional equity case coordinator will send the final investigative report to both parties a minimum of ten (10) business days prior to the scheduled hearing. If all parties and the decision-maker/panel agree, the timeline may be expedited.

Parties and their advisors may continue to review and comment on the final investigative report, including available evidence, during the ten (10) business days leading up to the hearing. Additional review and comment should be submitted to the assigned institutional equity case coordinator who will ensure that it is shared with the chair and the other party.

Due to the sensitive nature of the information in this report, neither the parties nor their advisors may copy, remove, photograph, print, image, record or in any other manner duplicate or remove the information provided. The accused or the accuser may not make copies of the final investigative report. All parties to whom the final investigative report is distributed pursuant to this policy must maintain it in confidence (even after the resolution of the complaint); the final investigative report may only be disclosed as is contemplated by this policy.

D. Pre-Hearing Meetings. The chair may convene a pre-hearing meeting(s) with the parties and/or their advisors to invite them to submit the questions or topics they (the parties and/or their advisors) wish to ask or discuss at the hearing so that the chair can rule on their relevance ahead of the hearing to avoid any improper evidentiary introduction in the hearing, to provide recommendations for more appropriate phrasing, and to minimize any potential delays during the hearing. However, advance review does not preclude the advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The chair must document and share their rationale for any exclusion or inclusion at this pre-hearing meeting; documentation and rationale may be sent by the chair to the parties and their advisor(s) after the meeting if they wish to meet with the other party or consult with the other hearing panel members prior to deciding.

If the chair and parties are in full agreement, they may decide in advance that certain witnesses do not need to be present if their testimony can be adequately summarized by the investigator(s) in the investigation report or during the hearing. At each pre-hearing meeting with a party and their advisor, the chair will consider arguments that evidence identified in the final investigative report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the investigator(s) may be argued to be

relevant. The chair may rule on these arguments pre-hearing and will exchange those ruling between the parties prior to the hearing to assist in preparation for the hearing. The chair may consult with legal counsel, the Title IX coordinator and/or the assigned institutional equity case coordinator or ask them to attend pre-hearing meetings. Pre-hearing meetings will not be recorded.

Hearing

A. Hearing Procedures. All individuals participating in the hearing are expected, unless an exception was provided by the chair or the assigned institutional equity case coordinator beforehand, to be physically present for the hearing. The college will use technology to facilitate the participation of parties and witnesses, who will be in separate rooms, while providing the speaking party the opportunity to be in the same room as the decision-maker/panel.

Participants at the hearing will include the chair, any additional hearing panelists, a hearing facilitator (if appointed), the investigator(s) who conducted the investigation, the parties (or two (2) organizational representatives when an organization is the respondent, advisors to the parties, any called witnesses, the Title IX coordinator or assigned institutional equity case coordinator (if requested by the chair), the college's legal counsel (if requested by the chair), and anyone providing authorized accommodations or assistive services. At the hearing, the decision-maker/panel has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though the related alleged conduct may not specifically fall within this policy the chair will answer all questions of procedure.

Anyone appearing at the hearing to provide information will respond to questions on their own behalf. The chair will allow witnesses who have relevant information to appear at a portion of the hearing to respond to specific questions from the decision-maker/panelists and the parties and will then be excused. Hearings (but not deliberations) are recorded by the college for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. The decision-maker/panel, the parties, their advisors, and appropriate administrators of the college will be permitted to listen to the recording in a controlled environment determined by the Title IX coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX coordinator.

B. Commencement of the Hearing. The chair will explain the procedures and introduce the participants. The chair then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the assigned institutional equity case coordinator. The hearing facilitator may attend to logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials

to participants, as appropriate, etc.

C. Presentation of the final investigative report. The investigator(s) will present a summary of the final investigative report, including items that are contested and those that are not, and will be respondent to questioning by the decision-maker/panelists and the parties (through their advisors). The investigator(s) will be present during the entire hearing process, but not during deliberations. Neither the parties nor the decision-maker/panel should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the investigators, advisors and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the chair will direct that it be disregarded.

D. Testimony and Questioning. After the investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the complainant, and then in the order determined by the chair. The parties/witnesses will submit to questioning by the decision-maker/panelists and then by the parties through their advisors (“cross-examination”).

All questions are subject to a relevance determination by the chair. The advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the chair upon request or agreed to by the parties and the chair), the proceeding will pause to allow the chair to consider it, and the chair will determine whether the question will be permitted, disallowed or rephrased. The chair may explore arguments regarding relevance with the advisors if the chair so chooses. The chair will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance. The chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The chair has final say on all questions and determinations of relevance, subject to any appeal. The chair may consult with legal counsel or other hearing panelists on any questions of admissibility. The chair may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the chair has ruled on a question. If the parties raise an issue of bias or conflict of interest of an investigator or decision-maker/panel member at the hearing, the chair will consult with legal counsel and/or refer them to the assigned institutional equity case coordinator and/or preserve them for appeal. If bias is not in issue at the hearing, the chair should not permit irrelevant questions that probe for bias.

E. Refusal to Submit to Cross-Examination. If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the decision-maker/panel may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The decision-maker/panel must disregard that party or witness statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission. Similarly, statements can be relied upon when questions are posed by the decision-maker/panel, as distinguished from questions posed by advisors through cross-examination. The decision-maker/panel may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions. If charges of policy violations other than sexual harassment are being considered in a hearing, the decision-maker/panel may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions in relation to charges other than sexual harassment.

If a party's advisor of choice refuses to comply with the college's established rules of decorum for the hearing, the college may require the party to use a different advisor. If a college-provided advisor refuses to comply with the rules of decorum, the college may provide that party with a different advisor to conduct cross-examination on behalf of that party.

Outcome

A. Determinations and Sanctioning. The decision-maker/panel will deliberate in a closed session to determine whether the respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The hearing facilitator may be invited to attend the deliberation by the chair but, if so, is there only to facilitate procedurally, not to address the substance of the allegations. When there is a finding of responsibility on one or more of the allegations, the decision-maker/panel will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The decision-maker/panel may, at their discretion, consider the statements when determining sanctioning recommendations, but impact statements are not binding. In making their recommendations, the decision-maker/panel will consider the factors outlined in Section 8.04(C). The chair will then prepare a written deliberation statement and deliver it to the assigned institutional equity case coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and sanctioning recommendations. The chair's report typically should not exceed three (3) to five (5) pages in length and must be submitted to the assigned institutional equity case coordinator within two (2) business days of the end of deliberations, unless the assigned institutional equity case coordinator grants an extension. If an extension is granted, the assigned institutional equity case coordinator will notify the

parties. The assigned institutional equity case coordinator will share the chair's report and any other relevant information with the designated sanctioning administrator. If the respondent is a student, the sanctioning administrator is an assistant dean of students or their designee; faculty member: The provost or their designee; staff member: The staff member's supervisor or appropriate vice president or their designee. The sanctioning administrator will submit a statement with the final sanction(s) and rationale for the sanction(s) in writing to the institutional equity case coordinator.

B. Notice of outcome. Using the chair's deliberation statement and, if applicable, the sanctioning administrator's statement on sanctioning and rationale, the assigned institutional equity case coordinator will work with the chair and administrator to prepare a notice of outcome. The assigned institutional equity case coordinator will then share the letter with the parties and their advisors within five (5) business days of receiving the chair's report, when the finding is not responsible, or the administrator's statement, when the finding is responsible.

The notice of outcome will be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official college records or emailed to the parties' college-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

- In cases with findings related to sexual harassment, the notice of outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the college from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held. The notice of outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the college is required to share such information under state or federal law; any sanctions issued which the college is required to share according to state or federal law; and any remedies provided to the complainant designed to ensure access to the college's educational or employment program or activity, to the extent the college is required to share such information under state or federal law (this detail is not typically shared with the respondent unless the remedy directly relates to the respondent).

- In cases with findings related to discriminatory Harassment or other civil rights offenses, the Notice of outcome will include information listed above that the assigned institutional equity case coordinator, in consultation with the Title IX coordinator,

determines is required by law and/or is relevant and necessary for appropriate resolution of the complaint. In all cases, the Notice of outcome will also include information on when the results are considered by the college to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

C. Sanctions. Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the complainant and the community
- The impact on the parties
- Any other information deemed relevant by the appropriate administrator

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

Student Sanctions. The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any college policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Required Counseling:** A mandate to meet with and engage in either college-sponsored or external counseling to better comprehend the misconduct and its effects.
- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions if the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Wofford.
- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend college-sponsored events.

- **Withholding Diploma:** The college may withhold a student's diploma for a specified period and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** The college reserves the right to revoke a degree previously awarded from the college for fraud, misrepresentation, and/or other violation of college policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including college registration) for a specified period.
- **Other Actions:** In addition to or in place of the above sanctions, the college may assign any other sanctions as deemed appropriate. The appropriate sanctions for sexual assault will include, at a minimum, a period of suspension from the college.

Employee Sanctions. Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- Written warning
- Performance improvement/management process
- Required counseling
- Required training or education
- Alteration of work arrangements
- Probation
- Loss of annual pay increase
- Loss of oversight or supervisory responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- **Other Actions:** In addition to or in place of the above sanctions, the college may assign any other sanctions as deemed appropriate. Termination is the presumptive sanction when an employee is found responsible for violating this policy.

Appeals

A. **Request for Appeal.** Any party may file a request for appeal, but it must be submitted in writing to the assigned institutional equity case coordinator within three (3) business days of the delivery of the Notice of outcome. For student respondents, the appeal decision-maker is the vice president of campus life and student development or their designee. If the respondent is a faculty member, the appeal decision-maker is a vice president, director of human resources or designee. If the respondent is a staff member, the decision-maker is the director of human resources or their designee.

The Request for Appeal will be forwarded to the Appeal Decision-maker, who will not have been involved in the process previously, for consideration to determine if the request

meets the grounds for appeal (a Review for Standing). This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

B. Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, assigned institutional equity case coordinator, investigator(s), or decision-maker/panel had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent that affected the outcome of the matter.

C. Review of Request for Appeal. If any of the grounds in the request for appeal do not meet the grounds in this policy, that request will be denied by the appeal decision-maker, and the parties and their advisors will be notified in writing of the denial and the rationale. If any of the grounds in the request for appeal meet the grounds in this policy, then the appeal decision-maker will notify the other party(ies) and their advisors, the Title IX coordinator and assigned institutional equity case coordinator, and, when appropriate, the investigators and/or the original decision-maker/panel. The other party(ies) and their advisors, the assigned institutional equity case coordinator and Title IX coordinator, and, when appropriate, the investigators and/or the original decision-maker/panel will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given three (3) business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the chair to all parties for review and comment. The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the appeal decision-maker and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the investigator(s) and/or original decision-maker/panel, as necessary, who will submit their responses in three (3) business days, which will be circulated for review and comment by all parties. Neither party may submit any new requests for appeal after this time.

D. Appeal Determination. The appeal decision-maker will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses, and the appeal decision-maker will render a decision in no more than five (5) business days, barring exigent circumstances. All decisions apply the preponderance of the evidence standard.

The following considerations will be made when the appeal decision-maker reviews the appeal:

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record

of the original hearing and pertinent documentation regarding the specific grounds for appeal.

- An appeal is not an opportunity for the appeal decision-maker to substitute their judgment for that of the original hearing decision-maker/panel merely because they disagree with the finding and/or sanction(s).
- The appeal decision-maker may consult with the Title IX coordinator or assigned institutional equity case coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or hearing decision-maker/panel for reconsideration. Other appeals may be remanded at the discretion of the Title IX coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision is changed on remand.
- In rare cases where a procedural error cannot be cured by the original hearing decision-maker/panel (as in cases of bias), the appeal may order a new hearing with a new hearing decision-maker/panel.
- The results of a remand to a hearing decision-maker/panel cannot be appealed.
- In cases in which the appeal results in reinstatement to the college or resumption of privileges, all reasonable attempts will be made to restore the respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term. A notice of appeal outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The notice of appeal outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the college required to share according to state or federal law, and the rationale supporting the essential findings to the extent the college required to share under state or federal law. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' college-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

- E. Sanctions Status During the Appeal. Any sanctions imposed because of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures, as outlined in the policy, will commence. The college may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

Timing

The college will make every reasonable effort to ensure that the resolution of a complaint occurs in as timely and efficient a manner as possible. The timelines set forth in this policy are intended

as guidelines and may be altered for good cause. The college will strive to complete the resolution of a complaint (not including an appeal, if applicable) within 90 calendar days of the receipt of the complaint, absent extenuating circumstances. If circumstances, such as complexity of the case, non-availability of parties or witnesses, college breaks, or other circumstances require the resolution to extend past 90 calendar days, the college will notify the parties of that fact. Any party may request an extension of any deadline by providing the assigned institutional equity case coordinator with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request. The assigned institutional equity case coordinator may modify any deadlines contained in this policy as necessary and for good cause; in such case, the assigned institutional equity case coordinator will provide the complainant and the respondent with written notice of the modification and the reason, therefore.

Sex Offender Registry

In accordance with the Federal Crime and Safety Reporting Act, Wofford College provides the website of South Carolina sex offenders on the campus safety website. Sex offender information also can be located at <http://scor.sled.sc.gov/ConditionsOfUse.aspx>. The site lists the address of registered sex offenders and provides a picture of the offender. To determine whether any offenders are registered within proximity of the campus, enter 429 N. Church St., Spartanburg, S.C. 29303 and hit search. Students who live off campus and want to determine whether any sex offenders live near your address, type the complete address in and hit search.

Hate Crimes

Wofford College is committed to providing a safe environment for the students, faculty, staff and visitors. Violent, criminal or harassing behavior based on a bias towards a person or group's characteristics listed in the section below will not be tolerated. Such behavior includes, but is not limited to, Clery reportable offenses such as homicide, negligent/non-negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. It also includes crimes such as larceny, vandalism, intimidation and simple assault based on a victim's ethnic, disability, social background or group/trait status. Failure to follow this policy is grounds for sanctions which may include suspension or expulsion in accordance with the college Nondiscrimination and Anti-harassment Policy. Hate crimes are reportable through the Campus Security Act and statistics will be maintained and recorded as part of the college's Annual Security and Fire Safety Report. Local law enforcement agencies have agreed to provide reports of hate crime incidents in which they respond that are on reportable public property, on campus or on reportable non-campus property for inclusion into the annual report. Students and employees may report any bias-related incident through the Bias Incident Report Form located on the Wofford closed-access myWofford site under the Campus Life tab under the forms section. Anyone with information concerning a bias-related incident is encouraged to report the incident. The report can be completely confidential.

Discrimination and Harassment

Wofford College does not discriminate based on race, color, creed, religion, sex, age, national origin, disability, veteran status, sexual orientation or any legally protected class. (Wofford Board of Trustees, adopted October 2012). The college complies with all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education.

The Wofford Nondiscrimination and Anti-harassment Policy has been developed to reaffirm the college's commitment to nondiscrimination, define community expectations, and outline the college's response to reports of discrimination. In accordance with the college's nondiscrimination statement, the college does not discriminate against any employee, applicant for employment, student or applicant for admission based on:

- Race
- Color
- National origin
- Ethnicity,
- Citizenship/immigration status
- Creed
- Disability
- Religion
- Age
- Sex (including, but not limited to, sex assigned at birth, gender expression, gender identity and pregnancy or parenting status)
- Sexual orientation
- Veteran or military status (including disabled veteran, recently separated veteran, active-duty wartime or campaign badge veteran and Armed Forces Service Medal veteran)
- Predisposing genetic characteristics
- or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus, with the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Wofford community whose acts deny, deprive, or limit the educational, employment, social or residential access, benefits, and/or opportunities of any member of the Wofford community, guest, or visitor based on that person's actual or perceived membership in the protected classes listed above is in violation of the policy.

Emergency Notification to the Campus Community

The Wofford College Office of Campus Safety monitors events on campus and those of nearby surrounding areas daily. If the department confirms, through on-campus or external official sources (senior facilities personnel, the environmental compliance officer for academics, the preventive maintenance supervisor, mechanical supervisor, the director or assistant director of facilities, external law enforcement agencies or community emergency agencies such as the fire department or county office of emergency management), that there is an emergency or situation that poses a risk to the health and safety of all or part of the campus community, the director of campus safety/designee (or the Office of Marketing and Communications, typically by the director of communications as backup) will, without delay, and taking into account the safety of the campus community, determine the content of the notification as listed below and initiate the warning system, unless, in the professional opinion of responsible authorities, issuing the notification will compromise efforts to assist a victim or respond to, or otherwise mitigate the emergency.

Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings or surrounding area) will receive the emergency notification first. The college may issue subsequent notifications to a wider group of community members. If the emergency affects a significant portion of or the entire campus, college officials will distribute the notification to the entire campus community.

The director of campus safety/designee will, with the assistance of campus and local first responders, determine the content of the notification. The college has developed template messages addressing several different emergency situations. The director of campus safety or his designee will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident.

In cases in which there are no pre-determined template messages in the system, the individual issuing the alert will send and develop the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Messages are sent to the campus community/affected parts of the campus in a multiple message series intended to immediately alert all or part of the campus and follow-up messages to provide additional guidance or update the community. The college has various systems in place for communicating information quickly. Some or all these methods of communication may be activated in the event for emergency notification to all or a segment of campus community. These methods of communication include the mass notification system known as Rave Mobile Alert which includes campus e-mail, text messages, and computer screen capture alerts. Social media posts may be used as well for certain situations, typically of longer duration. An outdoor warning siren system is also available and may be used in conjunction of the Rave mass-notification system.

All students and employees with a college email address are registered into the electronic emergency alert system. Cellular phone numbers of entering students are also enrolled into the system. All employees of the college that have a college-owned phone or tablet are required to enter the cellular phone number into the system. Students and parents are informed at orientation of the importance of ensuring that their cell phone information is correct in the system. During each monthly test of the system, an email explains that, if the student or employee did not receive a text alert test, he or she must check with campus safety to correctly ensure the cellular phone information is correctly entered into the system. The emergency alert sign-up procedures are located on the campus safety website at <http://www.wofford.edu/campusSafety/>. In addition, reminders about emergency alert sign-up are on every Wofford Daily Announcements publication.

The Wofford campus community is encouraged to notify the Office of Campus Safety of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health or safety of students, employees or visitors. The college will use such information to alert the community and mitigate the emergency.

Timely Warnings

Wofford College will provide timely warning notice to the campus community in the event of a crime or criminal situation which may pose a serious or continuing threat to members of the campus community. The college will consider the safety of the campus community, determine the content of notifications, and initiate the notification system if deemed appropriate. The college will never include the name of victims, holding these as confidential, and will make a reasonable and conscientious effort not to release overtly identifiable victim information in timely warnings or other crime alerts. The intent of the timely warning notices is to warn the campus community regarding a criminal incident and provide students, employees and visitors information affording them the opportunity to take appropriate precautions to protect themselves and or to prevent similar occurrences.

Timely warnings are issued for the following Clery reportable events when they are determined to pose a threat to the campus community.

Timely warning notices may be issued for the following Clery Act reported crimes: arson, murder, negligent/non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, dating violence, domestic violence and stalking, arrest and/or conduct referrals for drug, liquor or weapon violations. Ordinarily timely warnings are not issued for hate crimes, dating violence, domestic violence and stalking, arrest and/or conduct referrals for drug, liquor or weapon violations unless a violation poses a threat to the safety of the campus community. Clery Act reported crimes are considered on a case-by-case basis, considering the known facts of the reported crime and the continuing danger to the campus community. The college will consider other key factors such as the nature of the crime, the timeliness of the report, and whether the subject has been apprehended or sufficiently removed from campus to ensure that he/she no longer poses a threat. Timely warnings generally will not be issued if the threat has been mitigated, (e.g., the accused has been apprehended, he/she has been removed from campus housing and is in a location a significant distance away as to no longer be considered a threat) or if the information received is insufficient to determine whether Clery requirements apply. Crime alerts for any other non-Clery crimes of concern may be posted by the director of campus safety/designee via email or daily announcements to the campus community.

The director of campus safety or designee has the primary responsibility of coordinating the staffing by the timely warning team (president of the college, dean of students and the director of campus safety) and is responsible for ensuring the distribution of appropriate timely warnings dealing with Clery-related and mandated reportable crimes occurring on Wofford-owned, controlled or adjacent public property. Ideally, the college's Office of Marketing and Communications (vice president of marketing and communications, director of communications or the digital director) will disseminate the timely warning. If no one from the Office of Marketing and Communications is available, the director of campus safety will distribute the warning.

If a timely warning is deemed necessary by the timely warning team, the Wofford College director of campus safety or designee (usually via the Office of Marketing and Communications) will issue the alert to the campus community via campus-wide email. The campus safety

director/designee will post or distribute warnings in conspicuous locations in Burwell, Zach's, and the Galleria (dining facilities where workers are not allowed to have phones while on duty), the indoor arena, Leonard Auditorium and the Rosalind Sallenger Richardson Center for the Arts (locations where visitors are likely to gather or visit). Warnings will be printed with red lettering and will be posted so that they are easily seen.

Emergency Response and Evacuation Policies and Procedures and Testing

Wofford College emergency management functions follow the guidelines of the college's Emergency Operation Plan. The plan, prepared and updated by Wofford's Emergency Preparedness Committee, outlines response operations utilizing the all-hazards approach. In addition to a formal Emergency Operations Center framework, the plan also established a cadre of building response personnel, collectively known as floor wardens and building captains. The building response personnel are instrumental in communicating with occupants about emergency procedures, announced drill information, and providing drill and exercise feedback. The Emergency Preparedness Committee conducts at least one exercise annually to assess and evaluate emergency plans and capabilities.

Emergency response and evacuation procedures are tested at least once per semester in residence facilities in the form of severe weather, shelter-in-place, or fire drills. Drills and exercises may be announced or unannounced and serve to enable campus safety and the Wofford residence life staff to evaluate emergency notification equipment effectiveness/functionality and egress routes/shelter locations. Campus safety submits results indicating a need for improvement for follow-up corrective actions. Resident assistants provide each student educational evacuation information at hall meetings at the beginning of each school year and written emergency and evacuation information is posted on each hall or residential facilities. Subsequent evacuation training is typically available for students at other times during the year in the form of residence life programs. Campus safety provides residence hall evacuation training, typically in conjunction with fire safety and extinguisher training conducted by the fire marshal. A trained residence life staff is always available to aid and provide guidance to resident students.

Campus safety conducts and supervises other drills and exercises including but not limited to armed intruder exercises and drills, tabletop exercises, or severe weather drills for the campus community at least annually. Campus safety will coordinate these exercises and drills and maintains records of each to include the time and date of the exercise, number of participants, an evaluation of the drill or exercise and whether the exercise or drill was announced. When possible, campus safety will invite evaluators from other agencies or departments to evaluate the effectiveness of the activity. The college will publish a summary of its evacuation plans and procedures with at least one drill per year.

The college conducted a severe weather drill on March 12 in conjunction with the state tornado drill. In addition, fire and evacuation drills were conducted for each residential facility Feb. 4-7. Because the college closed shortly after that due to the pandemic, campus safety did not conduct additional drills after the initial drills. Likewise, after students returned in the fall semester, school officials deemed that gathering in assembly areas to be in contradiction of distancing efforts so that physical drills and evacuation to assembly areas were not allowed for residence facilities and administrative and educational buildings. Usually, campus safety conducts evacuation drills at least twice per residence facility per semester and once for other buildings.

Emergency mass notification was tested regularly throughout the semester. Campus safety officers test both the outdoor warning system and the Rave electronic mass notifications at least three times a semester, usually on the first Saturday of the month to coincide with county testing.

Emergency Medical Response Procedures

Students, employees and visitors should report any medical emergency to the Office of Campus Safety immediately at 864-597-4911. Campus safety dispatchers will send a Wofford officer to the scene to evaluate the situation and begin basic first aid (if appropriate). If EMS or other assistance is required, officers, through dispatch, can make the call. The campus community may also call 911 directly but the department requests that they call campus safety immediately after the 911 call so that officers can quickly begin life saving measures (if necessary) and guide EMS to the scene. The entire campus community (those registered for the Rave mas-notification system) also have access to Rave Guardian safety app which is free to download from Apple and Android app centers. The app contains a mobile panic button (with GIS locations), a text system tied directly to campus safety, emergency plans and emergency phone numbers. The campus community call for emergency assistance directly from the app.

Campus Crime Log

The director of campus safety maintains a daily campus crime log that records all crimes reported to campus safety. This log contains the incident location, date of occurrence, date report was made, incident report number, disposition or action taken on the case, and description of the incident for each crime reported. The director of campus safety maintains a copy of the crime log for public inspection at the campus safety office. In addition, the crime log is posted on the campus safety website at <http://www.wofford.edu/campusSafety/>. A three-year crime synopsis is located on the following pages that represent offenses that have occurred on the main Wofford Campus and the Goodall Environmental Studies Center in Glendale. Data also is provided for offenses that have occurred on public property in the immediate vicinity of Wofford-owned or leased property. For purposes of the report, the section of the Spartanburg Memorial Auditorium parking lot leased for college use is reported as on-campus property as is the former Calvary Baptist Church building and lot that is leased to the college. As such, any offenses reported on an adjacent sidewalk, the public road adjacent to the property and the sidewalk beyond on the other side of the public street will be reported as offenses occurring on public property if there is no fence that prohibits access to the public property. Any offenses occurring on adjacent property that is private will not be included in the reporting statistics.

The Goodall Environmental Studies Center in Glendale is considered a separate campus for crime reporting because courses taught there count towards a degree, the center has its own budget and program director (although not always on site and has an office on main campus). Offenses occurring in the adjacent post office lot of Goodall will be recorded as offenses occurring on public property as will those occurring on the 111-437 block of Glendale Ave., 341 Broadway St. and Emma Cudd Road adjacent to the Glendale dam.

Wofford College also uses, by written agreement or formal lease, property on the 100 block of Lake Forest Drive in the county that includes the golf practice facility and the banks and streambed of Lawson Fork Creek that is used by the department of environmental studies. The

athletics department utilizes the track facilities at McCracken Middle School (50 Emory Road) and the Milliken Arboretum (Highway 585 and Business 85).

Three-Year Campus Crime Report

Public law and the federal government require the college to maintain and publish a three-year crime log listing certain crimes. Crimes are reported based on location. For Wofford, all crimes occurring on the geographical limits of main campus are reported as “on campus” This also includes the leased lot spaces at the Spartanburg Memorial Auditorium, Calvary Baptist Church building and lot on Osage Street, Terrier Plaza apartments located at 544 N. Church St., and the leased faculty, staff and temporary student housing at Magnolia Lofts located at 249 Magnolia St. These off-campus locations are considered on-campus for reporting purposes because of the contiguous proximity to campus, the standard of use and because the college leases these areas. Any crime occurring in “residential facilities” are those in the residence halls, the Village apartments, the Michael S. Brown Village Center, Northside Commons and leased residential spaces listed above that are within proximity (one mile) of the college. Crimes occurring on “public property” are those crimes occurring on public property that is within the campus such as on city streets (Evins to Osage streets, Cummings Street from McDowell Street to Pinewood Place and East Cleveland Street loop at the end of Memorial Drive) and any public property that borders and is accessible from campus. This includes Memorial Drive from East Cleveland Street to the area just beyond the leased parking area in the Spartanburg Memorial Auditorium lot, both sidewalks and road surface of North Church Street from the Spartanburg Memorial Auditorium’s entrance on North Church Street to Evins Street, Pearl Street from Edgewood Street to 214 East Pearl St., and Osage Street from Evins Street to Pearl Street. Public property is not counted in public areas bordering the campus that are enclosed by a fence with a gate that is not usually opened. Crimes occurring at the golf facility on Lake Forest Drive, the easement on Lake Forest used by the environmental studies department are listed as occurring on “non-campus” property. Crimes committed in locations that are frequently used, such as hotels used by an athletics team or a group of students, and other locations where students are housed for more than one day (or repeatedly use the space for multiple times during the year or in consecutive years) (such as on Interim trips in January) are also recorded as occurring on non-campus property since the college leases (controls) a portion of the property for use by students and employees during the trip. Leased facilities such as those used by athletic or club teams for competition or practice are considered non-campus property as well as facilities used by recognized student organizations which regularly (or annually) use those spaces.

Three-Year Crime Report (Includes reported offenses occurring on main campus from Jan. 1-Dec. 31 of each year)

Wofford College Main Campus

Offense	Year	On-Campus Property	On-Campus Student Housing	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Rape	2020	4	3	0	0
	2019	4	4	0	0
	2018	4	4	0	0
Fondling	2020	4	2	0	0
	2019	6	4	1	0
	2018	1	0	0	0
Incest	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Robbery	2020	0	0	0	0
	2019	0	0	0	1
	2018	0	0	0	0
Aggravated Assault	2020	0	0	0	1
	2019	0	0	0	1
	2018	1	0	0	0
Burglary	2020	1	0	0	0
	2018	1	1	0	0
	2017	6	4	0	0
Motor Vehicle Theft	2020	1	0	0	0
	2019	0	0	0	0
	2018	2	0	0	0
Arson	2020	0	0	0	0
	2019	0	0	0	0
	2018	1	0	0	0
Unfounded Crimes	2020	1			
	2019	0			
	2018	1			

Goodall Environmental Studies Center

Offense	Year	On-Campus Property	On-Campus Student Housing	Non-Campus	Public Property
Murder/Non-Negligent Manslaughter	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Manslaughter by Negligence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Rape	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Fondling	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Incest	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Statutory Rape	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Robbery	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Aggravated Assault	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Burglary	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Motor Vehicle Theft	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Arson	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Unfounded Crimes	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

Violence Against Women Act Violations

Wofford College Main Campus

Offense	Year	On-Campus Property	On-Campus Student Housing	Non-Campus	Public Property
Domestic Violence	2020	0	0	0	0
	2019	0	0	1	0
	2018	0	0	0	0
Dating Violence	2020	2	2	0	0
	2019	3	0	0	0
	2018	1	1	0	0
Stalking	2020	0	0	0	0
	2019	1	0	0	0
	2018	1	0	0	0

Goodall Environmental Studies Center

Offense	Year	On-Campus Property	On-Campus Student Housing	Non-Campus	Public Property
Domestic Violence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Dating Violence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Stalking	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

Arrest and Disciplinary Referrals

Wofford College Main Campus

Offense	Year	On-Campus Property	On-Campus Student Housing	Non-Campus	Public Property
Arrests: Weapons: Carrying/Possessing	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Disciplinary Referrals: Weapons: Carrying/Possessing	2020	0	0	0	0
	2019	0	0	0	0
	2018	1	0	0	0

Arrests: Drug Abuse Violations	2020	2	0	0	0
	2019	1	1	1	0
	2018	3	1	0	2
Disciplinary Referrals: Drug Abuse Violations	2020	39	31	0	4
	2019	25	23	0	3
	2018	31	26	0	1
Arrests: Liquor Law Violations	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2020	308	260	0	0
	2019	200	139	0	0
	2018	216	157	0	0

Goodall Environmental Studies Center

Offense	Year	On-Campus Property	On-Campus Student Housing	Non-Campus	Public Property
Arrests: Weapons: Carrying/Possessing	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Disciplinary Referrals: Weapons: Carrying/Possessing	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Arrests: Drug Abuse Violations	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Arrests: Liquor Law Violations	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Disciplinary Referrals: Liquor Law Violations	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

HATE CRIME REPORTING: Hate crimes also include incidents of larceny/theft, simple assault, intimidation, or destruction of property that were motivated by bias.

Wofford College Main Campus

Hate Crime Offense	Year	On-Campus Property	On-Campus Student Housing	Non-Campus	Public Property
	2020	0	0	0	0

Murder/Non-Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Rape	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Fondling	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Incest	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Robbery	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Burglary	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Arson	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Simple Assault	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Larceny/Theft	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Intimidation	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Vandalism	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

Domestic Violence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Dating Violence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Stalking	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

Goodall Environmental Studies Center

Hate Crime Offense	Year	On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Manslaughter by Negligence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Rape	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Fondling	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Incest	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Statutory Rape	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Robbery	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Aggravated Assault	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Burglary	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Motor Vehicle Theft	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Arson	2020	0	N/A	0	0

	2019	0	N/A	0	0
	2018	0	N/A	0	0
Simple Assault	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Larceny/Theft	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Intimidation	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Domestic Violence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Dating Violence	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0
Stalking	2020	0	N/A	0	0
	2019	0	N/A	0	0
	2018	0	N/A	0	0

The Annual Fire Safety Report

The Annual Fire Safety Report will be completed at the same time as the annual Security Report. The report will contain statistics on fires in on campus residence halls and the cause of each, any deaths or injuries caused by fire and any property damage that resulted from a fire. The report will outline fire evacuation procedures for each residence facility, policies on contraband items that could cause fires, fire safety equipment on campus and residence halls, policies on fire safety training, fire reporting procedures and plans for future improvements in fire safety. The report also includes a fire log that records record each fire, the time and date it occurred and the nature of the fire.

2020 Fire Statistics

There were no fires in student residence facilities in 2020.

Fire Safety Equipment and Systems on Campus

Residence Hall Fire Safety Systems Status

- Michael S. Brown Village Center: Detectors hard-wired and 100% tied to monitored alarms; fully sprinkled. Each unit has smoke and heat detectors.

- Carlisle: Hardwired detectors tied to monitoring station throughout the building; the building has sprinklers throughout.
- DuPré: Hardwired detectors tied to monitoring station throughout the building; the building has sprinklers throughout.
- Greene: Hardwired detectors tied to monitoring station throughout the building; the building has sprinklers throughout.
- Lesesne: Detectors hard-wired and 100% tied to monitored alarms; fully sprinkled.
- Magnolia Lofts (leased employee apartments): Detectors not tied to monitoring company; no sprinklers.
- Marsh: Hardwired detectors tied to monitoring station throughout the building; the building has sprinklers throughout.
- Milliken House: New for 2020- Detectors hard-wired and 100% tied to monitored alarms; fully sprinkled. Not connected to Wofford system but monitored for leasing company.
- Jerome Johnson Richardson Hall: New for 2020. Detectors hard-wired and 100% tied to monitored alarms; fully sprinkled.
- Shipp: Hardwired detectors tied to monitoring station throughout the building; the building has sprinklers throughout.
- Terrier Plaza (leased employee apartments): Hardwired detectors not tied to monitoring- no sprinklers
- Village Apartments (Considered to be 30 separate residence hall facilities since each unit has its own fire safety system): Detectors hard-wired and 100% tied to monitored alarms; fully sprinkled. Each unit has smoke and heat detectors.
- Wightman: Detectors are hard-wired in hallways. Battery operated detectors in rooms (except in designated handicap rooms) do not go to alarms; fully sprinkled.

Administration/Educational Buildings

- Burwell: Alarms tied to detectors and monitored; fully sprinklers.
- Chandler Environmental Studies Building; Alarms monitored and has sprinklers
- College Street Annex: No alarms or sprinklers
- Cummings Street Facility: Alarms tied to detectors and monitored; no sprinklers.
- Daniel Building: No detectors; must pull alarm
- DuPré Administration Building: Alarm not monitored; building has no sprinklers.
- Gibbs Stadium: Alarms monitored; no sprinklers.
- Goodall Environmental Studies Center: Alarms monitored; no sprinklers.
- Main Building: Alarms monitored and has sprinklers
- Mungo Student Center: Detectors tied to alarms and are monitored; no sprinklers.

- Roger Milliken Science Center: Alarms monitored and has sprinklers on west side addition.
- Franklin W. Olin Building: Alarms monitored with sprinklers.
- Papadopoulos/Hugh Black Buildings: Alarms monitored; no sprinklers.
- Richardson Physical Activities Building: Alarms monitored; sprinklers only in weight room.
- Richardson Indoor Stadium: Alarms monitored and has sprinklers.
- Rosalind Sallenger Richardson Center for the Arts: Alarms monitored and has sprinklers
- Sandor Teszler Library: Alarm monitored. Portion of building sprinkled.
- Snyder House: Alarms not tied to detectors or monitored, no sprinklers; evacuees must pull alarm at sign of fire/smoke.
- Joe E. Taylor Athletic Center: Alarms monitored with sprinklers.

Note: All buildings have fire extinguishers in addition to alarms and or sprinkler systems.

Fire Drills

Campus safety conducts fire drills for each residence facility. Fire drills are observed and monitored by campus safety officers and residence life staff. Each drill concludes with an after-action review conducted by the officer and other staff present. At least one residence hall fire drill per semester will be conducted at night. Campus safety also conducts fire drills during the year for administrative and classroom buildings during business hours. All fire drills are recorded on a fire drill log. Campus safety conducted fire drills on each occupied residence hall and apartment building once in February 2020 (the campus was closed shortly after that due to COVID-19). Both the residence life director and provost requested that fire drills and resulting evacuations not be conducted when the campus re-opened in the fall because of social distancing guidelines. Instead of drills the building captains and resident assistants provided evacuation refresher training during the fall.

In addition to fire drills, the City of Spartanburg fire marshal conducts fire safety inspections directly after classes are over each spring semester. Contractors inspect fire safety equipment (fire extinguishers, sprinkler heads/fire risers and detectors) annually, also directly after Commencement.

Institutional Policies on Prohibited Items

The college outlines specific rules for materials and items that are considered dangerous or that could cause fires. The current policy is in the Wofford College Student Handbook, located at <http://www.wofford.edu/uploadedfiles/studentlife/Student%20Handbook.pdf> on the college website. In addition, incoming students and their parents are presented a list of prohibited items during the residence life/campus safety presentation at orientation. The student handbook includes the following rules:

Open Flames:

No open flames, such as candles, oil lamps or incense are allowed in residence hall rooms. If observed, staff members of the residence life, Division of Campus Life and Student

Development or campus safety staff will confiscate these items. Students found in violation of this policy will be fined \$20 plus \$5 per item and will be subject to disciplinary actions.

Prohibited Appliances:

The following appliances have been deemed a fire hazard and are not allowed in the residence halls: hot plates, Bunsen burners, toasters, toaster ovens, George Foreman Grills, black lights and halogen lamps. Additionally, microwave/toaster combination appliances are not permitted. Any student found in possession of these items will be subject to disciplinary action and fines and the items will be confiscated. Extension cords and multi-plug outlet adapters are also prohibited items. Students should use quality surge suppressors in place of extension cords.

Procedures for Residence Facility Evacuation

In 2020, every resident assistant (RA) and residence life coordinator (RLC) complete fire safety training conducted by campus safety on Aug. 22, 2019 for the 2019-20 academic year and again on Aug. 19, 2020 before students arrived on campus. This training consisted of evacuation assembly areas, primary and alternate routes and exits, and fire safety equipment and systems for each residence facility. When students arrived on campus, resident assistants conducted evacuation procedures and route training for residents of their halls.

Evacuation areas are:

BUILDING	SAFE LOCATION
1. Michael S. Brown Village Center	Lawn vicinity of House 110
2. Carlisle Hall	Lawn at west end of Daniel Building between Daniel and Milliken
3. DuPre Hall	Lawn of mall behind Main Building
4. Greene Hall	Alarms monitored and has sprinklers
5. Lesesne Hall	Lawn beside Olin Building (stay away from curb and FDC at east end of bldg.).
6. Magnolia Lofts	Parking lot in rear of building
7. Marsh Hall	Lawn in front of Greene Hall (to right of central sidewalk)
8. Milliken House	Upper Parking Lot
9. Jerome Johnson Richardson Hall	Soccer field and stands
10. Shipp Hall	Mall area behind Main (do not go to parking lots or paved roads)
11. Terrier Plaza	Greens space adjacent to parking lot

12. Village Units 110-140; 210&220	Central lawn area vicinity the trees (stay away from hydrants vicinity 170 and Osage St.)
13. Village Units 150-170	Same as above
14. Village Units 230-250	Gresident assistantss between 150/390 vicinity of emergency pole
15. Village Units 270 & 280	Lawn in front of House 310
16. Village 300 Series Units	Gravel lot behind units; stay away from fire lanes
14. Wightman Hall	Level gresident assistantssy area between Pavilion and Papadopoulos Bldg. (stay away from hydrant at Butler Circle and FDA on front of dorm)

In the event of a fire, persons must pull an alarm if alarm has not yet sounded and get out the nearest exit. People should never attempt to use an elevator. If in a class, students and their professor should move directly to the assembly area. The faculty member will get accountability. Students and staff must try to stay out of parking lots because that is a likely place for emergency vehicles to gather. Persons should never assemble near a hydrant or fire department connection (FDC). Persons should never gather along curbs or fire lanes. These will be used by the emergency vehicles and crews. Despite that some of the assembly areas seem a long distance from the residence halls, the assembly areas are clear of hydrants and FDCs.

Reporting Fires on Campus

Students, faculty, and staff should report fires, alarms, or annunciator horn activation immediately to campus safety at 864-597-4911 or use the Rave Guardian safety app. The campus community may also notify campus safety through the Rave Guardian app. Notification of campus safety ensures that officers can immediately respond, often before the alarm monitoring company can call the office (always after local fire departments are called and dispatched). In addition to campus safety, anyone observing an actual fire on campus may also call 911 but always with a follow-up call to campus safety. If a fire is seen but no alarms are present, persons should attempt to activate a pull station if they can get to one safely and follow evacuation plans.

Fire Safety Training and Programming

Campus safety conducted comprehensive fire safety, evacuation, crime prevention and drug awareness training for resident assistants on Aug.19, 2020 during their training and orientation prior to the arrival of students on campus. Campus safety provided resident assistants with a review of prohibited, unsafe items during the session. For incoming students, resident assistants went over evacuation locations and procedures during the first hall meeting on the day that new students arrive on campus. resident assistants for returning students reviewed

evacuation locations and routes during hall meetings for those students. Every student usually participates in fire evacuation drills during the first 10 days on campus. Because of COVID-19 policies on campus concerning gatherings, physical drills were not conducted at the request of the provost and director of residence life. Evacuation locations and routes were re-introduced by resident assistants and building captains for educational and academic buildings. During normal years without limitations caused by a pandemic, numerous fire drills in academic, administrative buildings and residence facilities are conducted along with additional training by campus safety, building captains, resident assistants and the fire marshal.

Plans for Future Improvement

Campus safety is constantly observing fire evacuation drills and other exercises to identify fire safety and evacuation problems and deficiencies that require correction. Officers listen for audibility of horns in lower, out of the way sections of older housing units and academic buildings. Evacuation assembly area suitability is also an area for close observation. Campus safety partners with the facilities and residence life staff to monitor fire safety systems in residence facilities in an ongoing effort to maintain preparedness and safety in our residence facilities. Improvements for 2021 include the resumption of normal drills and testing.

Residence Hall Fire Log

Campus safety will maintain a fire log like the daily crime log. This log will be available for review in the campus safety office or in printed form by request by calling 864-597-4352. The log will contain:

- The nature of the fire.
- The date and time of the fire.
- Location of the fire.
- Damages, injuries and cost of fire.

Three-Year Residence Hall Fire Log

2020							
Date	Location	Injuries/Death	Damage	Cost	Cause	Reported	Time of Fire
None	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2019							
Date	Location	Injuries/Death	Damage	Cost	Cause	Reported	Time of Fire
None	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2018							
Date	Location	Injuries/Death	Damage	Cost	Cause	Reported	Time of Fire

Mar 20 2018	Greene Hall Laundry	None	Dryer/Clothes	\$1000	Dryer electrical fault	Mar 20 2018	1803
June 20 2018	Apt 270	None	None	\$0	Grease fire in pan	June 20 2018	2212

Fires On-Campus Student Housing Three Year Report					
Residence Hall	Address	Number of Fires			
		2018	2019	2020	
Michael S. Brown Village Center	160 Evins Street	0	0	0	
Carlisle Hall	275 Wofford Campus Drive	0	0	0	
DuPre Hall	235 Evins Street	0	0	0	
Greene Hall	273 Wofford Campus Drive	1	0	0	
Lesesne Hall	121 Evins Street	0	0	0	
Magnolia Lofts Temporary for student use- used for Covid-19 Quarantine only in 2020	249 Magnolia Street	N/A	N/A	0	
Marsh Hall	299 Wofford Campus Drive	0	0	0	
Milliken House at Northside Station (New in 2020)	230 College Street	N/A	N/A	0	
Jerome Johnson Richardson Hall (New in 2020)	280 Wofford Campus Drive	N/A	N/A	0	
Shipp Hall	229 Evins Street	0	0	0	
Terrier Plaza Temporary for student use- used for Covid-19 Quarantine/Isolation only in 2020	544 N. Church Street	N/A	N/A	0	
The Village					
Unit 110	180 Evins Street Unit 110	0	0	0	
120	180 Evins Street Unit 120	0	0	0	
130	180 Evins Street Unit 130	0	0	0	

140	180 Evins Street Unit 140	0	0	0
150	180 Evins Street Unit 150	0	0	0
160	180 Evins Street Unit 160	0	0	0
170	180 Evins Street Unit 170	0	0	0
210	180 Evins Street Unit 210	0	0	0
220	180 Evins Street Unit 220	0	0	0
230	180 Evins Street Unit 230	0	0	0
240	180 Evins Street Unit 240	0	0	0
250	180 Evins Street Unit 250	0	0	0
260	180 Evins Street Unit 260	0	0	0
270	180 Evins Street Unit 270	1	0	0
280	180 Evins Street Unit 280	0	0	0
310	180 Evins Street Unit 310	0	0	0
315	180 Evins Street Unit 315	0	0	0
317	180 Evins Street Unit 317	0	0	0
318	180 Evins Street Unit 318	0	0	0
319	180 Evins Street Unit 319	0	0	0
320	180 Evins Street Unit 320	0	0	0
325	180 Evins Street Unit 325	0	0	0
330	180 Evins Street Unit 330	0	0	0
335	180 Evins Street Unit 335	0	0	0
340	180 Evins Street Unit 340	0	0	0
350	180 Evins Street Unit 350	0	0	0

360	180 Evins Street Unit 360	0	0	0
365	180 Evins Street Unit 365	0	0	0
380	180 Evins Street Unit 380	0	0	0
390	180 Evins Street Unit 390	0	0	0
Wightman Hall	101 Evins Street	0	0	0