

Student Reference Book

Emergency Procedures
Campus Conduct Procedures
Residence Life Information
Health, Safety & Security Information
Sexual Misconduct Policy
Alcohol and Other Drug Policies
Campus Policies

Coe College
2016-2017

PREFACE

Non-Discrimination

Coe College does not discriminate on the basis of race, color, ethnicity, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. Veteran. All students have equal access to the facilities, financial aid, and programs of the College.

Affirmative Action

Coe College is an equal opportunity employer in the recruitment and hiring of faculty and staff.

Family Educational Rights and Privacy Act (FERPA)

The provisions of the Family Educational Rights and Privacy Act (FERPA) prohibit the College from releasing grades or other information about academic standing to parents unless the student has released such information in writing. Further information concerning Coe College procedures in compliance with FERPA is available in the Office of the Registrar.

Reservation of the Right to Modify

The provisions of this reference book are to be considered directive in character and not as an irrevocable contract between the student and the College. The College reserves the right to make changes that seem necessary or desirable, including policies and processes. Responsibility for understanding and abiding by the policies as stated in the Coe College Student Reference Book rests entirely with the student.

Civility Statement

This statement was written by students in order to address standards of civility and respect within the Coe College community. This statement is a living document and is intended to evolve over time.

We, the members of the Coe College community, expect our campus climate to be safe, mutually supportive, academically encouraging, equitable, and accepting of all its members.

In addition:

- We acknowledge and encourage that the academic experience to extend beyond the classroom into our living environment.
- We expect a campus free of incidents that create a hostile living environment.
- We expect a healthy and responsible attitude to accompany all social gatherings.
- Intoxication will not be an excuse for incidents that occur while under the influence.
- We expect that diversity of opinion will be encouraged and respected, students should be able to disagree without being disagreeable
- Everyone has the right to be respected for their individuality
- The members of our campus community shall respect the rights of other persons regardless of their actual or perceived age, color, creed, able-bodiedness, neurodiversity, gender identity, gender expression, national origin, race, religion, sex, or sexual orientation.

The Coe community is made up of individuals who model these standards and hold each other accountable. In order for the community to encompass the goals outlined above, each individual is responsible and accountable for their own actions and words.

Useful Information

College Mailing Address:

Your First and Last Name

1220 First Ave NE GMU# _____ (your box number)

Cedar Rapids, IA 52402

Telephone Numbers:

All telephone numbers may be reached by dialing the last four digits of the number from an on-campus telephone.

Security 319-399-8888

Information (Campus Info)	319-399-8000
Academic Achievement Program (AAP)	319-399-8844
Academic Affairs/Provost	319-399-8616
Area Coordinator for Armstrong/Douglas/Murray.....	319-861-6059
Area Coordinator for Greene/Voorhees	319-861-6025
Area Coordinator for Apartments/Kohawk Village	319-861-6439
Athletics/Eby Fieldhouse.....	319-399-8599
Audiovisual.....	319-399-8583
Box Office.....	319-399-8600
Business Office.....	319-399-8525
Career Services, Internships and Off-Campus Studies.....	319-399-8844
Chaplain.....	319-399-8843
Information Technology	319-399-8877
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Financial Aid	319-399-8540
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Library.....	319-399-8585
Music Department/Marquis Hall	319-399-8521
Parking Permits	319-399-8200
President's Office.....	319-399-8686
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This section includes information regarding fire, severe weather, tornadoes and evacuations, as well as information regarding the college alert system.

Student Conduct Policy and Process (p. 9)

This section includes information regarding the rights of the student, hearing procedures, the Hearing & Appeals Board and sanctions for misconduct and appeals.

Residence Life Information (p. 15)

Residency requirements, Residence life staff, Residence Life procedures, courtesy and quiet hours, visitation policies, prohibited items and charges due to damages.

General College Policies (p. 22)

This section includes information regarding noncompliance, alcohol/drugs, harassment, postings, solicitation, id cards, bonfires, gambling, bonfires, assistance animals, Bias Incident Protocol, and political candidates.

Computer Policy (p. 43)

This section includes policies and regulations concerning Coe's Information Technology.

Health, Safety & Security Information (p. 46)

This section includes information regarding health-related services, information regarding laws and rules regarding controlled substances, college security personnel and policies, crime statistics and more.

Sexual Misconduct Policy (p. 53)

This section includes information including the definition of sexual misconduct, affirmative consent, how to receive help if you are a victim of sexual assault or sexual violence, and campus resources. It also contains information regarding conduct procedures.

Alcohol and Other Drugs (p. 73)

This section includes information about controlled and illegal substances and college policies relating to them.

Coe Civility Statement (p. 2 & back cover)

The civility statement is a guideline written by Coe students to address standards of civility and respect among the student body. The civility statement is a document that highlights the importance of diversity and inclusion. This statement was updated in Spring 2016.

This publication was updated on 8/12/2016.

Campus Emergency Procedures

In case of an on-campus emergency, contact Security by calling 319-399-8888.

If the situation warrants, call Cedar Rapids Emergency at (9) 911.

In the event of a power outage, fire, failure of physical facilities, or weather conditions that potentially could endanger students' safety, the following steps are to be taken by the person who observes the potential hazard:

Contact Security at extension 8888 or by calling 319-399-8888 and warn any persons in the immediate vicinity who may be unaware of the hazards.

Do not leave the scene until a college official arrives to take charge of the situation. If your personal safety is threatened, move to the nearest safe location.

Emergency Information Updates

During a major emergency such as a campus evacuation, information updates will be posted on the college's website, <http://www.coe.edu/>, sent to all Coe e-mail addresses and text messages to subscribed cell phones.

Emergency Alert Text Messages

To sign up or manage your subscription to emergency messaging, go to <http://www.getrave.com/login/coe>. Coe College does not register students for this system. Students must register themselves.

To sign up, click on the "Register Now" link on the left column of the page (you may need to scroll down to locate it) and follow the steps for creating your Coe Emergency Alert System Account

To modify or delete your account, enter the user name and password you set before, click "edit" next to "User Profile" and update or delete your account.

If you have any questions, please call Information Technology at extension 8877.

Please note that the Coe Emergency Alert System is tested the first Wednesday of each month at 8:45 a.m. from September through April, in conjunction with the testing of the Linn County Civil Defense sirens.

Coe College Emergency Alert System

Red Alert (immediate or imminent danger)

A situation where Coe students, faculty and/or staff are in immediate or imminent danger. A life-threatening situation exists.

Examples: a gunman on campus; a bomb threat has been made targeting the campus; hazardous material (such as a chemical leak or nuclear radiation) threatens the campus.

Notification methods:

"Red Alert" is subject line from EMERGENCY@COE.EDU.

"Red Alert" in cell phone text message, followed by details.

"Red Alert" message posted on home page of www.coe.edu website.

Updates will be posted to the website as the situation unfolds.

Yellow Alert (caution warranted)

A situation where Coe students, faculty and/or staff are in potential danger and caution is warranted. If the reason for concern develops further or materializes, a Red Alert may be issued.

Examples: a dangerous criminal is believed to be in the vicinity of campus; an industrial chemical spill or leak at a nearby factory is being monitored; a 48-hour evacuation of campus has been issued due to pandemic flu.

Notification methods:

"Yellow Alert" is subject line from EMERGENCY@COE.EDU.

"Yellow Alert" in cell phone text message, followed by details.

Security Bulletin (notification)

A situation where Coe students, faculty and/or staff would benefit from general information regarding a security concern.

Examples: notification of car break-ins; a crime has occurred near campus but police believe it poses no danger to the Coe community; a sexual assault, a dignitary is coming to campus and special security measures will be in place.

Notification methods:

"Security Bulletin" in subject line from campussecurity@coe.edu.

Severe Storm or Tornado

The National Weather Service or the Civil Defense Sirens will sound an alarm. When a warning is issued, persons close to the storm should take cover immediately.

Armstrong, Douglas, Greene, Murray, Whipple Fire House, and Voorhees Residents

Occupants should go to the lowest floors of buildings, away from windows.

Kohawk Village and the E Avenue Apartments

Occupants should seek shelter in interior rooms without windows or proceed to Eby Fieldhouse.

1325 & 1326 A Avenue NE Apartments

Residents should go to the basement of Morris House or Peterson Hall.

Brandt, Morris, Spivey, & Schlarbaum Houses, 8-Plex & 4-Plex Apartments, Hampton Court Apartments, and College owned houses.

Residents should go to an interior hallway, away from windows on the lowest floor.

Campus buildings

Occupants should go to an interior hallway, away from windows on the lowest floor.

Fire

If you spot a fire

- Activate the fire alarm to notify other residents.
- Call Security, 319-399-8888. They will notify the Fire Department.
- Close all doors leading to the fire area.
- Residents and their guests should vacate the building. Before leaving your room, put on shoes and take a towel. Leave the building by the nearest exit.

If you hear the building alarm

- Feel your doorknob; if it's hot, don't open it. If it's cool, with your foot and hip bracing the door, open it enough to look into the hall. If it's safe, proceed to the nearest exit (wearing shoes and taking a towel).
- If smoke or flames force you to stay in your room, put towels or sheets around cracks in the door.
- Call Security, x8888. Then go to the window and wave a towel or sheet.

Hazardous Conditions: In-Place Sheltering

The purpose of in-place sheltering is to minimize the amount of outside air that enters your location. In a hazardous situation that threatens your vicinity, the most important things to do are:

- Close and lock windows and doors.
- Seal gaps under doorways and windows with wet towels or duct tape .
- Seal gaps around window and air conditioning units with duct tape and plastic sheeting, wax paper or aluminum wrap.
- Fill up containers with water.
- If gas or vapors have entered the building, take shallow breaths through a cloth or towel.

Hazardous Conditions: Campus Evacuation

If there is an emergency, the emergency alert sirens will sound for three-to-five minutes. Tune into local television stations (channels 2, 7 or 9) & radio stations (WMT 600 AM or 96.5 FM). Phone usage should be limited to emergencies only to allow local emergency officials to use phone lines.

If a campus evacuation is ordered, listen for information given by Residence Hall staff members and local authorities. Make sure that friends and neighbors are aware of the evacuation order and help others who cannot evacuate on their own by informing residence hall staff.

Remember to take items such as

- Weather appropriate clothing (coats, hats, boots, etc.) for two days
- Medications, dietary foods
- Glasses and/or contacts
- Hygiene products such as toothbrush/toothpaste, sanitary items

- Two blankets or a sleeping bag and pillow per person
- Cash, credit and/or debit cards
- Sturdy shoes
- Water & non-perishable foods
- Cell phone and charger
- Emergency contact information
- Identification (driver's license, passport, student ID, etc.)

Remember that an evacuation may be short term (a couple hours) or a long term (several days). **Do not return to campus until clearance has been given by emergency personnel and/or college staff.**

STUDENT CONDUCT POLICY & PROCESS

INTRODUCTION:

Upon enrollment students accept the responsibility to observe all campus policies and regulations. Alleged violations of any College rule, regulation or policy, except academic regulations and except alleged student sexual harassment and/or sexual misconduct shall be subject to and are within the scope of the Conduct System descry

ibed in this Policy. Alleged student sexual harassment and misconduct matters and complaints shall be subject to the student sexual harassment and misconduct policy set forth in this Student Reference Handbook.

Accused Student Resource:

The Vice President for Student Development will appoint one professional Student Development staff member per year to serve as an Accused Student Resource Person. The Accused Student Resource Person is required to familiarize themselves with the campus conduct procedures contained in the Student Handbook. This person will go through training prior to the start of each academic year. The Accused Student Resource Person will answer any questions about campus conduct procedures. The Accused Student Resource Person may not serve as an Advisor to any students. The Accused Student Resource Person is not eligible to serve as an Investigator or an Administrative Review Proceeding Officer, and is also not eligible to be on the Hearing & Appeals Board. The Accused Student Resource Person will not discuss the specifics of the case with the student, nor engage in any conversations regarding the innocence or guilt of the student. The current Accused Student Resource is:

Accused Student Resource - Emily Barnard, Director of Wellness and Counselor, Student Development, Upper Gage, ebarnard@coe.edu, 319-399-8843

Reporting Misconduct

Violations of this Policy may be reported in writing by any member of the College community to the Dean of Students. The person reporting the violation is referred to in this Policy as the "Complainant". The College may also act as a "Complainant" when appropriate and may commence proceedings under the Conduct Policy of its own volition where warranted.

An incident of misconduct does not have to occur on campus to be reported to the College. Alleged violations of Federal, State, and Local laws may be investigated and addressed under this Policy. When an offense occurs over which the College has jurisdiction, the College may move forward with the assessment and disposition of a matter whether or not any criminal complaint or proceeding may arise or move forward from the same incident. The final determination as to how to proceed and what method of resolution is appropriate once an alleged violation is reported and initially assessed will be left to the College.

Interim Suspension

The Vice President for Student Development, or a designee, may suspend a student for a 10-day period pending disciplinary proceedings. Such suspension may become effective immediately without prior notice, whenever there is evidence that the continued presence of the student on the College campus poses a substantial threat to others or to the stability and continuance of normal College functions. Should interim suspension be deemed appropriate:

- Formal disciplinary proceedings will be convened within 10 calendar days of the suspension; and
- Appropriate campus officials and student leaders will be notified of the suspension within 24 hours.

A student suspended on an interim basis shall be given an opportunity to appear personally before the Vice President for Student Development within three business days from the effective date of the interim suspension. The subjects that should be discussed at said meeting shall only include the following:

- The reliability of the information concerning the student's conduct, including the matter of his/her identity; and
- Whether the conduct and surrounding circumstances indicated that the continued presence of the student on the College campus poses a threat to others or to the stability and continuance of normal College functions.

Summary Suspension by President

Whenever the President determines that a student has been responsible for such flagrant misconduct that their continued presence on the campus would seriously endanger safety, health, or welfare of persons within the campus community or impair the proper functioning of the College, the President or a designee may summarily suspend the student without prior notice and/or conduct hearing.

Notice of Allegation

The Dean of Students shall notify the student who is accused of the misconduct (the "Respondent") in writing of the allegations and the specific College rules and regulations violated. **Students are responsible for checking their College email and campus mail.**

Complaints against a Student Group

Complaints against a student group shall proceed under the same procedures, rules, and provisions as a Complaint against an individual student.

Initial Assessment of Alleged Misconduct

The first step in response to a reported alleged violation of this Policy, or of conduct that the College believes may be a violation of this Policy, is an Initial Assessment. The Initial Assessment will consider the nature of the report, the Complainant's preferences for resolution, if any, and the most appropriate course of action given the information available at the time. Initial Assessment shall be made by the Dean of Students, the Vice-President for Student Development, or their designee. The individual conducting the Initial Assessment may, but is not required to, interview the Complainant, the Respondent, and any appropriate witnesses. The Dean of Students, Vice-President of Student Development, or their designee may determine whether an informal or formal resolution of this matter is appropriate.

Informal resolution may encompass a variety of alternative actions which may be taken by the College in order to eliminate or reduce the impacts of the alleged misconduct and to prevent its recurrence and address its effects. Informal Resolution does not usually, but can involve disciplinary action or sanctions against a Respondent.

Investigation

The Dean of Students or his/her designee(s) will investigate the alleged violation and/or conduct. The investigator will schedule a meeting with the Respondent and Complainant, and any appropriate witnesses. This meeting may include all parties and witnesses together or the investigator may schedule individual meetings, as appropriate. The investigator may consider and review the written Complaint and shall request that the Complainant provide a written statement regarding the matter which shall become of the part of the file. The investigator shall also request that the Respondent and any witnesses provide statements or reports regarding the matter as part of the investigation. The investigator may also consult and review reports, information, and files which contain information on other misconduct allegations against the Respondent as part of the investigation.

Recording of Investigations, Interviews, Meetings and other Proceedings

The College may, at its discretion, record any investigations, interviews, meetings, or any other in-person proceedings that occur during the course of any student conduct matter, including during any initial assessment, informal resolution, investigation, or appeal. Upon confirmation by the party recorded that any summary of the recorded event is truthful and accurate the recording will, at the College's discretion, be destroyed.

Advisor/Support Person

Students charged with violations of this Policy (Respondents) have a right to consult with the Accused Student Resource Person. The Complainant and Respondent may also consult with and be accompanied by an Advisor or support person of their choice throughout each and every step of the process. This includes assistance in preparation of any written materials or submissions, any in-person meeting with the Investigator or other College personnel or in any formal or informal proceeding that might take place. The Advisor may be an individual, including an attorney, who is not a witness or otherwise involved in the events that are the subject of the alleged misconduct or is otherwise involved in the disciplinary process under this Policy. It is important that the Advisor not also be a witness as it may jeopardize the ability of the College to conduct an investigation or proceeding to reach a resolution under this Policy. An Advisor may assist the Complainant and Respondent on the procedural or other aspects of the investigation or proceeding. The Complainant or Respondent may change their Advisor at any point during the process, but must notify the College of such change and the College will notify the other party of such change. The College reserves the right to dismiss an Advisor who is disruptive to the proceedings or who does not abide the provisions of this Policy. It is expected that any Advisor will understand and abide by the expectations of privacy and confidentiality involved in the proceedings and will act with appropriate decorum at all stages. The Advisor may not reveal anything the student shares with him/her unless it is information which indicates that the student is a threat to him/herself or to others; then they are obligated to notify the Vice-President for Student Development. If the Advisor is an attorney the student must give the Dean of Students seven (7) days notice of their attendance at any proceeding so the College can have legal counsel present as well.

Rights of the Complainant

As a member of the Coe community it is important for the Complainant to understand their rights. These rights include, but are not limited to the following:

- The right to have any misconduct that affects you treated with seriousness.
- The right to be treated with dignity and respect by College officials.
- The right to review written submissions by the Respondent.
- The right to be kept apprised of the status of the investigation and to be advised of the resolution of the Complaint.
- The right to be informed of the outcome of any informal resolution, Administrative Review Proceeding or appeal and the sanctions imposed, if any.

- The right to the assistance of an Advisor as set forth in this Policy.
- The right to make a Victim-Impact Statement in writing and the right to have that statement considered by the appropriate College officials.
- The right to review all documentary evidence available regarding the Complaint subject to the confidentiality and privacy limitations imposed by this Policy, and/or by State and Federal law.
- The right to be informed of the names of all witnesses who will give written testimony or testify at any in-person appeal hearing except in cases where witnesses' identity will not be revealed for compelling safety reasons (this does not typically include the name of the alleged Victim/Complainant, which will nearly always be revealed, unless informal resolution is used).
- The right to request that any College official making the Administrative Review proceeding determination or any member of the Hearing and Appeals Board be removed on the basis of demonstrated bias. The Dean of Students, the Vice-President for Student Development or a Designee shall determine whether the request will be granted.
- The right to be personally present at any appeal hearing before the Hearing & Appeals Board.
- The right to identify and submit written statements from any witnesses to testify on Complainant's behalf.

Rights of the Respondent

As a member of the Coe community it is important for the Respondent to understand their rights. These rights include, but are not limited to the following:

- To be informed in writing of the specific College rules and regulations alleged to have been violated.
- The right to review the incident and/or security reports relevant to the case.
- The right to consult with the Accused Student Resource Person.
- The right to the assistance of an Advisor as set forth in this Policy.
- The right to the name of his/her accuser(s) and the written statements of both the accuser(s) and any witness(s). If the Complainant wishes to remain anonymous, Formal Disciplinary Resolution will not be used by the College.
- The right to identify and submit written statements from any witnesses to testify on Respondent's behalf.
- The right to be personally present at any appeal hearing before the Hearing & Appeals Board.
- The right to be treated with dignity and respect by College officials.
- The right to review written submissions by the Complainant.
- The right to be kept apprised of the status of the investigation and be advised of the College's determined resolution path for the Complaint.
- The right to be informed of the outcome of any informal resolution, Administrative Review Proceeding or Appeal, and the sanctions imposed, if any.
- The right to review all documentary evidence available regarding the Complaint subject to the confidentiality and privacy limitations imposed by this Policy, and/or by State and Federal law.
- The right to be informed of the names of all witnesses who will give written testimony or testify at any hearing before the Appeals Board except in cases where witnesses' identity will not be revealed to the Respondent for compelling safety reasons (this does not typically include the name of the alleged Victim/Complainant, which will nearly always be revealed, unless informal resolution is used. If the Complainant does not wish to have his/her identity revealed, the College must use Informal Resolution, if any at all).
- The right to make a responsive statement during the Investigation or the Administrative Review Proceeding process and to have that statement considered in determining the sanction
- The right to request that any College official making the Administrative Review proceeding determination or any member of the Hearing and Appeals Board be removed on the basis of demonstrated bias. The Dean of Students, the Vice-President for Student Development or a Designee shall determine whether the request will be granted.

Administrative Review Proceeding and Resolution

If, after review of all written submissions and investigative materials, the College believes that formal resolution is appropriate or the Complainant requests that formal resolution take place, the Complaint will progress to an Administrative Review Proceeding. The College will appoint an Administrative Review Proceeding Officer (also known as a Conduct Officer) who will oversee the Administrative Review Proceeding, make findings and determine whether the Respondent is responsible for any violation of this Policy. If the

Respondent is found to be responsible for violating this Policy, the Administrative Review Proceeding Officer will determine the consequences and/or sanctions to be imposed.

If the Respondent or Complainant feels the Administrative Review Proceeding Officer has a perceived bias or conflict of interest, they can submit, in writing, to the Dean of Students to request to change the Administrative Review Proceeding Officer at any point in this process. The Dean of Students will decide whether or not the request will be granted.

The Administrative Review Proceeding will be conducted in the following manner:

- The Administrative Review Proceeding Officer or his/her designee will receive all investigative materials for review. These materials include any statements, interviews, incident reports and material evidence submitted during the investigative process, as well as any other files which concern other misconduct allegations against the Respondent over time.
- The Administrative Review Proceeding Officer, or his/her designee, may request more information from any parties/students, including the Complainant, the Respondent, or identified Witnesses, involved in the case.
- The Administrative Review Proceeding Officer may conduct additional interviews with the Complainant, the Respondent and/or any identified Witnesses. Both parties would be notified of all additional interviews conducted. The Administrative Review Proceeding Officer may need to conduct further interviews with all individuals or only some individuals involved. Alternately, the Administrative Review Proceeding Officer may not need to speak with the Complainant, the Respondent, and/or identified witnesses involved in order to make a decision.
- After gathering and reviewing all of the evidence, the Administrative Review Proceeding Officer will make a determination of whether or not a violation of this Policy has occurred. The burden of proof in this determination is by a preponderance of evidence. This standard is the same as applied to civil trials and the standard required by the United States Department of Education Office for Civil Rights. Thus, responsibilities to determine on a "is it more likely than not" basis.
- As soon as reasonably possible after the conclusion of the Administrative Review Proceeding, the Administrative Review Proceeding Officer will simultaneously notify the Complainant and the Respondent in writing that a determination has been made and what, if any, sanctions will be imposed on the Respondent. In the event the Respondent is found to have violated this Policy, the Complainant will be informed of those sanctions that are directly related to the Complainant but not informed as to sanctions that do not directly affect the Complainant.

Appeals of Administrative Review Proceeding Decision

Either the Complainant or the Respondent has the right to file an appeal of the resolution of the Administrative Review Proceeding. In order to appeal, a written letter stating the purpose of the appeal must be submitted to the Vice-President for Student Development within seven (7) days of receiving the written decision of the Administrative Review Proceeding Officer. The Appeal letter may be submitted electronically, by regular mail, or delivered in person.

Appeals may be considered on the basis of:

- New evidence that could materially affect the outcome of the matter;
- Procedural errors that have had a material impact on the outcome; or
- Fairness or severity of the sanctions (an appeal may be made regarding specific sanctions while accepting others).

Appeals of any determination or Administrative Review Proceeding decision of the Administrative Review Proceeding Officer shall be heard by the Hearing & Appeals Board. The Hearing & Appeals Board may deny the appeal without further consideration. If the Hearing & Appeals Board determines that an appeal should be accepted, it will notify both parties. If the appeal is accepted, each party will be given an opportunity to respond in writing to the other party's appeal. Any response by an opposing party may be submitted within seven (7) days of receipt of the notice of the appeal. Any written appeal or response statements may be reviewed by the opposing party.

Once an appeal has been accepted, the Hearing & Appeals Board may review the Appeal Letter, and responses, and the record of the Investigation and the Administrative Review Proceeding. The Hearing & Appeals Board may also request additional interviews with the Complainant, Respondent, or identified Witnesses.

Upon such review, the Hearing & Appeals Board can affirm the original findings, alter the findings, and/or alter the outcome depending on the basis of the requested appeal. If the Hearing & Appeals Board finds that new evidence is available or that the procedural errors occurred, it can remand the case to the Administrative Review Proceeding Officer for reconsideration, with instructions.

If warranted, the Hearing & Appeals Board can schedule an in-person appeal hearing with the Complainant and Respondent present. All hearings and appeals will be held during the academic year, if possible, and whenever possible within one month of the request for an appeal. The majority of the members of the Hearing & Appeals Board shall constitute a quorum and will have authority to decide any case of appeal. The chairperson of the Hearing & Appeals Board will conduct a hearing and will have a vote only in case of a tie.

If any member of the Hearing & Appeals Board is involved in the case (witness, accuser, accused, etc.) he/she will not be eligible to

serve while the case is being heard.

The Vice-President for Student Development shall appoint a member of the College staff to present the charges before the Hearing & Appeals Board. Normally the presenter will be the Administrative Review Proceeding Officer.

The Hearing & Appeals Board's deliberations shall be confidential. If an in-person hearing is held, both parties will be notified in writing of the time and place of the in-person appeal hearing and both parties will be permitted to be present and make a statement at the in-person appeal hearing. The appealing party will make their statement first, followed by the non-appealing party. The Hearing & Appeals Board will determine whether a responsive statement by both parties will be permitted. The Hearing & Appeals Board is free to ask questions of either party or of any witnesses at the in-person hearing. The parties are not to ask questions of the other party, unless specifically requested and permitted to do so by the Hearing & Appeals Board.

All the decisions of the Hearing & Appeals Board shall be final and binding on the parties.

Composition of Hearing and Appeals Board

The Hearing & Appeals Board ("Board") pool will consist of five students appointed by the Dean of Students, two faculty members appointed by the Provost and two staff members appointed by the Vice President for Student Development.

- In the event the Board hears a full case (not an appeal), one student (chair), two faculty, and two staff members will serve on the Board.
- In the event of an appeal, one student (chair), one faculty member, and one staff member will service on the Board.
- The chairperson and vice-chair will be elected by the Board.
- The term of appointment will be for one academic year. New appointments should be made to ensure continuity and rotation. Appointments should be effective in mid-April in order to ensure adequate functioning and preparation for the new academic year.
- Alternate members: The Dean of Students will appoint a panel of five students to serve as an alternate pool. The President or his designee may draw upon past faculty Board members as needed. Alternates will be called as needed by the Board and may be chosen by the Board to fill a vacancy created by a resignation.

Sanctions for Misconduct

The violation of campus regulations may result in one or more, but not limited, to the following sanctions:

- Oral or written reprimand.
- Required compliance: carrying out of a College regulation or administrative directive as a condition for avoiding further disciplinary action and/or remaining in good standing.
- Fines or restitution: reimbursement for damage to or misappropriation of property. This sanction may also take the form of College service or other compensation and may be combined with other sanctions.
- Community service: assignment to work on or off-campus.
- Disciplinary warning: written notice that continuation of misconduct is general or repetition of specified conduct has been found unacceptable within the specified period of time stated in the warning. Failure to comply may be cause for further disciplinary action.
- Disciplinary probation: The most severe and serious warning a student may receive and still remain enrolled in the College. During the period of probation the student may not hold office in recognized student organizations or may lose other designated privileges (i.e. on campus job). Coaches or on-campus supervisors may be notified of probation status. Violation of the terms of disciplinary probation or the infraction of any College regulation during the probation period may be grounds for suspension or expulsion.
- Immediate removal from Student Housing without prior notice or refund.
- Suspension: separation from the College for a specified period of time, usually the remainder of the term. Readmission must be applied for and may be contingent upon compliance with specific conditions.
- Expulsion: termination of enrollment for an indefinite period. The conditions of readmission, if any, shall be stated in the notice of expulsion.

Summer Conduct Procedures

During summer sessions, students will be expected to observe all College policies and regulations. Any complaint or alleged violation will be handled pursuant to the terms of this Policy. If needed, a specially appointed summer Hearing & Appeals Board is possible.

The summer Hearing & Appeals Board will consist of one student, one faculty member, and one staff member appointed by the Vice-President for Student Development or his/her designee. The Board will elect a chair person and follow the procedures set forth in this Policy.

Confidentiality to be Maintained

Documents that are provided to the Complainant, the Respondent, the Investigator, the Administrative Review Proceeding Officer, and the Hearing & Appeals Board are confidential and shall not be disseminated to any third person without the permission of the individual providing the information, unless otherwise permitted or required by law. This includes, but is not limited to, publishing any of such information or documents on the internet or social media. Documents provided to the Complainant and Respondent for review are available at the Vice-President for Student Development's Office. These documents shall not be copied or removed from that office without permission of the College. Any documents copied shall be returned to the Vice President for Student Development's Office at the end of any Conduct proceeding under this Policy.

Disciplinary Records

Disciplinary records are kept in the Vice President for Student Development office separately from all other information on students. These records are maintained for a period of five years after a student graduates or for a period of seven years after a non-graduate leaves the college. Information from disciplinary files is released to outside persons or agencies only under legal compulsion or with written consent from the student. Information regarding financial aid, medical records, and alumni activity is kept within the individual departments. Access is limited to the personnel in each office.

Residence Life

The residential life program is an integral part of the education program and support services at Coe College. Residence halls and hall staff provide a structure by which the experience of the classroom is joined with the out-of-class learning experience of the student. The hall staff assists students in developing an enriching community in the halls as well as serving to support and enhance self-directed individual development.

The residence halls operate on the basic principle of mutual respect and consideration for the rights of all students. To ensure smooth functioning in a community living/learning arrangement, and for the protection of individual rights and property, conformity to some regulations is expected. With freedom comes responsibility for individual and group behaviors. This section describes the standards of community living for the Coe residence life system.

Residency Requirements

Coe is intentionally a residential college and, as such, requires full-time students to live in residence for four years and take meals in the college dining hall. Students who live in Armstrong, Douglas, Greene, Murray, Voorhees, the Whipple Fire House, and the lower E Avenue Apartments are required to purchase a full board plan. The only exceptions to the residency requirement are:

- married students
- graduates of a Cedar Rapids metro-area high school (Cedar Rapids Jefferson, Washington, Kennedy; Cedar Valley Christian; Linn-Mar; Marion; Prairie; and Xavier) who continue to reside with their parent(s) at home;
- students who are 25 years or older
- The student is released off-campus by the Dean of Students or his/her designee.

Transfer students are **not** required to live on campus if they meet the following:

- they have completed at least two years of education at either Kirkwood Community College, Mount Mercy College, or the University of Iowa; or
- they be 21 years of age, or older, by the first day of classes for the upcoming term.

Transfer students may choose to live on campus if they wish. Incoming transfer students required to live on campus who wish to be exempt from Coe's residency policy must submit an off-campus petition to the Department of Residence Life. Petitions will be evaluated on a case by case basis. Other exceptions to the residence requirements must be applied for in writing to the Dean of Students. Approval or denial will be determined on a case-by-case basis following evaluation of the extenuating circumstances provided for review. Students will be notified in writing of the decision. The granting of permission to live off campus must be renewed each year. Students who violate the residency requirement will be charged full room and board costs for the entire year.

Residence Assistant (RA)

A trained paraprofessional student who lives on each floor or wing. They work with the floor as a friend, information and referral source, and college official who mediates adherence to applicable college policies. The RA is available to help with personal concerns, establish an environment conducive to study and personal growth, and to be supportive in helping students take responsibility for their community.

Assistant Area Coordinators (AAC)

An upper-class student whose primary responsibility is to assist the Area Coordinator with the daily administration of the residence hall. AACs work with the Board of Directors, help supervise the RAs, and provide leadership and support for all residents.

Area Coordinators (AC)

A professional staff member who supervises the student staff, provides personal counseling, administers residence hall procedures and policies, and deals with emergencies and crisis situations.

Residence Hall Association

The Residence Hall Association (RHA) is an organization recognized and supported by the Department of Residence Life for the self-governance of student residence halls. Coe College believes that the experience of living in a residence hall is very important to the college experience and feels that it is important for students to have a voice in decisions about policies and activities. Therefore, the Board of Directors is responsible for the planning and implementation of activities, both social and educational, for the entire hall. The Board will also serve as the primary communication between the residents and administration and will be asked to provide the input of students when policy decisions must be made.

General Organization of the RHA

(Residents of each hall write their own constitutions.)

- Each residence hall or building area will set up a governing committee to be called the RHA.
- The RHA will consist of at least one representative from each floor/wing. A chairperson and a secretary will be elected from among these representatives.

- Only two unexcused absences will be allowed. The RHA members will determine valid excuses.
- Procedures for selection of representatives will be determined by individual halls but an attempt will be made for consistency among the halls. Selection should be completed within the first two full weeks of class in the Fall Term.
- Representatives will begin their terms within the first two weeks of the academic year. RAs may not serve on this committee.
- The AC and/or AAC will serve as advisor to this group, but will not vote.
- The Board of Directors will meet at least once every two weeks. Meetings will be open to all residents of the building.
- All members will have one vote. The chair will vote only in case of a tie.
- All decisions will be decided by a simple majority vote.
- A quorum will consist of 50% of the members.
- The secretary will submit minutes of the meeting to the Area Coordinator and find ways to get important information to residents.
- The chairpersons of the RHA, AACs, ACs and the Dean of Students or his/her designee may meet once per month to exchange ideas and information.
- Members of the RHA will attend a training session provided by the Department of Residence Life.

Responsibilities of the RHA

- Plan and implement programming to be undertaken by the residence hall. The Board may sponsor activities as a group or work in cooperation with the residence hall staff.
- Recommend hall improvements to the Area Coordinators.
- Solicit input for policy changes when appropriate.
- Communicate to the group the wishes of their residents, and similarly communicate those decisions of the group to the members of the floor.
- Provide a forum for discussion on issues regarding vandalism, noise complaints, visitation and guest policy violations, etc.
- Uphold and insure the promotion of community living within each hall.

Room Assignments and Changes

Room assignments for new students are made by the Residence Life staff, taking into account expressed housing preferences. All other students select their own rooms during room selection each Spring.

To be eligible for the Schlarbaum, Morris, Brandt, or Spivey Houses during the room lottery, the following criteria must be met:

- Each resident must have a cumulative GPA of 2.25.
- All residents must have a disciplinary record free of patterns of misconduct or any significant conduct violations.
- All students wishing to live in an apartment together must fill out and sign a form releasing their records to the Department of Residence Life to allow record checks.

The College reserves the right to make room reassignments as needed. During the Summer, if a Fall resident signed up for a Coe apartment decides not to attend Coe, their apartment may be forfeited to the next group on the waiting list. Anyone living in a double room without a roommate may select a new roommate or be given a new roommate at any time. **A room freeze is in effect for the first three and the last two weeks of class during the Fall Semester.**

All room changes must be approved by the appropriate Residence Hall staff. All parties to a room change must be in full agreement and must complete appropriate forms. Room change forms may be obtained from your Area Coordinator. Students are responsible for finding someone with whom to make a room change. In the case of unauthorized room changes (i.e., switching room keys, etc.), a fine of \$50.00 per individual involved will be assessed.

Board Plan

Students may make changes to their board plan in the Department of Residence Life office. Changes may be made on the dates specified by Residence Life and/or Food Services during the first week of classes in the fall and spring terms.

Room Condition

Each room is inventoried before students arrive or when they check in. Students will be assessed the repair or replacement cost for any damages done to the room during their stay. If changes to a room inventory form are not reported and returned to a student's Resident Assistant by the seventh day of occupancy, the resident loses the option of questioning the charge for damages since it would be assumed the condition of the room was as stated on the inventory form upon arrival. Rooms must be thoroughly cleaned upon leaving and the keys turned into the Residence Life. Failure to properly check out or sign the key card constitutes forfeiting the right to question damage assessments and will result in fines.

In addition, students are responsible for any damage to the rooms caused by their occupancy. In shared occupancy spaces, the last person to check out of the space is expected to make sure it is in its original condition. If damage cannot be attributed to a specific resident, the responsibility and cost to repair the damage will be shared by all occupants of the space. Since 3M Command Adhesive Products generally minimize damage to surfaces, students should try using these to decrease damage to the walls, doors, etc. Nails are prohibited

anywhere on campus. Painting, stenciling, wall papering and borders are prohibited in all Coe College housing facilities.

Room Inspection

The College shall have access to all residential units for the purpose of inspecting for potential health and safety reasons, damage, cleanliness, or maintenance requirements. The college will attempt to provide 24-hour notification prior to entry for inspection. When possible, a room will be inspected by two college officials. The college reserves the right to enter a room without notification if it believes an emergency exists (such as something burning) with respect to life or damage to property. A request for repairs constitutes consent for entry.

Rooms will be inspected on a timely basis for the purpose of inspecting the condition of college property, locking windows, and disconnecting electrical appliances. Damage to college property will be repaired following inspections and the cost for such repairs will be assessed to the resident(s) assigned to the room. Routine apartment walk-throughs may occur over college breaks to assess the conditions of the premises.

Room Search

A room search may be made by college authorities in accordance with the terms of the contract each resident student has with the college. The conditions of a search are: Approval must be granted by the Vice President for Student Development or Dean of Students including the specific reasons prior to the search. Only those items and/or procedures specified in the statement shall be subject to college action. The student will be given a written receipt upon request for all confiscated items.

Whenever possible, there will be two authorized persons present, as well as the student occupant(s) who may be requested to open drawers, luggage, lockers, etc. In the event the occupant chooses not to cooperate, the authorized college personnel will carry out the search. The occupant of a room may request the presence of two students during the search of his/her room.

Keys

Students are issued a room key at the beginning of the academic year. Keys may not be loaned or duplicated. If a key is lost it should be reported to the Area Coordinator within 24 hours. The student will be charged the current replacement cost of the key. The residence hall staff reserves the right to insist on a lock change and assess the student the charges. In the event a student is locked out of their room, the AC, AAC, or Security will unlock the door and a \$5 lock out charge will be assessed.

Check-Out

There are a number of steps to follow to help you check out properly, quickly and efficiently. These steps will also help eliminate or minimize any damage charges. Damage charges are determined by a professional staff member once the room has been vacated.

- Establish a check out time with your RA (or AAC for the apartments) at least three days before leaving. Residents may wish to ask the RA for a pre-inspection to determine what the resident must accomplish prior to checking out. Please remember that if your RA is not available, any building RA may check you out.
- Thoroughly clean your residence. Wash walls, sweep/scrub/vacuum floors, empty and wash wastebaskets, wipe off desks, shelves and window sills, clean the blinds, and wipe out drawers, remove all tape/adhesives from surface areas. Apartment residents must clean the kitchen and bathroom as well.
- Lofts must be dismantled and removed from the building the week BEFORE final exams begin. This will avoid disruption of study during finals week.
- Return all College property and original furniture to its original location. Make sure the windows and screens, smoke detectors, and drapes/blinds are all in working order.
- All personal belongings must be out of your room before you have a RA inspect it for the last time. Remember to check all drawers and closets.
- Check over your inventory sheet with a RA, then sign it in the space designated for checking out. Turn in your keys to the RA. If you do not return your keys, it will result in your being billed for a re-core.

Express Checkouts

Express checkouts are an option for any student at the end of each semester. By using this Express Checkout Form, you understand and agree that

- You **waive all rights as they relate to damages** which may be assessed and charged to your student account;
- You will **not be able to appeal damage charges**;
- A Residence Life staff member will complete the Room Condition Form (RCF) after you hand in your keys;
- Any items remaining or left behind will be considered to be abandoned and disposed of at your expense.

Students are expected to complete the following before turning in an Express Checkout form:

- Room is empty of all personal belongings
 - Carpet is vacuumed or floor is swept
 - All trash has been removed and disposed of appropriately
 - Windows are closed and locked
 - Blinds or shades are down and closed
 - All furniture is in the room and in good condition
 - Tape, tacks, nails, and sticky tack should be removed from the walls, doors, ceiling and furniture
 - Lights are turned off
 - Door is closed and locked
 - Key in express checkout envelope and deposit in drop box at your building's or area's staff office.
- Fines may be assessed for each item not completed.

Once these items have been completed, you will sign your Express Checkout Envelope. Seal the envelope and place it in the drop box designated for your building or area. Greene, Voorhees, Murray, Armstrong/Douglas Halls and Morris House each have drop boxes.

If your Express Checkout Form is not appropriately turned in to one of these locations, your check-out will be considered an improper check-out, resulting in a \$50.00 being added to your student account.

By using Express Check-out, you agree to forgo the standard checkout process, which would require you to checkout in person with a member of the Residence Life staff. Express Checkout packets are available from any Residence Life staff member, in your hall lobby, or in the Residence Life Office.

If you suspect that you may be charged for items or damage in the room, the Office of Residence Life suggests that you do not use Express Checkout. Any appeals for damages in rooms or apartments on campus must be made in writing to residencelife@coe.edu.

Breaks/Vacations

The residence halls are closed during Winter and Spring breaks. Everyone is required to vacate the halls within 24 hours of their last class or final exam. A limited number of spaces in one of the residence halls may be provided for international students and students with essential campus jobs for an additional fee. This must be arranged through the Residence Life Office **at least three weeks prior to the start of the break**. Students found in the building after closing or before the halls open will be fined and may be subject to disciplinary action. No overnight guests are allowed during breaks. All students are encouraged to leave campus during breaks. Residence Life, maintenance, and/or housekeeping will be entering rooms during break periods for maintenance, upkeep, etc. Students returning early from any break, including summer, without prior approval from the Residence Life staff will be charged an additional fee for each night of their stay. Students who gain unauthorized access to a building will also face disciplinary and/or criminal charges.

Visitation Policy

The resident serves as host when entertaining a fellow student or guest and thus is responsible for the conduct of the guest(s). Similarly, it is the responsibility of the host to ensure that the rights of others are not infringed upon by the visitor.

Visitation refers to brief visits to the host student's room and/or lounge. Residents of a room decide when it is mutually convenient to have guests. Guests may not stay more than three consecutive nights. It is the responsibility of the resident to inform guests of all college rules. Students will be held financially and legally responsible for any actions of their guests. Any guest who fails to observe college rules or is disturbing to other residents will be asked to leave. The campus-wide hours of visitation are 24 hours every day. No overnight guests allowed during breaks.

Courtesy & Quiet Hours

Courtesy hours stay in effect 24 hours a day in all College residences. Students are strongly encouraged to talk to their peers who are responsible for bothersome noise or disruption. Students are expected to respect and comply with the request of other residents to lower noise to a reasonable level (including weekends).

Excessive/continual noise or other disruptive behavior in any residential area is not acceptable conduct. This includes noise and disruptive behavior within the residence halls and apartments, as well as that occurring in outdoor areas adjacent to all residential communities.

A student's right to sleep, study and relax in an environment with limited noise is an important consideration for the residence hall and apartment communities at Coe College. To that end, the College has established a minimum standard for quiet hours.

**Quiet hours are set as follows:
11 p.m. to 9 a.m. Sunday thru Thursday and
2 a.m. to 10 a.m. Friday and Saturday.**

**During quiet hours noise should not be audible
outside a resident's room with the door closed.**

A residence hall RHA may lengthen the duration of their hall's quiet hours if they desire. At certain times of the year, more restrictive quiet hours may be established by the RHA or residence hall staff, taking final examinations into consideration.

Personal Possessions

The College accepts no responsibility for damage, theft, or loss of individual property for any reason whatsoever. **The college strongly advises each student to keep their room locked and to obtain renter's insurance which covers personal belongings.**

Prohibited Items

The following items are prohibited in residence units, but not limited to:

- halogen lamps
- water beds
- air conditioners
- private exterior antennas
- any vehicles or hoverboards except bicycles
- hot plates/toaster ovens/pizza ovens
- fireworks
- laboratory chemicals
- natural Christmas trees
- candles and/or candle warmers/incense*
- extension cords and power strips (surge protectors are permitted)
- gas or charcoal grills
- hookahs
- weapons including prop or theater weapons

***Candles and Incense**

For fire safety reasons, candles, incense, or any other open-flamed devices are not permitted in any college-owned residence. Students with religious observance needs not met by this policy must contact their Area Coordinator.

Lofts

Lofts are permitted in designated residence halls. Lofts, however, cannot gain support from the room walls or built-in furniture. For fire safety purposes, it is recommended that lofts be constructed so that the distance between the top of the mattress to the ceiling be maximized (3 feet is ideal). At the end of the year, lofted beds must be dismantled prior to finals week and the room, along with its furnishings, must be restored to its original condition. Please note that the College assumes no responsibility for injury due to loft use and/or construction. Students are responsible for any damage to the room and to personal property cause by the loft. Lofts are not permitted in rooms with modular furniture.

Storage

The college provides storage, as is available. The college accepts no responsibility for loss, theft, or damages to any items in storage for any reason whatsoever. All storage items must comply with fire regulations. Any items stored must be in a sealed box, clearly marked with the name and address of the owner. Any items left unclaimed will become the property of the college. Storage is open during the first and last week of each semester as posted. Note: No college furniture, including bed ends, may be stored in college provided storage.

Pets

With the exception of fish, assistance, and service animals, pets are not permitted. A fine of \$100.00 will be charged for the first violation. The fine will double for every subsequent violation. Likewise guests are not permitted to bring animals into residential areas. Consistent pet violation may result in removal from a student's housing assignment. For information about Assistance Animals, go to the Assistance Animal Policy in this book.

Weapons

Possession of weapons and materials that endanger the campus are prohibited in college owned housing, college buildings, college property or vehicles on campus. These items include, but are not limited to firearms, pellet guns, air guns, knives/swords with blades over 3" long, bow/arrows, ammunition, prop/play guns, and explosives. Violation of this policy may result in eviction, interim suspension, and/or other disciplinary action.

Furniture

The student will be held responsible for any damage done to room furniture. The possession of any college lounge furniture or any other

furniture not originally assigned to the room may result in fines. The college does not assume responsibility for damage or injury as the result of loft construction or use.

Refrigerators

Due to the increased fire hazard and energy use, the college will only permit one compact refrigerator (less than 4.2 cubic feet) per student in each residence hall room.

Exterior Displays

Signs, banners, and other displays may be affixed to the exterior of residential units only with the permission of the Director of Residence Life. Window displays visible to the public are limited to seasonal decoration.

Cable TV

Cable television is provided in all residence hall rooms, lobbies and apartments. Tapping into any of these cables is not permitted. To do so will result in disciplinary action being taken and may lead to loss of cable service. Satellite dishes are not allowed on college property.

Moving College Property

All college property, including residence hall furnishings and works of Art may only be moved with authorization from the Director of Physical Plant and/or the Dean of Students.

Damage Charges

After a student room is vacated, Residence Life staff will examine the room and assess any damage/repair costs. Damage noted will be compared to a student's original move-in inventory sheet, and new damage will be charged to the student. In the case of multiple residents, if it can't be determined which student caused the damage, the cost will be shared by all the residents of the room/apartment/house. Students will be held accountable for any damage caused to college property. The price of the damage will cover replacement/repair of the damaged item and labor. The charges for any damages will be determined by Coe's Residence Life staff and Physical Plant. Other typical room related charges include but are not limited to:

Failure to remove chairs, couches, etc. (per item).....	\$25.00
Improper check-out (i.e. late, incomplete room condition form).....	\$50.00
Failure to check-out (loss of room deposit or equivalent).....	\$100.00
Failure to clean properly (per hour-minimum 1 hour).....	\$25.00
Replace lost or non-returned key.....	\$50.00
Lock/core change.....	\$100.00
Building/outdoor key replacement.....	\$50.00
Furniture not assembled (i.e. bunk beds).....	\$25.00
Wall Damage (per wall).....	\$50.00
Missing furniture.....	current cost to purchase new furniture

If charged for damage, the damage fee will appear on your student bill. If you want to appeal a charge, you must email your appeal to residencelife@coe.edu. **Please note that damage appeals will not be accepted over phone.**

NOTES:

General College Policies

As an educational institution, Coe College has the authority to establish and enforce reasonable policies regarding the conduct of its students, toward the end of protecting the integrity of its educational program, its facilities, and the rights and safety of its constituents. Upon admission to Coe College, students acknowledge both the authority on the part of the College and their awareness that they will be held accountable through the Coe College Student Conduct System if they are found to have committed one or more of the following violations. In most circumstances, Coe College will treat attempts to commit any of the following violations as if those attempts had been completed.

1. Acts of dishonesty, including but not limited to the following:
 - a. Acts of academic dishonesty as outlined in the Academic Catalog.
 - b. Furnishing false information to any College official.
 - c. Forgery, alteration, or misuse of any College document, account, or record.
2. Disruption or obstruction of teaching, research, administration, other College activities, or other authorized non-College activities, which occur on campus.
3.
 - a. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, or other conduct which threatens or endangers the health or safety of any person.
 - b. Harassment, intimidation, or other disruptive acts of a discriminatory nature. This includes all provisions of the "Sexual Misconduct Policy."
 - c. Hazing as described in the "Hazing Policy" section of this publication.
 - d. A violator of conduct described in 3a, 3b, and 3c may be found responsible independent of criminal or civil law processes.
4. Sexual Misconduct. This includes all provisions of the "Sexual Misconduct Policy" located in this publication.
5. Theft of property or of services, damage to property of the College or personal property of a member of the College community or property of others.
6. Failure to comply with directions of College officials or Safety and Security officers and/or failure to identify oneself to these persons when requested to do so when the college employee is performing their duties.
7. Unauthorized possession, duplication, or use of keys to any College building or unauthorized entry to or use of College buildings, including Residence Halls
8. Use, possession, or distribution of narcotic, or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law.
9. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and the College's Alcohol Policy, Including but not limited to the following:
 - a. Possession/consumption by those under the age of 21.
 - b. Public intoxication by persons of any age.
 - c. Providing alcohol to those under the age of 21.
 - d. Possession of a common source (keg, mini-keg, etc. - empty or full).
 - e. Hosting an unregistered event with alcohol present as described in "On-Campus Alcohol Policies and Guidelines."
 - f. Possessing alcohol in public in non-opaque packaging as described in "On-Campus Alcohol Policies and Guidelines."
10. Any possession and/or use of real or prop/theater firearms, explosives, other weapons, or dangerous chemicals while on campus, unless properly authorized.
11. Participation in activities, which interfere with freedom of movement about the campus. This includes activities that obstruct the free flow of pedestrian or vehicular traffic on campus or at College-sponsored or supervised functions.
12. Inappropriate conduct which is disorderly, disruptive, or indecent while on campus or at functions sponsored by, or participated in by, the College. This includes misconduct during Off-Campus Study experiences, entertainment groups, and off campus gatherings
13. Action or inaction by a witness, bystander which fails to discourage a violation of College policy. Enforcement of this policy will be in effect when the behavior causes damage to college property or causes harm to an individual(s).
14. Violation of state, local, or campus fire policies, including:
 - a. Failure to evacuate a College-owned building during a fire alarm.
 - b. Improper use of College fire safety equipment.
 - c. Tampering with or improperly engaging a fire alarm in a College-owned building.
 - d. Acts of arson.
 - e. Open flames are prohibited.
15. Smoking is prohibited in all College buildings and on campus. Refer to the "Smoking Policy" for guidelines for campus.
16. Bringing pets or other animals other than fish into College buildings with the exception of assistance animals used by members of the community with disabilities. See the "Coe College Service/ Assistance Animal Policy" in this publication for more information.
17. By using the computer facilities at Coe College, students acknowledge their awareness of College policies concerning computers and that they will be held accountable through the Coe College Student Conduct System if they are found to have violated one or more of these policies. In addition, students who connect their personal computers to the campus network will be held responsible for any violation of these policies that originate from that computer. College computing policies can be found in the "Computer Policy" section of this publication.
18. Abuse of the student conduct system, including:
 - a. Failure to attend meetings scheduled for disciplinary purposes.

- b. Falsification, distortion, or misrepresentation of information.
 - c. Failure to provide information during an investigation of an alleged policy violation.
 - d. Attempting to discourage an individual's proper participation in, or use of, the conduct system.
 - e. Harassment (verbal or physical) and/or intimidation of a member of the community body prior to, during, and/or after a conduct proceeding.
 - f. Failure to comply with the sanction(s) imposed within the Conduct System.
 - g. Influencing or attempting to influence another person to commit an abuse of the conduct system.
19. Violation of federal, state, or local law whether on or off campus. See "Reporting Misconduct" in the "Student Conduct Process & Process" in this publication.
20. Use of drones without permission as stated in the "Drone Policy" in this publication.

Noncompliance with College Staff

All students are expected to comply with reasonable requests made by college staff for identifying information such as name, room number, student identification number, and identification card. Providing false information to, harassing, abusing, or failing to be cooperative with a Residence Life staff member, or any other college official, while they are performing their assigned duties is considered non-compliance. This will result in disciplinary action.

Tampering with Safety Equipment

Students who tamper with fire extinguishers, fire alarms, door alarms or other safety equipment are subject to fines, suspension from the residence halls and/or disciplinary procedures. If fire extinguishers are discharged or alarms are activated illegally, residence hall residents will be given the opportunity to identify the offending individual(s). If names of the offending individuals are not provided within 48 hours, a charge may be assessed to the residence unit at the discretion of the Residence Life staff. Persons identified as having tampered with safety equipment will be subject to a \$750 fine. A \$250 reward is offered to a person who correctly identifies the offending individual(s).

If the college incurs a charge from the Cedar Rapids Fire Department resulting from a false activation of a building's fire alarm this charge will be assessed to the residents per the common area damage policy. In order to limit damage to campus buildings and safety equipment, sports cannot be played in the hallways of buildings unless approved by the Residence Life Staff or Department Chairs. The sports include, but are not limited to flying discs, basketball, baseball, softball, soccer, football, skateboarding, rollerblading, and golf.

Dangerous Behavior

Any behavior that potentially endangers an individual or individuals may result in expulsion from the residence halls and expulsion or suspension from the college. Dangerous behavior includes, but is not limited to, hanging out windows, throwing objects out windows, ledge-walking, or being on the roofs of college buildings.

Damage/Vandalism

Members of the Coe community are expected to respect college property. In those instances where Coe property is damaged or destroyed by reckless or willful actions, the responsible person(s) could be immediately evicted from college housing per the terms of the housing agreement and/or will be required to pay for repair or restitution of the property and will be fined. Repeated acts of vandalism will result in additional disciplinary action.

In the event of common area damage (i.e. to the lounge, lobby, hallway, stairwell, restrooms, etc.), residents will be given the opportunity to identify the individual(s) responsible. If, after 48 hours, the individual(s) have not been identified or the charge for the damage has not been paid, an entire wing, floor section, or hall may be charged the replacement/repair costs. Charges for damage will be payable within a designated time period depending upon the specific incident. The appeal of the Area Coordinator's decision must be made in writing to the Dean of Students within one week of notification.

Hazing Policy

All acts of hazing, as defined by this policy, by any individual student or sanctioned or promoted by any College registered student club or organization and any of its members or alumni are prohibited. Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm to any other person within the Coe College community. Accordingly, any such behavior is expressly forbidden when related to the admission, initiation, pledging, joining, or any other group-affiliation activity. Any Student or organization found to be involved in any hazing activity will face conduct action and may be subjected to suspension or expulsion from the College. A violation of this policy may exist irrespective of any alleged voluntary or consensual participation in the activity by the person(s) being abused.

Physical or psychological hazing is against the law in the State of Iowa and violates the policies and regulations of Coe College. Hazing of any sort is not acceptable at Coe or within Coe's campus clubs, organizations, fraternities, sororities, honor societies, club sports and athletic teams. Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment or ridicule as a condition of membership. Any requirement of suggestion that the use of alcohol is necessary for acceptance in an organization is strictly prohibited. Additional prohibited activities include, but are not limited to: paddling in any form; creating excessive fatigue; generating physical or psychological shock; requiring mandatory quests, treasure hunts, scavenger

hunts, or road trips; forcing the wearing of apparel that is conspicuous and not normally in good taste; engaging in hazardous or distasteful stunts; participating in morally degrading or humiliating games and activities; and any other activities that are not consistent with the policies and regulations of Coe College.

Social Media

Students accessing "social networking services" such as Facebook, MySpace, Blogger, Twitter, Instagram, Snapchat and others should carefully read the terms and conditions set forth by such services. Students are solely responsible for the content of their sites. Coe College does not assume any responsibility for what students place there. Inappropriate material placed on social networking sites is subject to Coe College's Student Conduct Process and the College's Harassment and Grievance Procedures. In addition to violation of College policy, the posting of inappropriate material may subject students to criminal and civil penalties. As referenced in the terms and conditions of these networking services, students should refrain from posting material that is deemed to be criminal; harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another's privacy; or infringing of copyright.

Hoverboards & Other Electronic Skateboards or Scooters

It is the policy of Coe College to prohibit the use, possession, or storage of hoverboards or similar electronic self-balancing skateboards or scooters on all Coe College property. This policy shall apply to all persons present on Coe College property including but not limited to all buildings, classrooms, laboratories, venues, parking areas, sidewalks, housing facilities, and common areas. Students seen using, possessing, or storing hoverboards will be documented and may be held accountable through the College's Conduct System.

Coe ID Cards

The Coe College Identification Card is your official identification at Coe College and students must carry it with them at all times while on campus. It must be presented upon the request of any member of the administration, faculty, or staff. Acceptance of this card signifies agreement to abide by the rules governing its use. Coe is not responsible for any losses sustained by holder through loss of this card. Identification cards are not transferable. Lending this card to others or failure to present it when requested is prohibited and subjects you to disciplinary action. Punching or altering this card may cause damage. A fee is charged to replace a lost or damaged card.

Babysitting

Students are not permitted to provide babysitting services on-campus or in any housing at Coe.

Weapons

Possession of weapons and materials that endanger the campus are prohibited in college owned housing, college buildings, college property or vehicles on campus. These items include, but are not limited to firearms, pellet guns, air guns, knives/swords with blades over 3" long, bow/arrows, ammunition, prop/play guns, and explosives. Violation of this policy may result in eviction, interim suspension, and/or other disciplinary action.

Smoking Policy

On July 1, 2008, the "Smoke Free Air Act" went into effect in the state of Iowa per this act, no smoking whatsoever is permitted inside Coe College buildings or on Coe College property (grounds, parking lots, etc.) This Act applies to College employees, students, and visitors. It is legal for people to smoke on public sidewalks. This policy prohibits the use of, but is not limited to, cigarettes, e-cigarettes, vaporizers, cigars, and similar products on college property. Hookahs are not permitted in college facilities. Possession and/or use of a hookah will be considered a violation of this policy and may result in confiscation of the hookah.

Drone Policy

Coe College is committed to maintaining a safe and non-threatening campus environment. Consistent with that commitment, the College has the following Policy on the use and operation of unmanned aircraft systems ("UAS"), also referred to as drones.

Coe College's Drone Policy applies to College employees and students operating UAS or drones in any location on campus, or as part of their College employment or as part of College activities or educational pursuits. This Drone Policy also applies to the purchase of any UAS with funding through the College, including College grants or accounts.

Operation of UAS on or above College property is limited to uses for educational purposes. Hobbyist and recreational usage of UAS or small drones is not permitted on or above Coe College property.

All operation and use of UAS on or above College property must comply with FAA regulations and all local, state, and/or federal laws regarding the use of UAS. Any operation or use of UAS that violates such regulations or laws is prohibited. It is the responsibility of the operator of the UAS to ensure that all relevant laws and regulations are followed during the operation of any UAS.

All use of UAS on or above College property must be pre-approved by the College, regardless of whether the operator is a College employee, student, or is unaffiliated with the College. This pre-approval requirement applied to all UAS, including small drones and

model aircrafts. All operators of UAS must obtain a usage permit and location agreement from the Director of Security. Operators must also provide proof to the College of appropriate FAA approval, where required. The College reserves the right to deny, or rescind, any permits if the College deems it necessary or if the operator fails to follow the terms of this Policy.

All operators of UAS must minimize risks to other aircraft and people and property on the ground.

In operating a UAS for the purposes of recording and/or transmitting visual images, operators must take all reasonable measures to avoid violations of areas normally considered private. These areas include, but are not limited to, restrooms, locker rooms, individual residential dorm rooms or apartments, residential hallways or lounge areas, changing or dressing rooms, and health treatment rooms. UAS shall not be used to monitor or record such areas where there is a reasonable expectation of privacy. UAS shall not be used to monitor or record sensitive institutional or personal information that may be found, for example, on an individual's workspace, on a computer, or other electronic display.

In order to promote safety, fairness and privacy, UAS are prohibited from flying over or on any Coe College intercollegiate athletic facility, unless otherwise authorized by the appropriate College personnel.

Sanctions for violations of this Policy by an individual will be dealt with in accordance with the College's applicable policies and procedures. Using a UAS to monitor, record, or transmit private information may also be pursued by third parties and may result in criminal charges.

Harassment, Defamation, and Disparagement

Oral, written, electronic, or physical, harassment of any kind is unacceptable in the Coe College community. Members of the College community and guests have the right to be free from all forms of harassment and violence. Any individual who harasses or abuses another is subject to the disciplinary procedures of the College and the civil and criminal laws that may pertain. The College expects its members will educate themselves about such behavior and be vigilant in protecting the right to an environment free of harassment and abuse.

Coe College values the right to free speech and the open exchange of ideas and views in our learning environment. We, as a community, are committed to embracing multiculturalism, internationalism, anti-racism, social justice and a celebration of all forms of diversity. Coe College is dedicated to assuring dignity for all and desires to be welcoming to every member of the campus community. Allegations of any act that has the purpose or effect of unreasonably or substantially interfering with an individual's safety, security, or educational opportunities by creating an intimidating, hostile, or offensive educational or working environment, will be investigated. If a respondent is found responsible for acts of harassment, serious sanctions will be used to ensure that such actions are not repeated.

Harassment Definitions

Harassment is defined as the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. In general, *harassment* includes any oral, written, electronic, or physical conduct that unreasonably interferes with or deprives someone of academic, social or work-related access, benefits, opportunities in the College community, and acts that are severe, pervasive, and objectively offensive. Harassment that is directed at a person's actual or perceived race, gender, gender identity, sexual orientation, religion, disability or any other characteristic or behavior is prohibited at Coe College.

Hate incidents may also be a form of harassment. Hate incidents are words or actions that target, threaten, or attack an individual or group because of their actual or perceived race, color, national or ethnic origin, religious affiliation, gender, disability, or sexual orientation. It becomes harassment when these words or deeds unreasonably interfere with or deprive someone of educational access, benefits, or opportunities.

Sexual harassment is covered under the College's Sexual Misconduct Policy.

For a behavior to be termed as harassment, it must be pervasive and constitute a pattern and/or degree of severity that the behavior reasonably interferes with or deprives the targeted person of employment, educational access, benefits, or opportunity. For example:

- A student continues to send racially oriented jokes around on an email list, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall where they both live.
 - A student's roommate repeatedly tells jokes that are derogatory toward gays and lesbians, despite being asked to stop by the roommate. The offending student justifies the jokes by saying, it's ok because he/she has many gay friends
- Graffiti is found written on residence hall memo boards that includes images of swastikas, and anti-Jewish sentiments

Reporting and/or Making a Complaint of Harassment

The College encourages anyone who has been harassed to report the situation and seek appropriate emotional/medical support and to consider filing a formal complaint. Sometimes students choose to make a report, meaning sharing an account of the harassment that has occurred, to a confidential resource while the information is fresh in their minds and determine later if they want to file a formal complaint. Reports may also be filed anonymously using the online reporting form.

Reporting Options

Campus Policies

Posting Policies

Any poster, sign or informational material posted on public bulletin boards must be approved by the Campus Information staff for posting. Approved postings will receive a stamp. Contact information for the sponsoring person or organization must be listed on the posting. Individuals/groups posting materials inappropriately will receive a written warning or a fine at the discretion of the Director of Campus Life.

- Posters must be neatly made and legible. Unattractive posters, or posters made on inappropriate materials such as cardboard, will be removed. This decision will be left up to the discretion of the Assistant Director of Campus Life.
- Posters, signs, or informational materials may be placed on Residence Hall bulletin boards subject to residence hall staff approval. Posting in other areas of the residence halls must be approved by the halls Area Coordinator. In academic buildings, such informational materials must be posted on bulletin boards.
- Outdated (event has passed or three weeks from posting date) or inappropriately posted materials will be removed by Gage Union staff or Security Officers. However, it is expected that the groups/individuals that posted the materials take them down after their event is over.

Advertisements for campus events may be displayed in the windows in the Union providing:

- The organization receives permission from the Assistant Director of Campus Life.
- The Student Activities staff supplies the poster paper and markers.
- The organization must remove the display the day following the event. Failure to do this will result in the organization being assessed a fine.

Posters for events that are not affiliated with the college may only be posted in the Gage Memorial Union on designated bulletin boards. These boards are located across from the dining center on the board labeled "Off Campus Info" and in the Upper Gage Lobby on the board labeled "What's Going On In The Community". Posters for events that are not affiliated with the college cannot be posted in academic buildings.

Chalkings

Chalking on campus sidewalks must be pre-approved by the Director of Campus Life except for the patio behind the PUB, which is a designated open chalking zone.

Coe College Solicitation Policy

Persons or organizations that request permission to solicit on the Coe campus will be required to meet the following conditions:

- Political candidates will be scheduled through the Office of the President. Representatives of candidates permitted to appear on campus will be allowed to distribute information only in areas designated by the Director of Campus Life. Student groups, which form to support a candidate, must be recognized by the Student Development Committee in order to schedule meetings or to use college facilities.
- Off-campus organizations and businesses will be permitted in the Union only if they are authorized by the Director of Campus Life
- Religious organizations must secure permission through the Chaplain for scheduling or for posting information.
- Organizations that are conducting sales will ordinarily be screened by the Director of Campus Life.
- No solicitation may occur in residence halls except by permission from the Director of Residence Life.

Showing Films on Campus

In order to show films, tv series, etc. on campus, you MUST purchase the rights to show them. Copyright fees can be purchased through SWANK motion pictures. The ONLY way around paying the rights is to show a Coe-owned film that you check out from A/V. These films can only be shown to members of the Coe community, so no outside community members can attend. Also, the laws are very strict, so even if you own a copy of a movie that Coe also owns, you MUST show the Coe-owned copy because this is the copy that we have been licensed to show.

Gambling and Raffles

Coe College does not purchase a gaming license. As such, any form of gambling on Coe College property or involving college functions is prohibited. Gambling is defined as playing a game for money or property or otherwise placing a bet on an uncertain outcome. Students found responsible for participating in gambling activities are subject to disciplinary action by the college under the applicable policies.

Registering Events

All events on campus must be registered through the Campus Life office. Examples include, but are not limited to: dances in the PUB, philanthropic events, or any other major event that campus is invited to attend. The registration process is more of a planning guide and helps inform you of the steps you need to take to plan an event, i.e. properly reserving the space, determining what equipment you will need, acquiring your advisor's approval for the event, etc. Forms can be obtained by contacting Laura Van Buer, Director of Campus Life at Ivanbuer@coe.edu.

Bonfires

MUST be registered with the city. The steps to plan a bonfire are as follows:

(1) Physical Plant must approve any on-campus bonfire and will confirm the actual location of the bonfire. (2) The student or group must get a burn permit through Linn County Public Health. There is a \$10.00 charge for a burn permit. Permits can be obtained at www.linncleanair.org. (3) The Cedar Rapids Fire Department (CRFD) must be contacted in order to complete your burn permit. They charge \$30.00 for the burn permit. CRFD can be contacted at [319-286-5166](tel:319-286-5166) (M-F 8:00-4:30). (4) If you would like bleachers, John Chandler, Coe's Athletic Director, will need to approve bleacher use before you can request Physical Plant to deliver them.

Coe College Service/Assistance Animal Policy

Purpose of the Policy

This Policy addresses animals utilized for disability accommodation services. As established and defined by the Americans with Disabilities Act (ADA), service animals shall not be excluded from Coe College facilities or activities. Coe College is committed to providing students with necessary accommodations within reason when requested.

Definitions

Service Animal: Any dog, miniature pony, or simian that is individually trained or in the process of being trained to do work or perform specific tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting an individual who is blind or has low vision with navigation and other tasks, alerting an individual who is deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to an individual with mobility disabilities, and helping an individual with psychiatric and/or neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Assistance Animal: Assistance animals are not pets. Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or animals that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals perform many disability-related functions, including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing minimal protection to rescue assistance, pulling a wheelchair, fetching items, alerting persons to impending seizures, or providing emotional support to persons with disabilities who have a disability-related need for such support. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required. The question is whether or not the animal performs the assistance or provides the benefits needed as a reasonable accommodation by the person with the disability. An assistance animal may or may not also qualify as a Service Animal.

Individual with a Disability (ADA definition): An individual with a disability is a person who 1) has a physical or mental impairment that limits one or more major life activities or 2) has a record of such an impairment and/or 3) who is perceived by others as having such an impairment.

Handler: The individual with a disability who utilizes a service or assistance animal as an accommodation.

Accommodation: Any modification or adjustment in policies, practices, procedures, or work/school/housing environment to enable a qualified individual with a disability to enjoy equal opportunities and access to College rights, privileges, benefits and services.

Policy Statement

Service animals are permitted on the Coe College campus. To facilitate appropriate acceptance of service animals in classes and other campus areas, students with service animals are strongly encouraged to affiliate with the Academic Achievement Office, particularly prior to bringing service animals into classes.

As stated in the ADA, service animals must be harnessed, leashed, or tethered while in public, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. Service animals in training must wear a vest identifying them as a "Service Animal in Training" when in public.

Assistance animals may be considered for access to College housing. Assistance animals, including service animals, may not reside in College Housing without prior approval from and subsequent registration with the Residence Life Office. All assistance animals residing in College Housing must be housebroken.

Handlers must take responsibility for obtaining a dog license from the City of Cedar Rapids within 30 days of bringing a service or assistance dog to campus, and abiding by all other Cedar Rapids animal control ordinances. Handlers are also responsible for ensuring that animals are under their control and adhering to any College or City cleanup rules.

College Housing Procedures for Service/Assistance Animals

Assistance animals, including service animals, may not reside in College Housing without prior notification and registration. Documents required for review of requests for assistance animals in College Housing must include the following:

Documentation of Medical and/or Psychological Conditions by a licensed healthcare professional. The form should include information specifically addressing:

- the nature of the proposed handler's disability,
- the date[s] of the medical diagnosis and prescription for such an animal,
- how the animal is necessary to provide the proposed handler access to Coe College's housing program, and
- the relationship between the disability and the assistance the animal provides.

A written request from the prospective handler explaining

- the need for the animal
- the type of animal
- the date when the animal was acquired
- description of the animal (e.g. weight, breed, etc.), whether the animal is housebroken, and the animal's name.

Prospective handlers should be aware that it may take up to two weeks for requests to be reviewed. Insufficient documentation may result in accommodation delays or denial.

No documentation showing the disability or disability-related need for an assistance animal is required if the disability or disability-related need is readily apparent or already known to the College.

In the event that an assistance animal is approved to be in College Housing, the Director of Residence Life (or designee) will meet with the student handler to review and sign the Guidelines and Agreement: Assistance Animal in Campus Housing. Once this has been completed, the handler must follow all sections of the Coe College Service and Assistance Animal Policy, including Handler Responsibilities. Permission to have a non-service assistance animal in College Housing does not extend to other campus facilities or to common areas of the residence hall (e.g., lounges, class/meeting rooms, laundry rooms).

Handler Responsibilities

In this section, "animal" refers to a service or assistance animal, as described above. Handlers are responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage or injury. The care, supervision and well-being of animals are the sole responsibility of their handlers at all times.

Handlers of animals on campus must:

1. Take responsibility for meeting legal requirements regarding vaccinations and licensing.
2. Ensure that animals are under control at all times. If an animal exhibits unacceptable behavior, the handler must take effective action to correct the situation.
3. In order to help faculty prepare for any facility or curriculum accommodations, it is recommended that handlers inform faculty of their use of service animals prior to the beginning of any block in which they will be using a service animal in class. Faculty are strongly encouraged to work with the Academic Achievement Office regarding communications with student if there are any concerns.
4. Ensure that animals are provided adequate care and treatment.
5. Adhere to cleanup rules: Handlers must follow local clean up ordinances when their animals defecate. Individuals with disabilities who physically cannot clean up after their own service or assistance animal may not be required to pick up and dispose of feces but are responsible for finding someone to do so for them.
6. Take responsibility for property damage: Costs associated with any damage to campus facilities or properties resulting from the animal's behavior are the sole responsibility of their handlers. Damage that occurs in a residence hall will be resolved according to the Residence Life damage policy.

Removal/Relocation of Service/Assistance Animals

Animals may be removed from any campus facility for the following reasons:

1. Out-of-control Behavior: A handler may be directed to remove an animal that is unruly or disruptive (e.g. barking excessively, run-

ning around, bringing attention to itself, jumping up on people, exhibiting aggressive behavior) if the handler is unable or unwilling to take effective action to control the animal. Repeated instances of such behavior may result in exclusion from College facilities until the handler can demonstrate that s/he can effectively control the animal.

2. Not Housebroken: Animals must be housebroken. Handlers must also ensure that their animals are kept clean and well-groomed. Animals that are excessively unclean (e.g., repeated soiling of facilities, flea-infested, foul-smelling and/or shedding excessively) may be excluded from College facilities. Although animals will sometimes become ill unexpectedly, the College recommends that animals that are sick should not be brought into College facilities.

If a service animal is properly excluded from the premises, the handler will be offered the opportunity to participate in the service, program or activity without the service animal.

Conflicts between animals and others' severe allergies, phobias, etc., will be addressed on a case-by-case basis (e.g., relocation to another College housing facility or an alternate office location).

Guests of Coe students are not permitted to have assistance animals in college housing.

Confidentiality and Authority

Information regarding disability is considered highly confidential, is maintained in separate, secure files with limited access, and is only shared on a need-to-know basis. Authorizations for animals used for disability-related accommodations are made based on medical and/or mental health documentation and the situation at hand, and are not subject to challenge by someone other than the person utilizing the service or assistance animal.

Political Candidates and Campaigns

Adopted by: Student Development Committee March 2015, revised September 2015

Owner: Dean of Students

Pertains to: All students, faculty, and staff

Description: This policy outlines the regulations Coe College, its faculty, staff, and students, including student organizations, must follow in regard to political campaigns and candidates.

Details:

The goal of this policy is to provide guidance to the community on how to appropriately allow for **students** to be engaged in **political issues**. This policy outlines the regulations Coe College, its faculty, staff and students, including student organizations, must follow in regard to political campaigns and candidates. The first section summarizes guidelines provided by the American Council on Education. The second section outlines requirements for rental contracts with a political campaign or candidate (or their designees), and the third section outlines requirements for student organizations wishing to sponsor political campaign or candidate events. The fourth section addresses access to residence halls for purposes of campaigning.

SECTION I: AMERICAN COUNCIL ON EDUCATION GUIDELINES

The American Council on Education (ACE) recently released guidelines (October 2014) on permitted and prohibited political campaign-related activities on college and university campuses. Members of the Coe community are expected to follow the ACE guidelines, as well as applicable law, when engaging in activities relating to political campaigns or candidates. The ACE guidelines review a number of important activities, including:

Voter education: Colleges are permitted to conduct voter education activities in approved locations on campus as long as they are carried out in a non-partisan manner. Permitted activities include non-partisan voter registration activities, circulation of questionnaires to candidates for an office (provided the questionnaires cover a broad range of subjects and do not express an editorial opinion), and training programs designed to increase understanding of the electoral process or to encourage students, faculty and staff to become involved in the process. All voter education activities and locations must be approved by the Director of Campus Life who may consult the Dean of Students and Director of Marketing and Public Relations in order to determine appropriateness of the activity.

- **Candidate appearances.** Colleges may invite political candidates to speak at events or public forums as long as all candidates are provided equal access and opportunities to speak. This does not mean colleges are required to invite all candidates any time one candidate appears on campus. Colleges are prohibited from institutionally endorsing a particular candidate at those events. In addition, campaign fundraising at college events and forums is prohibited. Individuals may also be invited to speak for reasons other than his or her candidacy, such as a classroom lecture or non-political college event, but they may not campaign or refer to an election. (For further detail, see Sections II and III below.)

- **Use of institutional resources.** Acceptable uses of college resources include establishing genuine curricular activities; adjusting academic calendar to allow students to participate in the political process (if it does not favor a campaign or issue); and allowing recognized/chartered student groups to use institutional facilities for partisan political purposes (provided the student groups follow all rules and regulations as described in Section III below). Internal communications may be utilized to alert the Coe community to events sponsored by student groups or rentals that are taking place on Coe College property. Such communications must clearly list the sponsoring organization and must state that the college does not endorse any political candidates.

Participation in the electoral process by faculty, staff, and students. Curricular activities aimed at educating students with respect to the political process (e.g. allowing students as part of a class to participate in political campaign activities) are permitted as long as the college does not influence particular student choices. In general, members of the college community are entitled to participate in the election process, provided they do not speak or act in the name of the institution and do not use Coe resources.

The ACE guidelines, as well as Coe's policies and procedures, are based on IRS rulings under Section 501(c)(3) of the Internal Revenue Code and the Federal Election Campaign Act. The penalties associated with improper political activity by a college or university are quite severe, and can include loss of the institution's tax-exempt status and state or federal lawsuits, audits, or investigations.

SECTION II: GROUPS OR CAMPAIGNS WISHING TO RENT CAMPUS SPACES

During a political season, campaign offices or other supporters may wish to rent space on the college campus to hold rallies, speeches, fund-raisers, or other events. Any such rentals are subject to the same rules, regulations, policies, procedures and fees associated with any other contractual rental. No non-standard discounts or special privileges may be granted to political campaigns or candidates who rent Coe space.

In addition to ensuring that the terms of the rental are consistent with Coe's standard practice, the Director of Marketing and Public Relations and/or Dean of Students shall determine if a political rental will be accepted, under the following conditions:

- No political test or affiliation will be required; all parties and views will be given equal access to rent space.
- Candidates themselves must be present at the event; the college will not rent to events featuring surrogates (people or a group acting on behalf of a candidate).

Appropriate preparation time is available; this will change based on the current activity on the campus and will be determined by the Dean of Students and Director of Campus Life.

In addition, political events must also follow these guidelines:

- The college may not indicate any support of, or opposition to, any candidate for public office, nor may it promote such advocacy by others. No person or organization may use the college's name, letterhead, logo, or seal for such purposes, or to solicit funds for, or otherwise support or oppose, any such campaign.
- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization, and must clearly indicate that: (1) the college does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the college.
- Communication by faculty, staff and students providing simple, non-partisan information about on-campus political events using college communication channels, such as email, is permitted as long as the sponsoring group is clearly identified, along with an appropriate disclaimer. One example of a disclaimer is: "Coe College must remain neutral on all political matters. In accordance with college policy, Coe does not endorse or oppose candidates for public office. Any opinions expressed at political events held on campus are those of the speakers and do not represent the views of Coe College."
- Utilizing Coe College electronic communication (such as email, social media and website) to link to a political campaign website or encourage others to provide personal information to campaigns is not permitted.
- The sponsoring organization must make it clear during the introduction of the speaker that the speaker was invited by the organization—not by Coe College—and that Coe College does not endorse or support any political candidates.
- No college property or resources, including, without limitation, mailing lists and mail distribution services, duplicating and photocopying services, and communications infrastructure, may be used to support or oppose any candidate, political party, or political action committee. Use of Coe's information resources, including its email lists, to endorse, promote, canvass for, or support a political party or political candidate that in any way appears to act in violation of the college's legal requirement to remain politically neutral is prohibited.
- Admission to speaker appearances must be open to all members of the Coe College community. Admission may not be restricted in any way due to the attendees' political affiliations or views. No person or organization that is unaffiliated with the college, including the speaker, campaign staff, or any other organization, may exercise any control over admission to the event.
- Candidates' appearances on campus will be limited to the designated speaking/meeting site as approved by the Director of Campus Life. Door-to-door or office-to-office campaigning or solicitation by the candidates is not permitted, unless prior approval is given by the Dean of Students or Director of Residence Life. A request must be received at least three (3) business days in advance of the requested date. If canvassing or solicitation is approved, it must occur in the public areas (lounges, hallways, meeting rooms) of the buildings it is approved for. The canvassing and solicitation may not occur in residence hallways or the dining halls. Canvassing is defined as going through a region (i.e. Coe College) or going to persons to solicit votes. Due to the possible interference with college and/or student activities, it is unlikely that the College will approve a candidate appearance outside of the dining hall during meal times.
- The college may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. Media coverage and management must be coordinated with the college's Director of Marketing and Public Relations, and an appropriate fee for the director's time will be charged to the renting organization.

If additional assistance from Coe departments is needed, such as security, facilities, or technology staff, an appropriate fee for hours devoted to event preparation and staffing will be charged.

SECTION III: STUDENT GROUPS WISHING TO SPONSOR CANDIDATES OR SPEAKERS

Coe College is committed to fostering an open and civil exchange of a diverse array of ideas, opinions, and viewpoints. To that end, the college welcomes and encourages student organizations to sponsor speakers who advocate varying ideas, opinions, and viewpoints, including candidates seeking election to public office.

However, as a tax-exempt entity under Section 501(c)(3) of the Internal Revenue Code, the college is prohibited from participating in or intervening in any political campaign on behalf of any candidate for public office. Therefore, to ensure that activities of members of the college do not jeopardize the college's tax-exempt status, all student organizations sponsoring an appearance on the Coe cam-

pus by political candidates, representatives of candidates, or representatives of political parties or political action committees must comply with, and must advise all speakers and their staffs of, the following guidelines:

Requests for space reservations and usage must comply with the requirements as set by the Director of Campus Life:

- The college may not indicate any support of, or opposition to, any candidate for public office, nor may it promote such advocacy by others. No person or organization may use the college's name, letterhead, logo, or seal for such purposes, or to solicit funds for, or otherwise support or oppose, any such campaign.
- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization, and must clearly indicate that: (1) the college does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the college.
- Communication by faculty, staff and students providing simple, non-partisan information about on-campus political appearances using college communication channels, such as email, is permitted as long as the sponsoring group is clearly identified, along with an appropriate disclaimer. One example of a disclaimer is: "Coe College must remain neutral on all political matters. In accordance with college policy, Coe does not endorse or oppose candidates for public office. Any opinions expressed at political appearances held on campus are those of the speakers and do not represent the views of Coe College."
- The sponsoring organization must make it clear during the introduction of the speaker that the speaker was invited by the organization—not by Coe College—and that Coe College does not endorse or support any political candidates.
- No college property or resources, including, without limitation, mailing lists and mail distribution services, duplicating and photocopying services, and communications infrastructure, may be used to support or oppose any candidate, political party, or political action committee. Use of Coe's information resources, including its email lists, to endorse, promote, canvass for, or support a political party or political candidate that in any way appears to act in violation of the college's legal requirement to remain politically neutral is prohibited.
- Admission to speaker appearances must be open to all members of the Coe College community; the sponsoring student organization may choose whether to also admit the general public. Admission may not be restricted in any way due to the attendees' political affiliations or views. No person or organization that is unaffiliated with the college, including the speaker, campaign staff, or any other organization, may exercise any control over admission to the event.
- Candidates' appearances on campus will be limited to the designated speaking/meeting site. Door-to-door or office-to-office campaigning or solicitation by the candidates is not permitted.
- Any appearance by a candidate for public office, or any person affiliated with, or speaking on behalf of, a candidate for public office, must be sponsored by a recognized college organization, except under contract as rental or if the appearance is in a non-candidate capacity. (See above.) All sponsoring organizations must obtain a space reservation from the Student Development Office before the appearance. Organizations not affiliated with the college are not eligible to use college space to host partisan political activities, except under contract as a rental. (See above.)
- The speaker's appearance may be a speech or question and answer session, organized in an academic environment, such as a lecture hall, classroom, or campus building. It shall not be conducted as a campaign rally or similar event. Rallies for candidates must be set up as rentals (see above) due to the additional costs and staff time incurred.
- There shall not be any fundraising done by anyone during, or in connection with, the appearance. The sponsoring group must inform the speaker and the speaker's campaign or organization of this requirement.
- The college may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. The speaker, campaign staff, or any other organization or person not affiliated with Coe College may not direct or control media coverage of the event. Any student organization that seeks or anticipates media coverage of the event is responsible to contact the Office of Marketing and Public Relations at 319-399-8581.

Speakers and sponsoring groups must comply with any special restrictions or requirements that may apply to certain facilities. Please contact Student Development at 319-399-8843 to make a reservation or ask questions.

To eliminate any appearance of sponsorship by the college, any services or expenses associated with the event that are not typically covered by the college will be billed to the sponsoring organization.

Student Activity and Organization Vehicle Use and Travel Policy

Student Activity/Organization groups that have been approved for travel and have submitted an approved Travel Plan Request form may be eligible to rent vehicles or use personal vehicles for transportation. Rentals will originate in Cedar Rapids, Iowa and are subject to availability.

Reservations

A Student Activity/Organization Travel Plan Request is to be completed by the group and submitted to their faculty or staff advisor for approval. The advisor approved plan is then submitted to the Reservations Office (reservations@coe.edu) during normal business hours 8:00 a.m. to 4:30 p.m. Monday - Friday. The Office of Student Development will advise the activity group/organization whether the travel plan is approved.

Please note: Only college-authorized drivers are granted driving privileges for the College, whether a rental vehicle or personal vehicle is used. All authorized drivers must be identified no later than when the vehicle is picked up. Should the activity group/organization require the need for a rental vehicle, a Coe representative will be required to go on the trip.

Costs

The cost for vehicles rented through the College is determined by the rental company. Groups who choose to rent vehicles are responsible for the entire cost of the rental. Additionally, a \$50 insurance fee is charged for liability coverage. If any damage to the vehicle occurs during the trip, the renting activity group/organization will be responsible for the cost of the insurance deductible which is currently \$500. A Coe representative will be required to go on all trips with rental vehicles.

Personal cars may be used if the driver applies and is approved as a driver under the College's automobile insurance policy. It is important to note that when using a personal vehicle, the student's personal automobile insurance is primary (proof of insurance is required) and Coe College's insurance is secondary. Rental vehicles are covered under the College's liability insurance which is primary.

Key Pickup, Vehicle Parking, Key Drop Off

Vehicle keys are to be picked up at Campus Information during normal business hours 8:00 a.m. to 4:30 p.m., Monday - Friday. Keys will be attached to a clipboard along with the reservation form. Vehicle keys for evening, weekend, and holiday use are issued in advance, during normal office hours. A given vehicle may be scheduled for several trips over a weekend, with each group having keys in their possession. Vehicles may be used only during the hours reserved.

Vehicles are to be parked in the Eby parking lot next to the Natatorium. If spaces are not available at that location, note where the vehicle is parked on the reservation form.

At the conclusion of the trip, the keys, clipboard, all vehicle/driver related forms must be promptly returned to Campus Information.

Cancellations

Cancellation of a vehicle reservation must be emailed to Reservations (reservations@coe.edu) at least three (3) working days in advance. Any cancellation fees are at the discretion of the rental agency and will be charged to the student activity group/organization.

Driver Qualifications

Only authorized faculty, staff, students, or volunteers will be granted driving privileges for the College, whether a rental vehicle or a personal vehicle is used. Students must reapply annually for authorization to drive. Authorization is valid only for the activity group/ organization for which travel has been approved.

To be authorized, complete an Authorized Driver Application and Agreement form (available at the Business Office), provide a valid U.S. driver's license and proof of automobile insurance (to be photocopied so that a driving record may be requested), and meet the following requirements:

- Be at least 21 years old
 - Have a valid U.S. driver's license
 - Have at least two years of driving experience
 - Be classified as other than a high risk driver
- Automobile insurance coverage will be a minimum of \$100,000 per person/\$300,000 aggregate

The College reserves the right to deny driving privileges to any person at its discretion.

Identification of High Risk Drivers

A driver will be classified by the College and/or its insurance carrier as a "high-risk driver" if the Motor Vehicle Record (MVR) check indicates, or if it is otherwise determined, that the driver has any of the following violations within the most recent three-year period:

- Conviction for an alcohol and/or drug related driving offense.
- Refusal to submit to a Blood Alcohol Content (BAC) test.
- Conviction for reckless driving.
- Any combination of three or more moving violations or chargeable (at fault) accidents.
- Citation for leaving the scene of an accident.
- Conviction of fault in a fatal accident.
- Felony, assault or homicide arising out of operation of a motor vehicle.
- License suspension or revocation within the past three years.
- Requirement to obtain high-risk personal auto insurance, as classified by an insurance carrier.
- Failure to stop or report when involved in an accident.

Management Control for High-Risk Drivers

The College will not grant a high-risk driver driving privileges for the College whether a college vehicle, rental vehicle or their personal vehicle is used.

Driver Responsibility

The driver must operate the vehicle in a safe manner, observing all ordinances and laws pertaining to the operation of motor vehicles. The driver must also observe the Driver Application and Agreement form guidelines and the College's driving and vehicle policies and assure adherence to its expectations.

The driver must not use a phone for conversation or texting purposes while the vehicle is moving. Use of safety belts is required at all times by all vehicle occupants. It is recommended that vehicle headlights be turned on at all times while vehicle is in operation.

All vehicles owned or rented by the College are smoke free. No person may drive when his or her ability to do so is impaired in any way (such as being affected, impaired or influenced by alcohol, illicit drugs, medication, illness, fatigue or injury). If a driver has any doubt about his/her ability to drive safely, he/she should not drive.

The driver must, at all times, maintain a substance-free vehicle. If a driver discovers someone has an unauthorized substance, stop the vehicle and ask to have the substance removed. If the driver's request is refused, consider it an emergency and call Student Services.

Vehicle load capacities must not be exceeded, including number of passengers, cargo weight, or any combination thereof. Large 15 passenger vans can accommodate a maximum of eleven (11) people including the driver. All other vehicles can accommodate their stated maximum occupancy. Roof storage is NOT allowed on passenger vans or SUV's. Use of 15 passenger vans are not recommended and if used, the following guidelines **MUST** be adhered to:

- A maximum of 10 passengers plus 1 driver (total 11) are allowed.
- All van drivers will have their driver's licenses checked (MVR's).
- A minimum of 3-5 years of driving experience is required.
- Experience driving 15 passenger vans or viewing a 15 passenger van safety video is required.
- Vehicle maintenance and tire inflation will be checked rigorously.
- Pre-trip checks by drivers.
- Seat belts are to be worn by ALL occupants at ALL times.
- Length and duration of trips will be limited.
- Bags or luggage will not be allowed on top of the vans.

Passengers or luggage **will not** be allowed on the seat behind the rear axle (last seat).

On long trips, the driver must check and maintain fluid levels, tire pressure, and operation of lights. This should be done every 300 miles or before a new driver begins to operate the vehicle. Drivers should not drive for more than 10 hours per day without taking the proper rest periods as necessary.

The driver must ensure that all interior and exterior lights are turned off and all doors and windows are locked when the vehicle is

parked.

The driver must record the beginning and ending odometer readings on the vehicle reservation form. Accidents must be promptly reported to law enforcement authorities, Coe College Reservations Office (319) 399-8200, and the Business Office (319) 399-8643.

Fines resulting from traffic or parking violations will be the obligation of the driver.

The driver is responsible for providing a complete and accurate passenger list of all occupants to the Reservations Office immediately before departure when traveling more than 30 miles one way.

Driver Reporting Responsibilities

Drivers are required to notify their supervisor/advisor, campus Reservation Services, and the Business Office immediately of:

- Any illness, injury, physical condition or use of medication, which may impair or affect the ability to safely drive a college-provided vehicle or a personal vehicle on College business.
- Any accident involving a college-provided vehicle or a personal vehicle being used on College business.
- Any charge of a moving violation by an employee, which might result in being classified as a "high-risk driver" according to this program.
- The suspension, revocation or administrative restriction of the student's driver's license. If this occurs, the student must discontinue use of the college-provided car and/or driving a personal car on college business. Otherwise, College driving privileges will be permanently revoked.

Trips Over 300 Miles (One Way)

When traveling more than 300 miles (one way), additional authorized drivers are required for each vehicle. Each driver should drive no more than 4 hours at a time without taking the proper rest periods as necessary. No single driver should drive more than 10 hours in a 24-hour period. If the driver is not able to arrive at the destination before 1:00 a.m., prior arrangements must be made for an overnight stay.

A **faculty or staff advisor** must be identified on the Travel Plan Request form. The advisor is required to go along on the trip if any one of the following apply:

- The trip is longer than two consecutive nights
- The destination is more than 300 miles from campus
- Vehicles are rented through the College

If the trip does not meet any of the criteria above, the sponsor is required to provide written acknowledgement of responsibility to serve as emergency contact on campus. The sponsor must support the programmatic goals of the trip.

All trips also require a student to be identified as the **Student Trip Leader**. Regardless of the presence of an advisor, the Student Trip Leader will consult with the advisor and facilitate the planning and implementation of the trip.

The Student Activity Travel Plan Request must be submitted to the advisor for review. The advisor and the Student Trip Leader for the organization should have a discussion about the trip. This discussion should include the route, distance, time frame, programmatic goals, and safety/security issues. The advisor, Business Office, or Reservations Office may deny use of a vehicle if the trip does not meet the policies and insurance requirements of the College.

Inclement Weather

Layovers are required in the event of adverse weather and unsafe road conditions. When Storm Advisories, Storm Warnings, and/or reports of adverse driving conditions include the planned driving route for a Coe-sponsored trip, the trip advisor overseeing that trip and Student Services will consult to determine whether to continue the trip as planned, delay the trip, or cancel the trip. In order to have an informed conversation, the trip advisor should consult resources such as the following in order to ascertain the current and future weather and road conditions:

www.weather.com

Iowa Department of Transportation: <http://hb.511ia.org/main.jsf> or 511 on your phone

County sheriff and municipal police departments

Based on the available information on weather and road conditions, the trip advisor and Student Services will weigh the risks associated with running the trip, as well as any options for altering the trip route or itinerary. Student Services will then make the final decision on the disposition of the trip.

Vehicle Maintenance

All vehicle maintenance is the responsibility of the rental company. Exceptions include long trips when it is the responsibility of the driver to check and maintain fluids and tire pressure as recommended by the manufacturer.

If the vehicle is damaged or needs repairs, the driver should notify the Reservations Office and note the items on the vehicle reservation form.

Users of rental vehicles are asked to return the vehicle clean, free of all trash and with a full tank of gasoline.

If Driver Has An Accident

- When conditions and/or regulations permit, move onto the shoulder or side of roadway to prevent further damage/hazards. Place warning signals promptly.
- Ask someone to summon the police and medical assistance if anyone is injured. Repeat after five minutes if help hasn't arrived.
- Keep calm. Be courteous. Don't argue. Make no statement concerning the accident to anyone except a police officer. Get the officer's name and badge number. Do not accept responsibility. Law enforcement and/or insurance claim adjusters will determine fault.
- Complete accident report, located in the glove compartment, at the scene. Fill in all information or write down pertinent information about the accident on paper and complete an accident report at a later time.
- Obtain the names and addresses of all persons injured regardless of how minor the injury. Try to learn where injured parties are treated.
- Do not administer first aid, unless qualified to do so.
- Report accident immediately to Reservations at (319) 399-8200 and to the Business Office at (319) 399-8643.
- Before leaving the accident scene, driver should check to see that he/she has all the facts, names and contact information of those involved as well as any eye witnesses.
- The accident should be reported as soon as possible to the driver's supervisor.
- Note: Any damage to a vehicle that occurs during the trip, the renting activity group/organization will be responsible for the cost of the College's insurance deductible which is currently \$500.

Insurance for Personal Vehicles Used For College Business

When using your personal vehicle for College business the primary liability coverage shifts from Coe College to **your personal auto insurance**. Your personal auto insurance is the primary payer in the event of a liability loss. Coe College's auto liability insurance may be in excess of the employee's personal auto liability insurance.

Coe College is not responsible for the physical damage to an employee's, student's or volunteer's vehicle. Therefore, employees, students and volunteers must also have their own collision and comprehensive insurance coverage.

Anyone transporting students in personal vehicles for College business must be an authorized driver, including faculty, staff, students, and volunteers.

Coe College Bias Incident Protocol

Purpose

Coe College is committed to providing an environment that is safe for ALL students. It is in the mission of the college to foster “a social condition that values a diverse people”. While the college respects an individual’s right to free speech, the college also emphasizes the importance of personal responsibility and respect. Any act of harassment, hate, and/or discrimination will not be tolerated. The purpose of the Bias Incident Protocol is to provide information on responding to hate crimes or bias incidents that may occur on campus. The Bias Incident Protocol also outlines the administrative response to the aforementioned incidents and provides resources to the campus community.

Definition of a Bias Incident

A Bias Incident is characterized as a behavior or act – verbal, written or physical – which is personally directed against or targets an individual or group based on perceived or actual characteristics such as race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status, or age. Behavior reflecting bias may constitute a violation of Coe College policy. The kinds of incidents that may constitute a bias incident, include but are not limited to, threatening telephone calls or mail (including electronic mail), threatening social media posts, graffiti, physical assault, sexual assault or abuse, stalking, vandalism, destruction of personal property, harassment, or coercion. Coe College strongly encourages the reporting of all hate crimes and bias incidents that occur on campus or at college-sponsored events or activities occurring off-campus.

Reporting Process

If you are the target of a bias incident/hate crime or witness such an incident, you should immediately document what happened and report the incident to a **Coe staff member, faculty, or security officer as soon as possible**. When documenting the incident:

Provide a detailed account of the incident including date, time, and location;

Do not remove or tamper with physical evidence. Contact Coe Security to document and collect physical evidence.

If the incident involves a verbal act, write down exactly what was said to the best of your recollection.

Identify the perpetrator(s) if known or provide a detailed description of the individual(s) involved.

List all witnesses including their names and contact information.

Include other pertinent information that may assist Coe College in responding to the incident.

If the incident was in the form of graffiti, vandalism, or public postings, Campus Security will document it for evidence and take responsibility for insuring its prompt removal.

If the incident was in the form of email, text message, or communication through a social network site, do not delete the message. If at all possible, print the message so it may be used in the investigation.

If the incident was in the form of a telephone call then record the time and date of the call and keep a record of the telephone number if you have caller ID.

Coe College Follow-Up Procedures

1. Once a complaint about a bias/hate incident is received, the incident is reported to the Dean of Students.
2. The Dean of Students will likely assemble the Bias Response Team composed of the following individuals as needed:
 - Director of Security
 - College Chaplain/Director of Diversity & Inclusion
 - Faculty Representative from the Committee of Diversity (COD)
 - Student Representative from the Committee of Diversity
 - Campus Life Professional Staff (On-call Duty Responders)
 - Director of Public Relations
 - Coordinator of Multicultural Affairs
3. The Bias Response Team will divide in to two groups -- the Incident Response Team and the Community Response Team. The Incident Response Team will focus on the immediate response to the victim and accused. The Community Response Team will focus on

the response to the campus community.

- The Incident Response Team will be composed of the Dean of Students, Director of Residence Life, Director of Campus Life, and the Residence Life Area Coordinators.
- The Community Response Team will be composed of the College Chaplain/Director of Diversity & Inclusion, COD Faculty Representative, COD Student Representative, the remaining Campus Life Professional Staff, Director of PR, and Coordinator of Multicultural Admission and Retention Services.
- The two response teams will collaborate and communicate with each other throughout the handling of the bias incident.

Incident Response Team Checklist

The team will communicate promptly with the victim and, if possible, the accused. The team will assist and offer services related to safety, counseling, and other support systems that may be appropriate.

- The team will thoroughly document the incident. The team will take care to retain any physical evidence.
- The victim will be asked what role s/he would like to play in responding to the incident.
- The team will attend to the victims physical and emotional needs (e.g. consider relocation, academic accommodations, counseling, etc.).
- The parents and/or guardians of the victim will only be notified at the request of the student.
- If appropriate, the team will arrange for appropriate security measures (i.e. extra patrols, surveillance, etc.).
- If the team is able to identify the accused, the college judicial system may be activated based on the alleged victim's wishes or at the college's discretion.
- The team will maintain all written records to be shared with the appropriate authorities.
- If the accused is a Faculty or Staff member than the bias incident will be referred to the appropriate Vice President.

Community Response Team Checklist

The Community Response Team will assess the bias incident and develop an appropriate response within 24 hours. They may include the following:

- Student forum
- Campus notices and fact sharing as appropriate (e.g. campus newspaper article, email alerts, text notification, fliers, website updates etc.)
- Educational programming
- If needed, the team will prepare a response to the media.
- Provide counseling opportunities for the student body.
- Provide additional support for those directly affected by the bias incident.

Campus Resources For Students

VP for Student Development Office, 319-399-8843

Campus Security, 319-399-8888

Chaplin & Director of Diversity & Inclusion, Kristin Hutson, 319-399-8843

Dean of Students, Tom Hicks, 319-399-8843

Health Services, 319-399-8617

International Student Advisor, 319-399-8843

Residence Life Office, 319-399-8741

Local Resources in Cedar Rapids

Civil Rights Commission

425 2nd St SE, Suite 960
Cedar Rapids IA 52401
(319) 286-5036
Fax (319) 286-5136

Cedar Rapids Police Department
505 1st St SW
Cedar Rapids, IA 52404
(319) 286-5491

St. Luke's Counseling Center
1026 A Avenue NE
Cedar Rapids, Iowa 52402
(319) 369-7952

National Resources

ADL CAMPUS OF DIFFERENCE PROGRAM

The ADL Campus of Difference Program helps college communities examine stereotypes, bigotry, bias-related incidents, and expand cultural awareness.

Anti-defamation League (ADL)

Department of Campus/Higher Education Programs

10495 Santa Monica Boulevard

CENTER FOR THE PREVENTION OF HATE VIOLENCE

The Center for the Prevention of Hate Violence offers training program and educational materials to combat bias, harassment, and other forms of violence on school and college campuses. Center for the Prevention of Hate Violence

96 Falmouth Street, Box 9300

Portland, ME 04104-9300

(207) 780-4756 <http://www.preventinghate.org/>

INTELLIGENCE PROJECT

The Southern Poverty Law Center's Intelligence Project tracks domestic extremism in the United States, and publishes a quarterly publication, *Intelligence Report*, to analyze trends in hate organization.

Southern Poverty Law Center

400 Washington Avenue

Montgomery, AL 36104

(334) 956-8200 <http://www.splcenter.org/intel/intpro.jsp>

National HATE Crime Hotline

(800) 347-HATE (4283)

STOP THE HATE!

The Stop the Hate! Campaign offers extensive information on hate crime prevention strategies for college campuses.

Association of College Unions International (ACUI)

Stop the Hate! Campaign

One City Center, Suite 200

120 W. Seventh Street

Bloomington, IN 47404-2925

stophate@aculweb.org www.stophate.org

THE NATIONAL CENTER FOR VICTIMS OF CRIME

2000 Street NW, Suite 480

Washington, D.C. 20036

(202) 467-8700

<http://www.ncvc.org>

TOLERANCE.ORG

Tolerance.org is a principal online destination for people interested in dismantling bigotry and promoting anti-bias activism in the community.

A Project of the Southern Poverty Law Center

400 Washington Avenue

Montgomery, AL 36104

(334) 956-8200 www.tolerance.org

NOTES:

Computer Policy

The purpose of this document is to provide a statement of policy concerning the use of Coe College computer resources. The regulations stated here are intended to be interpreted within the framework of existing college regulations as contained in the College Catalog, the Faculty Handbook, and the Student Reference Book and to supplement them where such regulations do not adequately cover use of computer resources. These regulations apply to all users of Coe College computer resources.

Responsibilities of Coe Information Technology

Availability of Resources

Coe Information Technology has the responsibility to ensure, to a reasonable degree, that college computer resources are working and available at appropriate times.

Precautions Against Loss of Data

Coe Information Technology performs backups of material stored on network devices (except local hard drives of networked computers) in such a way as to provide users a reasonable measure of protection in case of device failure. However, the college cannot and does not guarantee that no data will be lost, and users are ultimately responsible for the protection of their own data.

Protection of Confidentiality

Coe Information Technology will attempt to protect the confidentiality of user passwords and files. Under no circumstances will a user's password be compromised intentionally, and user's files will be accessed only as provided in this document for the purpose of enforcing policies governing the use of computer resources.

User Support

In so far as staff resources permit, Coe Information Technology will offer training in the use of software available on the college network and will assist authorized users in solving problems connected with networked resources. Support for personal computer systems and individually owned software will be provided only as staff time permits.

Enforcement of Regulations

Coe Information Technology has a responsibility to enforce regulations governing computer use and to investigate, within the limits of the law and college policy, apparent violations of these regulations.

Specifics of enforcement policy are described under a separate heading.

Censorship of Network Transmissions

As an academic institution encouraging the free exchange of ideas, Coe College does not censor, and hence does not accept responsibility for, the content of transmissions over the college network.

Responsibilities of Computer Resource Users

Campus Resources

Access to Computer Resources

Coe personnel are permitted access to Coe computer resources (computers, peripherals, network drives, software, etc.) for use only in accordance with intended purposes, and only so far as license agreements permit. Coe personnel may use computer resources for personal purposes but will be expected to reimburse the college for expenses incurred (such as those involved in printing or using fee-for-service resources). Access to computer resources is a privilege, not a right, and may be restricted, suspended, or revoked for users who do not follow regulations governing computer use.

Coe College Computer Policy - Acceptable Use Policy

All Coe College computer account users have a responsibility to read, understand and comply with the Acceptable Use Policy for the Coe College campus. A copy of the current policy is available for review in the Department of Academic Information Technology or online in the Moodle course: Computer & Technology Information.

Responsibility for User Account Activity

Users have a responsibility to protect the integrity of their networked accounts, and individuals are responsible for all activity conducted through their accounts.

Access of Other User's Accounts

Users are permitted to access the accounts of other users only with express permission. People who are found accessing, or attempting to access, accounts on or off campus without proper authorization will have network privileges suspended or revoked.

Installation of Software on College Computers

Software may be installed on college machines only with the consent of the director of academic computing. Proof of legality will be required, and users may be required to provide Coe Information Technology with original installation media and documentation for any software installed.

Use of Shared Resources

Users have an obligation to limit their use of shared resources. Engagement in activities - such as forwarding chain mail and setting passwords on computers - that unduly limit availability of resources to other users is an infringement of the rights of other users and may result in restriction, suspension or revocation of computer privileges.

Usage Priority

Computer use for schoolwork takes precedence over all other use. People using computer resources for purposes other than completion of school assignments must surrender those resources upon request of someone who needs them for the completion of schoolwork. The Director of Academic Computing may impose time or location restrictions on specific types of computer use (such as game-playing or access to off-campus resources) in order to ensure adequate availability of computer resources for the completion of course work.

Compliance with Lab Policies

Compliance with policies posted in a lab or other computer location is required to retain the privilege of using the facilities to which the policies apply.

Compliance with State and Federal Laws

Users must comply with all state and federal laws concerning use of computer resources. This includes, but is not limited to, copyright law, laws governing communication via networks, and laws concerning harassment.

Off Campus Resources

Resources accessed from Coe College via college equipment are a part of the resources available at Coe College and are subject to all regulations that apply to local resources. This means that such activities as unauthorized access, and attempted unauthorized access, of remote resources, forwarding chain mail off-campus, and harassment of individuals via network e-mail are expressly prohibited. In addition, users of Coe resources have an obligation to comply with all rules instituted by the owners of the resources assessed, and Internet users must follow the policies promulgated by organizations responsible for regulating network traffic; violation of any of these policies constitutes violation of Coe College policy.

It is the responsibility of individual users to become familiar with, and to remain current concerning, policies governing computer resource use at Coe as these policies are published on the Coe Computer Network, and notification of policies via the computer network constitutes adequate promulgation of regulations governing computer use. Additionally, copies of documents regulating the use of computer resources will be kept on reserve in the library.

Policies regulating specific labs will be posted in those labs.

Acknowledgment of Obligations

Use of Coe computer resources constitutes implicit acceptance of policies regulating their use.

Enforcement of Policies

College Responsibilities

The Director of Academic Computing and Coe Information Technology personnel have a responsibility to enforce, within reasonable limits, college policies regulating computer use. Information Technology personnel may, in order to determine whether violations of regulations are occurring, monitor user activity on the Coe network either randomly or systematically. An account may be systematically monitored only when there is documentable reason (such as the result of random monitoring or the written complaint of a user) to believe activity in the account is in violation of college policy. The content of files stored on networked devices may be inspected only with the express consent of the Director of Academic Computing and only for the purpose of determining whether violations of policy have occurred.

Sanctions for Violation of Regulations

The Director of Academic Computing may limit, suspend or revoke computer privileges of users found to be in violation of Coe computer policies. Decisions to permanently limit computer privileges will be made only with the concurrence of the Vice President for Academic Affairs, the Vice President for Student Development, or a staff supervisor, as appropriate to the status of the person whose account is being restricted. Additionally, the Vice President for Academic Affairs, the Vice President for Student Development, or the appropriate staff supervisor will be notified of violations of computer policy that may also constitute violations of other college policies, such as those concerning harassment.

Appeals

Right to Appeal

Students to whom sanctions have been applied have the right to appeal the decision of the director to the college Hearing & Appeals Board. Non-students to whom sanctions have been applied have the right to appeal the decision to the Computer Policies Committee. The appellate body has the right to modify sanctions in any manner.

Application of Sanctions During Appeal

Since the abuse of computer resources can constitute a serious and immediate threat to the entire networked community, restrictions imposed by the director will remain in effect during an appeal process.

Right to a Speedy Hearing

Users to whom sanctions have been applied have the right to a speedy hearing if an appeal is made.

Health, Safety & Security

Coe College Health Services

Lower P.U.B.

Phone: 319-399-8617

Fax: 319-399-8269

Email: o-healthservices@coe.edu

Website: <http://www.coe.edu/campuslife/healthservices>

Director of Health Services and Advanced Registered Nurse Practitioner

Lindsay Shedek, ARNP, ANP-C

Hours:

Office Hours: Monday-Friday 8:00 am-4:30pm

Student appointments: Monday -Friday 9:00 am-Noon, and 1pm-4:00pm

Night emergencies: Student's should seek treatment at one of the local emergency rooms or urgent care centers.

EMERGENCY ROOMS:

<u>Mercy Medical Center</u>	701 10th St SE	319-398-6041	(Open 24 hours/day)
<u>St. Luke's Hospital</u> hours/day)	1026 A Ave NE	319-369-7105	(Open 24

URGENT CARE:

<u>MercyCare North</u> at Collins Rd-Turn right onto Collins Rd-Turn L at Council St-Located north of Panera Bread, across the street from the US Bank	5264 Council St NE	319-221-8444	Interstate 380 North-Exit
<u>MercyCare South</u> Edgewood Road	2815 Edgewood Rd SW	319-396-9097	380 South to Hwy 30 West to
<u>Immediate Care Center</u>	6911 C Ave NE	319-832-1463	
<u>Westside Urgent Care</u>	2375 Edgewood Rd SW	319-396-1983	
<u>U of IA Quick Care-North Liberty</u>	720 Pacha Parkway, Ste 1	319-384-8801	

About Health Services:

Coe College Health Services is a comprehensive outpatient clinic which can meet most basic health needs of students. Medical problems that go beyond the scope of the Health Services Nurse Practitioner are referred to appropriate off-campus facilities and are not covered by Coe College.

Coe's Student Health Services is staffed by an Advanced Registered Nurse Practitioner (ARNP). Nurse Practitioners have a graduate degree, advanced education, and clinical training beyond their experience and education as a Registered Nurse. They are licensed to practice by the Iowa Board of Nursing. In addition to clinical care, Nurse Practitioners focus on health promotion, disease prevention, health education and counseling. In the state of Iowa Nurse Practitioners have the ability to practice independent of a physician and have full prescriptive rights.

Fees:

All of the services performed in Coe's Health Services Clinic are free to all Coe College students (including part time, commuter, and non-traditional students). The student's insurance is utilized when the student seeks healthcare elsewhere, such as other specialty physician visits, walk-in Urgent care visits, the emergency room, lab testing, x-rays, and prescription medication.

Services Provided:

- Health promotion (weight reduction, nutrition, smoking cessation, fitness, and stress reduction counseling)
- Assessment, evaluation, diagnosis, and treatment of minor illness and injury
- Diagnosis of medical conditions
- Diagnostic tests (i.e. strep screen, mono test, urinalysis, pregnancy, blood sugar)
- Sexual health education (contraceptive counseling, pregnancy and STI (sexually transmitted infection testing, and emergency

contraception)

- Women's health issues (Pap smears, breast and pelvic exams)
- Prescriptions for medications, when appropriate
- Seasonal influenza vaccinations
- Travel health counseling and vaccines
- Referral to allergist as needed for immunotherapy
- Tuberculosis Screening
- Initial evaluation and treatment for mental health conditions, with possible referral to psychiatrist and/or therapists
- Physical Exams for uninsured students
- Free reference materials on a variety of health topics
- Kohawk Wellness Program/Fitness Programs
- Refresh Sleep Program
- Medical referrals as necessary

If Xray or other imaging studies are indicated, students will be referred to either St. Lukes hospital, Mercy hospital, or RCI in Cedar Rapids. You must take your insurance card. These services are not paid for by Coe College.

Medications and health care supplies:

A limited selection of over-the-counter (OTC) medications such as throat lozenges, decongestants, antihistamines, acetaminophen, ibuprofen, nasal sprays, and antacids are available at the Health Center. In addition to ice pack, heating pads, and soaking basins.

Condoms, dental dams, and lubrication are available to all students, free of charge.

Crutches and a wheelchair are available through loan.

Hospitalization/Insurance:

If a student should require hospitalization, these costs are not covered by Coe College. Each student is responsible for his/her own expenses. All students must carry some form of medical insurance. To request information regarding independent insurance carriers you can call the Vice President for Student Development Office at 319-399-8843 or the Health Services Office at 319-399-8617.

Parents are notified of the hospitalization of a student by the college if the student is under 18 years of age, is unconscious, or gives his/her consent for such notification. Parents are not notified of a student's hospitalization by the college if the student is over 18 years of age and does not wish for his/her parents to be notified.

Insurance:

Many students are covered by family health insurance as long as they are in school. Students must check to be certain they have insurance coverage and know the procedures for using their insurance. To request information regarding independent insurance carriers you can call the Vice President for Student Development Office at 319-399-8843 or the Health Services Office at 319-399-8617. Coe College does not offer medical health insurance policies.

Confidentiality:

All health records are maintained strictly confidential and securely filed. Information is released only when a student's permission is given by written consent.

Prescription Medications:

Students should bring an adequate supply of their prescription medication. For controlled substances (ADHD medications, anti-anxiety medications, etc...) it is highly recommended that the student obtain a lock box for storage of these medications.

Prescriptions given to Coe College students at Health Services can be filled at any pharmacy in the area, with the closest located within walking distance at First Avenue Hy-Vee Pharmacy.

Special Health Problems:

Please inform Health Services of any special health condition or needs you may have. It is important that your roommate and/or Resident Assistant be aware of your health problems, e.g., diabetes, seizures, asthma, etc... This ensures proper treatment is given if a medical emergency occurs.

Allergy Immunotherapy – Effective summer 2015:

Coe Health Services will no longer be providing allergy immunotherapy services. This decision was made after careful review of the Journal of Allergy Clinical Immunology update on guidelines for administering immunotherapy in the clinic setting. We will refer immunotherapy services to a specialized allergy clinic.

Special Diets:

Provisions can be made through Sodexo Food Service for students who have dietary restrictions. You may also call Sodexo Food Services at 319-399-8648.

Class Excuse Policy – Effective March 1, 2011:

Coe College Health Services, effective March 1, 2011, is changing their class excuse policy and procedures to be comparable and congruent with area Iowa colleges and universities. The policy will now state that Health Services will not provide medical documentation of illnesses/ class excuses. The rationale for this change is explained in the paragraphs below.

Health Services receives many calls a day from students and faculty asking for class excuses or for verification of illness or fevers. Many health services visits are requested by students who have conditions that do not require a health provider's evaluation (i.e.: simple head colds, headache, vomiting). This causes undue burden on Health Services to provide healthcare to students whom are only requesting an appointment for class excuse purposes.

In addition to the time burden, it is difficult to discern as a practitioner if giving a class excuse is appropriate. For example, some students with simple colds would request a medical excuse while others with similar illnesses appeared to be able to remain in class and perform well. Since Health Services remains an advocate for the student, we are not in a position to judge motives of students in an attempt to determine whether any given request for an excuse is valid.

The mission of Coe College Health Services is provided below. As stated, in the event of illness, it is necessary for the student to become informed consumers of their healthcare and receive optimal care. As a healthcare practitioner, it is necessary to teach appropriate healthcare consumerism. The practice of providing medical class excuse sends a mixed message to the student about appropriate use of health care resources.

Immunization Policy:

All students are required to have proof of immunization on file in Health Services prior to class registration. **Class registration will be held if proof of immunization is not submitted.**

REQUIRED Immunizations:

- Two doses of Measles (Rubeola), Mumps and Rubella, or two MMR (Measles, Mumps, Rubella) vaccines after 15 months of age (shot series are usually at 15 months and 5 years of age).
- Diphtheria/Pertussis/Tetanus (DPT) series and a Tetanus booster if 10 years have elapsed since the last Tetanus immunization.
- Polio series.
- Proof of chicken pox disease or date of the Varicella vaccination.

RECOMMENDED Immunizations:

- The Hepatitis B series is **highly recommended** for all students. It is **required** for Nursing and Athletic Training majors.
- Meningitis vaccine is **highly recommended**. The state of Iowa requires that incoming students who will be residing in a campus residence hall receive information regarding the risks associated with Meningococcal disease. The student who resides in campus housing must affirm whether he/she has received the vaccine against Meningococcal disease and must provide the date of the vaccination, if any. A waiver must be signed if the student elects **not** to receive the Meningitis vaccination.

Your Rights and Responsibilities as a patient:

Members of the Coe College Health Service staff strongly believe that each person is entitled to certain rights as a patient of Health Services. In addition, each patient has certain responsibilities. Together, these ensure that each individual receives appropriate medical care and personal service.

Each Health Service Patient Has The Right To:

- Access to care and treatment regardless of race, creed, sex, national origin, or sexual orientation
 - Consideration and respect for personal dignity and privacy
 - Know and identify the health care professionals providing the service
 - Expect that his/her diagnosis, prognosis and methods of treatment be explained clearly and in terms that he/she can understand
 - Clear and concise explanations of his/her condition and of all proposed procedures, including the risks and possible problems or side effects that may result
 - Refuse treatment to the extent permitted by law
- Be informed about Health Service regulations, policies, and rules governing his/her conduct as a patient
- Know what alternatives exist for his/her care and treatment
 - Seek medical treatment off campus at his/her expense.
 - Consult with a specialist, at his/her expense

Each Health Service Patient Has the Responsibility to:

- Provide, to the best of his/her knowledge, accurate information relating to health matters
- Follow the treatment plan recommended by those primarily responsible for his/her care
- Accept personal responsibility if he/she refuses treatment
- Know and abide by Health Service rules, regulations, and policies during his/her time at the clinic
- Assume financial obligations for services received over and above basic on-campus health services

Respect the rights of other patients, Health Service personnel and others he/she may come in contact with.

General Information:

MEDICAL RECORDS: A medical record is maintained on all students. Medical records are kept for 5 years from date of graduation. If you need medical records transferred, a written release is required.

Confidentiality:

Your medical records are kept in strict confidence. Only with your written release can your records be copied and sent to a third party. Information will be shared with a parent or guardian only with written permission from the student. Occasionally, information regarding the physical or mental health status of a student may be shared with the vice president for student life if there is a concern about student safety or the safety of others. If at any time you would like to review the contents of your medical records, contact the Director of Health Services.

Wellness Programs:

The Health Services coordinates a variety of wellness activities throughout the year and works closely with other departments in health promotion.

Safety & Security

On November 8, 1990, President George H.W. Bush signed into law federal legislation known as the Student Right-To-Know and Campus Security Act. The "Crime Awareness and Campus Security Act of 1990", mandates a description of policies related to campus security and statistics concerning specific crimes reported to campus authorities or local police agencies, be disclosed. This section is intended to inform all current and prospective students and employees of Coe College's safety and security program. It serves as a reminder that everyone can help ensure their own safety and others' by taking reasonable precautions and using a common sense approach to personal safety. A full copy of Coe College's Annual Safety Report can be found online at:

<http://www.coe.edu/uploads/pdfs/campuslife/cleryact.pdf>

Security Personnel

Coe contracts its security services to provide seven-days-a-week, 24-hours-per-day coverage. Services performed include locking and unlocking buildings, random and preventive patrols of campus, escorts, enforcement of college regulations, enforcing college parking regulations, medical emergency response, and emergency message delivery. **The officers can be contacted by calling x8888 on any campus phone or 319-399-8888 from any outside phone.** This number is posted across campus and in residence halls. Members of the Coe community are urged to notify the security office immediately concerning any criminal and/or suspicious activity or emergency that occurs on campus.

There are "blue lighted" security phones in grey boxes located by the campus-side doors of most buildings and in some parking lots. These phones ring directly to the security officers. Security will respond and initiate whatever action is necessary to resolve a situation, including the notification of Cedar Rapids Police, fire or medical agencies when appropriate,

Coe owns five off-campus houses, B.S.E.O. (1343 E Ave NE), Kohawk (1319 E Ave NE), Kohawk II (313 15th St. NE), Whipple Fire House (B Ave NE), and the Pink House on 329 15th Street NE in which students reside. Security responds to all calls from these houses, as does the local police. Calls to the police regarding events or occurrences at the house are monitored by the college.

Access to College Facilities

The College buildings and facilities are generally intended for the uses and benefit of the students and employees. Visitors and guests seeking to utilize college facilities are expected to make prior arrangements with the appropriate college offices. The general public may attend cultural and recreational events on campus, with their access limited to the facilities in which these events are held.

Maintenance of Campus Facilities

Coe College physical plant personnel and Security work together to ensure that the campus is as safe as possible. Lighting, landscaping and other safety-related aspects are continually monitored, maintained and repaired.

Residence Hall Security

The Coe community houses approximately 1250 students. Each hall is staffed by a professional Area Coordinator, an Assistant Area Coordinator and Resident Assistants. All staff members undergo thorough training in safety and security issues and policies. A Resident Assistant is available in each hall from 7 p.m. to 8 a.m. and makes regular rounds of the building. A professional Campus Life Staff member is on call 24-hours per day. In addition, the Dean of Students, director-level staff, and the Vice President for Student Development are available for emergency consultation. Students may also call the Security Office.

Entrances to each building are secured 24/7 using a card access system. All exits facing the exterior of campus remain locked 24-hours-per-day. Each hall enforces an escort policy as decided by the residents of that building.

When classes are not in session, the residence halls are closed. The buildings are secured. Security and Residence Life staff make routine rounds through the buildings.

Student Accident/Death

In the event that a student suffers a serious accident, the Security Office (x8888) should be contacted immediately. A Residence Life staff member or Security Officer will assist the injured student and ensure that prompt medical care is received.

In the event of the death of a student, the hospital and/or appropriate police agency will notify family members. After this notification, the Vice President for Student Development will contact the family. Residence Life staff will notify friends in the residence halls.

Missing Persons Policy

If a resident student has not been seen on campus for more than 24 hours and

acquaintances do not know where the student may be, the Dean of Students should be notified. Students under the age of 18, will have their parents notified if they are determined missing for more than 24 hours and law enforcement will be notified for any student missing for more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, the Security Office, x8888, and/or the Cedar Rapids Police Department, (9) 911, should be notified.

If desired, students will be able to designate a confidential contact person on their Emergency Information form to contact if the student is deemed missing. At the College's discretion, in addition to a confidential contact, the College reserves the right to contact a parent and/or guardian.

Student Self-Endangerment

Students who, in the judgment of the Dean of Students, have endangered their life or health and/or the life or health of others are subject to immediate suspension from the college. An evaluation of the student's situation will be made by St. Luke's Counseling Center, the Vice President for Student Development, Dean of Students and/or the Health Director, and a determination of the college's ability to provide appropriate service will be conducted. Should the student's situation warrant and adequate campus support services exist, certain probationary conditions may be offered to the student, which would permit them to remain enrolled.

Student Success

Students who, in the judgment of the Dean of Students, are unable to attend their registered course regularly and/or have missed three weeks or more of classes during a single term are subject to immediate suspension of their ability to live on-campus. This is an effort to intervene on behalf of student who may need access to additional resources and to limit the effect of their absences on their financial and academic standing at Coe. An evaluation of the student's situation will be made by the Dean of Students, the faculty teaching their courses, the Vice President for Student Development, and other professionals depending on the student's situation.

Parental Notification

At the discretion of the Vice President for Student Development or their designee, parents, and/or guardians of students whose actions are potentially life threatening to themselves or others may be notified regarding the behavior. This may include alcohol, and/or other drug abuse, self-inflicted harms, etc. The Vice President for Student Development will review the notification with St. Luke's Counseling, the Dean of Students, and/or the Student Health Services Director.

Parking

All student, faculty/staff vehicles, including motorcycles, are required to be registered and display a parking permit within seven days after classes begin in any term. Permits are valid for the academic year. If replacing a vehicle already registered, there will be no charge for a replacement permit. A permit does not guarantee a parking spot in a college-owned lot; however, vehicles parked in college-owned lots without a permit are subject to a parking violation. Violations on vehicles are the responsibility of the operator and/or owner. Parking regulations are in effect 24 hours a day. All signs and markings must be obeyed at all times; this includes "reserved" parking (i.e. nurse, handicapped, security, physical plant, etc.) Parking in an Area Coordinator/reserved space, the Dows parking lot, and/or multiple citations could result in your vehicle being immobilized and a \$100 fine in addition to the fine listed on the citation. Vehicles parking in handicapped spaces must display a special state issued permit. No vehicle shall impede, in any way, the normal flow of traffic on any street Note: Any lot may or may not be eliminated or re-located at any time.

Parking Appeals

A written appeal for a parking violation must be on file with the parking appeals committee within five business days from the date of the citation. Mail appeals to GMU Box "A".

Visitor Parking

It is the responsibility of the student to inform guests/visitors of all college parking regulations. Visitors/guests should obtain a temporary parking permit from campus information. Temporary permits are free. The host student will be held financially and legally

responsible for the actions and violations of their guests.

Valuables in Vehicles

Valuables should not be stored or left in vehicles. The college assumes no responsibility or liability for loss, theft, or damage to any vehicle or its contents operated or parked on college property. Keep your vehicle locked at all times.

Security Awareness and Crime Prevention Programs

Coe College's philosophy is to prevent rather than react to crime. A primary vehicle for accomplishing this is through informative, educational programs concerning personal safety.

Pamphlets, posters, and articles in the *Cosmos* (college newspaper) are some of the mechanisms used to disseminate information to the college community. Other ways include programs on crime prevention, self defense, etc. sponsored by Student Development.

Numerous efforts are made to advise members of the Coe community on a timely basis about campus crime and crime-related incidents. The Vice President for Student Development keeps the campus informed of any crimes considered to threaten or be of immediate interest to the campus community. This information will be posted throughout the campus, distributed to all Resident Assistants for their floors and sent through electronic mail.

Crime Statistics

Coe College believes that an informed public is a safety-conscious public. The following statistics, provided in compliance with the "Crime Awareness and Campus Security Act of 1990", are the number of occurrences on campus of criminal offenses **reported** to campus authorities and/or local police agencies. The final full report of these statistics will be available in October as a part of our consumer information here: coe.edu/aboutcoe/consumerinfo

January 1, 2013 to December 31, 2013

Arson	0	Robbery	0
Murder	0	Forcible sexual assault	6
Aggravated assault	3	Non-forcible sexual assault	0
Burglary	4	Motor vehicle theft	0
Liquor law violations	113	Drug abuse violations	8
Weapons possessions	0		

January 1, 2014 to December 31, 2014

Arson	0	Robbery	0
Murder	0	Forcible sexual assault	5
Aggravated assault	6	Non-forcible sexual assault	0
Burglary	6	Motor vehicle theft	0
Liquor law violations	124	Drug abuse violations	12
Weapons possessions	0		

January 1, 2015 to December 31, 2015

Arson	0	Robbery	0
Murder*	1	Forcible sexual assault	8
Aggravated assault	0	Non-forcible sexual assault	0
Burglary	2	Motor vehicle theft	2
Liquor law violations	72	Drug abuse violations	4
Weapons possessions	0		

*There was no incident on Coe's campus. Due to a proximity guideline in the reporting parameters of the Clery Act, we are required to indicate an incident. It was not a random act as the people involved knew each other. No one from the Coe community was involved or at risk from this incident.

NOTES:

Sexual Misconduct Policy

Introduction

Coe College is committed to providing a learning environment that is free of all forms of abuse, assault, harassment, and coercive conduct, including Sexual Misconduct. This Sexual Misconduct policy includes definitions of terms, prevention information, procedures, and resources available in the event of all forms of sex discrimination, sexual harassment, sexual violence (i.e., sexual assault, non-consensual sexual contact, non-consensual sexual intercourse and/or sexual exploitation), dating violence, domestic violence, and stalking. Sexual harassment is a type of sex discrimination, and sexual violence is a particularly severe form of sexual harassment.

Coe College does not tolerate Sexual Misconduct in any form. Sexually abusive behavior within the College community is harmful to both the learning environment and the sense of community the College tries to foster among students, faculty, staff, and administrators. All members of the College community have an obligation to act responsibly in the realm of sexuality. This includes accepting personal responsibility for choices made about alcohol and drug consumption which might lead to behavior that violates another person. Additionally, it is the responsibility of all members of the College community to recognize and challenge any sexual misconduct.

College students, often away from home for the first time, may be unsure of how to handle situations such as rapidly expanding social circles and a lack of parental restrictions. The information that follows is designed to provide a clear understanding of expectations and outcomes regarding sexual and interpersonal conduct on our campus.

Policy Statement

The College prohibits sexual misconduct, in all its forms, as defined below, as well as attempting sexual misconduct and aiding someone in the commission of a sexual misconduct offense. It also prohibits retaliation against any member of the College community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way.

Jurisdiction

The College has jurisdiction over conduct covered by this policy that occurred on campus, during or at an official College program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus.

Definitions

Sexual Misconduct

At Coe College, **Sexual Misconduct**, as used in this Policy, is an umbrella term covering sex discrimination, sexual harassment, sexual violence (i.e., sexual assault, non-consensual sexual contact, non-consensual sexual intercourse and/or sexual exploitation), dating violence, domestic violence, and stalking. This term will be used throughout this policy when collectively referring to these types of conduct.

Sexual misconduct can occur when the complainant and alleged perpetrator are members of the same or opposite sex, and the College's prohibition of sexual misconduct applies regardless of national origin, immigration status, or citizenship status.

Sex Discrimination

Sex discrimination occurs when persons are excluded from participation in, or denied the benefits of, any College program or activity because of their sex. Sex discrimination can include adverse treatment based on one's sex, as well as the other prohibited conduct outlined below. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual Harassment

At Coe College, **Sexual Harassment** is unwelcome sexual advances, requests for sexual favors, and other verbal, physical, graphic, or written conduct of a sexual nature when at least one of the following conditions is met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic advancement, and/or athletic participation;
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual, and/or;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, campus living, or academic experience.

Sexual Harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment, and/or creates a

hostile environment.

- **A Hostile Environment** is created when sexual harassment is:
 - * sufficiently severe, or
 - * persistent or pervasive, and
 - * objectively offensive that it:
 - * unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational and/or employment, social and/or residential program
- **Quid Pro Quo Harassment** is:
 - * Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
 - * By a person having power or authority over another constitutes sexual harassment when
 - * Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance.
 - * This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, humor, or gestures
- Displaying sexual graffiti, pictures, videos or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- Social media use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Sexual violence (as defined below)

Sexual Violence

Sexual violence is a particularly severe form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. Other types of conduct may also constitute sexual violence.

At Coe College, sexual violence can include sexual assault, non-consensual sexual contact, non-consensual sexual intercourse and/or sexual exploitation.

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,

- with any object,
- by a person upon another person,
- that is without consent and/or by force

Intercourse includes:

- vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

At Coe College, **Sexual Assault** occurs when a person engages in sexual relations with another person without the person's affirmative consent. Sexual Assault includes the sexual conduct commonly known as rape, whether forcible or non-forcible. Either males or females can be aggressors in sexual assault, and sexual assault can occur in same-sex relationships. Sexual assault is a violation of a person's body and mind.

At Coe College, **Sexual Exploitation** occurs when a student takes non-consensual, unjust, or abusive sexual advantage of another; for his/her own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute non-consensual sexual conduct (sexual assault), non-consensual sexual intercourse, or sexual harassment.

Examples include, but are not limited to:

- Secret video or audio taping of sexual activity;
- Going beyond the boundaries of consent such as letting your friends secretly watch you have consensual sex;
- Engaging in voyeurism, which is defined as the practice of obtaining sexual gratification by looking at sexual activity, especially secretly watching;
- Knowingly transmitting an STI, STD, or HIV to another;
- Inducing physical and/or mental incapacitation with intent of engaging in sexual activity with another person.

Coercion, Force, and Incapacitation

Consent to sexual interactions cannot occur if coercion or force is used or if an individual is incapacitated. Following these definitions, the College's standards for consent are discussed in more detail.

Coercion is direct or implied threat of force, violence, danger, hardship or retribution sufficient to persuade a reasonable person of ordinary susceptibility to perform an act which otherwise would have been performed or acquiesce in an act to which one would not have submitted. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes it clear that she/he does not want to engage in sexual activity, that she/he wants it to stop, or that she/he does not want to go past a certain point of sexual interaction, continued pressure beyond that point is considered coercion.

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom to choose whether or not to participate in sexual activity.

Incapacitation is the inability, temporarily or permanently, to give consent, because that individual is mentally and/or physically helpless, asleep, unconscious, or unaware that the sexual activity is occurring. An incapacitated individual lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity. A person who is incapacitated is unable to and cannot give consent to sexual activity. A person can be physically active and in the case of alcohol or drug-induced blackouts.

Affirmative Consent

Lack of consent is a critical factor in determining whether sexual violence has occurred. At Coe College, an affirmative consent standard is used. Consent to engage in sexual activity must be given knowingly, voluntarily, and affirmatively. Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity, and for each form of sexual contact. Consent demonstrated through mutually understandable words and/or clear, unambiguous actions that indicate a willingness to engage freely in sexual activity. Consent is active, not passive.

Each participant in a sexual encounter is expected to obtain and give consent each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent cannot be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.

If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual

oral consent to continuing such activity.

Consent can be withdrawn by either party at any time. Withdrawal of consent can also be outwardly demonstrated by mutually understandable words and/or clear, unambiguous actions that indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

Individuals with a previous or current intimate relationship do not automatically give initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly and unambiguously indicates a willingness to engage in sexual activity.

Consent is not affirmative if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to have sexual contact.

An individual who is physically incapacitated from alcohol and/or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

In the State of Iowa, consent can never be given by minors under the age of 16. For those under the age of 16 the law has two distinctions: First, anybody 13 years of age or younger is considered to be a "child" under Iowa Code, section 702.5 and thus, incapable of consent. Second, for the ages of 14 and 15, the consenting partner must be less than 5 years of age apart from the teen.

Dating Violence, Domestic Violence, and Stalking

The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person's sex. These types of conduct, no matter the motivation behind them, are a violation of this policy and will be addressed pursuant to the procedures outlined below.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

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

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others or (b) suffer substantial emotional distress. Stalking may take the form of harassing telephone calls, computer communications, letter-writing, etc. Stalking includes the activities generally associated with cyber-stalking, a particular form of stalking in which electronic and social media, including social networks, blogs, cell phones, texts or other similar electronic communication is used.

Assistance for Survivors of Sexual Assault, Dating Violence or Domestic Violence

If you have been sexually assaulted, or are a victim of dating violence or domestic violence, you have control of the choices you can make. The following are recommendations to assist you:

- Do not blame yourself. Being a victim of one of these crimes is *never* the survivor's fault.
- Go to a safe location.
- Seek medical attention immediately.
- Do *not* shower, bathe, or douche. The only way medical evidence can be collected is if it is left intact.
- Consider obtaining a forensic examination. Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report. More information about obtaining a forensic examination can be found in the "Questions and Answers" section at the end of this policy.
- Contact one or more of the resources listed below.

If a friend has been assaulted or raped, or has been a victim of dating violence or domestic violence:

- Listen and be supportive.
- Let your friend make her or his own choices, but gently encourage them to seek medical assistance and professional help.
- Encourage your friend to immediately contact one of the campus or community resources listed below.
- Stay with your friend during interviews and examinations if she or he wants you to do so.
- Take care of yourself. You may need to talk with someone about how this has affected you. The resources listed in this policy are for you as well.

Electronic Forms of Evidence

In addition to physical evidence, it is also important to preserve evidence in electronic formats (e.g., text messages, social media posts, emails, screenshots, etc.). These types of evidence can also support a complaint you choose to file with local police and/or with the College. Additionally, they may be the only types of evidence available in cases of sexual harassment or stalking .

Privacy and Confidentiality

In any Complaint, Investigation, Administrative Review Proceeding , Appeal, or Resolution of a Complaint under the Sexual Misconduct Policy, the College is committed to protecting, and will make every effort to protect, the privacy of all individuals involved in the Sexual Misconduct Complaint matter.

There is a distinction between Privacy and Confidentiality.

Privacy means that information related to a report under the Sexual Misconduct Policy will only be shared with those College employees who “need to know” in order to assist in the review, investigation, administrative proceeding, appeal, or resolution of a Complaint. All College employees who are involved any of the review, investigation, administrative proceeding, appeal, or resolution proceedings receive specific training and guidance about safeguarding private information.

Privacy of a student’s educational records are all protected under the Family Educational Rights and Privacy Act (FERPA). The privacy of a student’s medical and related records are protected by the Health Insurance Portability and Accountability Act (HIPAA), excepting health records protected by FERPA. Access to College staff or faculty personnel records is restricted in accordance with relevant Coe College policies.

Confidentiality means that information shared by an individual with designated College or community professionals (such as those explicitly listed in this Policy as “Confidential Resources”) cannot be revealed to any other person without express permission from the individual, or as otherwise permitted or required by law. Individuals wishing to seek confidential assistance may do so by speaking with professionals or individuals who have a statutorily protected or designated confidentiality relationship. These individuals are prohibited from breaking confidentiality unless (1) given permission to do so by the person who disclosed the information to them; (2) there is an imminent threat of harm to self or others; (3) the conduct involves suspected abuse of a minor under the age of 18; or (4) as otherwise required or permitted by law or court order.

Coe College Individual/Professional Confidential Resources

Depending on their roles at the College, individuals on campus have different reporting responsibilities and abilities to maintain your confidentiality. In order to make an informed decision, victim/survivors/Complainants should be aware of confidentiality and mandatory referral/reporting requirements when consulting campus resources. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources are required to report any knowledge they have about sexual misconduct to the Sexual Misconduct Coordinator. Even though most College employees are required to report, you may seek assistance from them without starting a chain of events that takes things out of your control, or violates your privacy. An individual may always ask any person they are seeking help from if they can maintain their confidentiality or not.

To Report Confidentially

If you desire that details of the incident be kept confidential, you should speak with on-campus confidential resources or the off-campus counseling provided by St. Luke’s Family Counseling Center. St. Luke’s counseling sessions are free of charge. In addition, you may speak off-campus with various community organizations that specialize in sexual misconduct issues and keep reports made to them confidential.

Confidential on-campus resources

Emily Barnard, Director of Wellness and Counselor, 319-399-8843

Lindsay Shedek, Director of Health Services, 319-399-8617

Kristin Hutson, College Chaplain, 319-399-8843

John Chaimov, Professor, 319-399-8594

Karla Steffens-Moran, Professor and Advisor to RSVP, 319-399-8657

Kayla Waskow, Athletics, 319-399-8265

Confidential off-campus resources

St. Lukes Family Counseling Center, 319-369-7952
Riverview Center Sexual Assault Hotline, 1-888-557-0310
Mercy Medical Emergency Center, 319-398-6041
St. Luke's Emergency Center, 319-369-7105
Iowa Sexual Abuse Hotline, 1-800-284-7821
Iowa Crime Victim Assistance Division, 1-800-373-5044
Iowa Coalition Against Sexual Assault, 515-244-7424
RAINN – Rape, Abuse, Incest National Network, 1-800-656-HOPE (4673)

Non-Confidential/Mandatory Referrals and Reporting

All employees of the College who are not confidential resources (see above) are considered mandatory referrers/reporters. This means they are required to inform the Sexual Misconduct Coordinator if they witness sexual misconduct or if they otherwise receive any information about sexual misconduct. You are encouraged to speak to officials of the institution to make formal reports of incidents. You have the right and can expect to have incidents of sexual misconduct taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Reporting does not mean that your information won't be kept private and confidential, and the College will ensure your privacy to the extent possible while conducting its investigation. As such, only the people who need to know any given information will be told, and information will be shared only as necessary with investigators, witnesses, and the accused. The circle of people will be kept as tight as possible to preserve your rights and privacy. You may bring a victim advocate or advisor (defined below) to all phases of the investigation and campus conduct proceeding.

If you would like to formally report an incident of sexual misconduct under this Policy, it is recommended that you report to:

Krista Kronstein, Sexual Misconduct Coordinator, 319-399-8741 , Student Development Suite in Upper Gage, kkronstein@coe.edu

Other College Resources for filing a formal report include:

Title IX Coordinator and Deputy Coordinators (Non-Confidential Resources)

Tom Hicks – Dean of Students & Title IX Coordinator, 319-399-8843, Student Development Suite, Upper Gage, thicks@coe.edu
Krista Kronstein – Deputy Coordinator, Sexual Misconduct Coordinator
Kris Bridges – Deputy Coordinator (faculty and staff), 319-399-8100, Lower Level Voorhees Hall, kbridges@coe.edu
Carlos Velez – Deputy Coordinator, 319-399-8843, Security Office, Upper Gage, cvelez@coe.edu
Laura Van Buer – Deputy Coordinator , 319-399-8843, Upper Gage, lvanbuer@coe.edu

Accused Student Resource (Confidential Resource)

Emily Barnard, Director of Wellness and Counselor, 319-399-8843

So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

Federal Statistical Reporting Obligations

Under the Violence Against Women Reauthorization Act (“VAWA”), the Campus Sexual Violence Act (“SaVE Act”) and the Clery Act, the Dean of Students has a duty to report certain sexual misconduct, including rape, fondling, statutory rape, and incest , as well as aggravated assaults, hate crimes, domestic violence, dating violence and stalking, and other crimes for federal statistical reporting purposes. Personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (e.g. the College must report whether the incident happened on or off campus, but no specific addresses are given), for publication in the annual Campus Security Report. The Report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Reporting a Sexual Misconduct Complaint or Report

Complainants and witnesses are encouraged to report Sexual Misconduct as soon as possible in order to maximize the College's ability to respond promptly and effectively. By reporting the sexual misconduct, you help protect yourself and others from future victimization. Reporting an issue is the best way for the College and the community to help an individual receive the resources, support and accommodations available to them. Reporting the incident is separate step from choosing to go through the College conduct process. At the time a report is made, a Complainant does not have to decide whether to not to request any particular course of disciplinary action, or whether to proceed with any disciplinary action at all. The complainant will also be provided with a written document explaining the process, his/her rights and options, and available resources.

An incident of Sexual Misconduct does not have to occur on campus to be reported to the College. Furthermore, the College understands that some incidents of Sexual Misconduct involve interactions between only the Complainant and the Respondent and are not witnessed by other people. Lack of corroborating evidence or witness accounts should not discourage individuals from reporting Sexual Misconduct. Reports of Sexual Misconduct will be assessed, investigated, and decided appropriately even when the only individuals involved are the Complainant and the Respondent.

The College knows that the decision whether or not to report Sexual Misconduct is personal and that there are many barriers, both individual and societal, to reporting. The College will approach the initial assessment of any report with a sincere effort to understand the perspective and experiences of each individual involved. College officials will make every effort to respect a Complainant's autonomy in making decisions and provide support that will allow a Complainant to provide a full, detailed and accurate report that will aid College officials in assessing the Complaint.

The College recognizes that some forms of Sexual Misconduct may also be crimes under Iowa criminal statutes. Students always have the option of reporting incidents to local police officials, and if desired, the College will assist you in notifying law enforcement authorities. You may also decline to notify such authorities. **If you report the incident to local law enforcement or to the College, you do not have to press charges in either arena against the accused student (Respondent).** Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal proceeding, are determinative of whether the College can or will determine that Sexual Misconduct has occurred under this Policy. Proceedings under this Policy can be carried out prior to, simultaneously with, or following any civil or criminal proceedings in the courts, though a pending criminal investigation does not relieve the College of its responsibilities under the law.

If the accused is a Coe student, the Dean of Students will notify the accused/Respondent that an alleged incident of sexual misconduct has been reported to the College against him or her. During this conversation between the Respondent and the Dean of Students, a Complainant may choose not to have her/his identity divulged. Depending on the level of information available and a Complainant's willingness to divulge her/his identity, anonymity may impact the College's ability to respond or pursue appropriate action. Where a Complainant requests that her/his name or other identifying information not be shared with the Respondent, the College will balance this request with a Respondent's right to confront his/her accuser and to know the allegations being charged against them and respond before corrective action may be taken against them, as well as with the College's obligation to provide a safe and non-discriminatory environment for all College community members. The Sexual Misconduct Coordinator is the person responsible for evaluating requests for confidentiality. The Sexual Misconduct Coordinator may consult with other appropriate College officials and legal counsel as necessary when analyzing such a request.

If a Complainant chooses to divulge her/his identity, it is typical that the Dean of Students will place a "no-contact" order on the Respondent. This ensures that the Respondent would no longer be able to interact with the Complainant while the investigation and resolution is pending.

The final determination of how to proceed and what method of resolution is appropriate once a Complaint has been filed and initially assessed will be left to the College. However, unless there is an immediate threat to the community or a minor is involved, the Complainant can help set the pace and can help make decisions about how best to proceed as the investigation and Complaint and disciplinary process moves forward. The College will, to the best of its ability, consider the interest of the Complainant and her/his expressed preference for the manner of resolution, but at all times the College reserves the right to initiate an investigation even if a complainant prefers otherwise in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College community. If the College determines a course of disciplinary action or resolution that is less severe than the wishes of the Complainant, the Complainant may request further or heightened disciplinary action, which the College will consider. A Complainant always has the right to request the College initiate an Investigation under the formal procedures outlined in this Policy. Where the College determines that action should be taken that is inconsistent with the preference of the Complainant, the College will inform the Complainant of the chosen course of action. In that case, a Complainant will be encouraged, but not required, to participate in any investigation, administrative proceeding, or appeal.

Once a complaint is made, the College will endeavor to conclude its processes and reach a resolution within sixty (60) calendar days, though this timeframe may be extended if necessary based on the circumstances surrounding the complaint. This timeframe does not include any appeals that are filed. Both parties will be notified if the process will extend beyond 60 calendar days, and they will also be given periodic updates throughout the process.

Initial Assessment of a Sexual Misconduct Complaint or Report

The Sexual Misconduct Coordinator, working with other Title IX Coordinator and other administrators, will ensure that the College responds to every Sexual Misconduct Complaint or Report in a timely, effective, and consistent manner and treats every individual with respect.

The first step in response to a Sexual Misconduct Complaint or Report is an Initial Assessment. The Initial Assessment will consider the nature of the report, the Complainant's preferences for resolution, and the most appropriate course of action given the information available at this early stage. The appropriate course of action may change over time, as further information gathering,

analysis, or investigation reveal more information about facts and circumstances surrounding the alleged Sexual Misconduct. The final decision on the course of action will be made by the Sexual Misconduct Coordinator, the Title IX Coordinator, or another designated official. At the Initial Assessment stage, and throughout any investigation or disciplinary proceeding, only those who “need to know” are given information about the issues.

Advisor/Support Person

Complainants and Respondents are entitled the same opportunities to consult with and be accompanied by a chosen Advisor/Support Person of their choice throughout each and every step in the Sexual Misconduct disciplinary proceeding process. This includes assistance in the preparation of any written materials or submissions, attending any in person meeting with Investigators or other College personnel, and attending any formal or informal proceeding that may take place. However, an Advisor/Support Person may not actively participate in any meeting or proceedings. The Advisor/Support Person may be any individual, including an attorney, who is not a witness or otherwise involved in the events that are at the subject of the Complaint or is otherwise involved in the disciplinary process under this Policy. It is very important that the Advisor/Support Person not also be a witness, as it may jeopardize the ability for the College to conduct any investigation or proceeding to reach a resolution under this Policy. The Advisor/Support Person may not contact the other party or potential witnesses without express written authority from the Sexual Misconduct Coordinator. The Complainant or Respondent may change their Advisor/Support Person at any point during the process, but must notify the College of such change, and the College will notify the other party of such change. The College reserves the right to dismiss an Advisor/Support Person who is disruptive to the proceedings or who does not abide by the restrictions in this Policy. It is expected that any Advisor/Support Person will understand and abide by the expectations of privacy involved in the proceeding and will act with appropriate decorum at all stages. An Advisor/Support Person will be asked to sign an affirmation that he or she understands his or her role in the process.

Notice to Respondent of a Sexual Misconduct Complaint and/or Investigation

The Dean of Students or his/her designee will notify, in person and in writing, the Respondent that a Complaint has been filed against him/her, the name of the Complainant (unless she/he has expressly requested to remain anonymous), the nature of the allegations in the Complaint, and, if it is known at that time, how the case will proceed. During this initial meeting with the Dean of Students and/or his/her designee, the Respondent will have the opportunity to review the sexual misconduct charge, provide information about the incident and accept or deny responsibility for the violation. During this or a subsequent meeting, the Dean of Students, Sexual Misconduct Coordinator, or his/her designee, will review the procedures used in cases of sexual misconduct and inform the Respondent of the Accused Student Resource Person who is available to answer questions about sexual misconduct complaints and provide support to the Respondent. If a student Respondent fails to respond to a request to schedule a meeting, the investigation will proceed without their participation.

Respondents in a sexual misconduct Investigation and Administrative Review proceeding are expected to participate in the Investigation and Administrative Review proceeding process. The Investigation and Administrative Review proceeding will still occur even if a Respondent chooses not to participate, chooses to leave or withdraw from Coe College, or is no longer a student at Coe College. If a Respondent has left or withdrawn while an investigation is pending, the final Resolution of the Complaint will come into effect if the Respondent returns to Coe College at any time. If the Respondent graduates before the Investigation or Administrative Review proceeding occurs or before the final Resolution of the Complaint is determined, the Respondent may not be able to receive their diploma until the process is finalized.

Acceptance or Denial of Responsibility by Respondent

If, at any time after they are informed of the allegations against them, including during the investigation or administrative proceeding, the Respondent accepts responsibility for violating the Sexual Misconduct Policy, the administrative proceeding representative, in consultation with the Title IX Coordinator and/or the Vice President for Student Development, will determine the sanctions to be assigned, if appropriate. Since such action results in the Complaint being resolved, an investigation may not be necessary but may still continue depending on the details of the incident, if it is deemed warranted.

If the Respondent denies responsibility for violating the Sexual Misconduct policy, the College will initiate the process for investigation and administrative resolution outlined below.

Interim Measures and Protecting the Complainant

After a Complainant files a Sexual Misconduct Complaint or Report, the College may impose reasonable and appropriate interim measures that will assist or eliminate the alleged hostile environment and protect the parties involved. Interim Measures may be both remedial and/or protective. The College will maintain the privacy of any interim measures imposed to the extent possible and will maintain constant contact with the parties to ensure that any interim measures imposed remain appropriate and effective to ensure the physical and emotional health and safety of those involved.

A Complainant may request specific Interim Measures when making a Sexual Misconduct Complaint or Report or at any point during the process, or may request the College impose Interim Measures generally. Such interim measures include assisting and allowing the complainant to change his/her academic, transportation, living, or work situation, to the extent that the College has

control over these environments, if options to do so are reasonably available. The College is obligated to provide these if they are reasonably available, regardless of whether a report has been made to local law enforcement. Requests for any interim measure should be made to the Sexual Misconduct Coordinator. The College will maintain as confidential any interim measures to the extent maintaining confidentiality does not impair the College's ability to provide them. If necessary to disclose personal information to provide an interim measure, the College will endeavor to notify the complainant before doing so.

The College may also impose Interim Measures of its own volition.

Potential Interim Measures include, but are not limited to:

- Access to medical or counseling services on and off campus;
- Imposition of a College No-Contact Order;
- Assistance in obtaining a Civil Protection Order;
- Facilitating a meeting with law enforcement;
- Rescheduling of exams and assignments;
- Providing alternative course completion options;
- Changing class schedules or transferring sections, including the ability to drop a course without penalty;
- Changing work or job assignments or schedules;
- Changing or removal from a student's College-owned residence;
- Assistance in other relocation;
- Limiting an individual or organizations' access to College facilities or participation in College activities;
- Voluntary leave of absence;
- Providing an escort to and from classes, work, home or activities;
- Providing academic support services;
- Interim suspension pending the final outcome of a Formal Resolution process;
- Any other remedy that can be tailored to the individuals involved.

When separating the respondent and the complainant, it is Coe's practice to minimize the burden on the complainant. As such, complainants are typically not removed from classes, housing, or student organizations and changes or restrictions may be made to the respondent's participation in classes, housing, or student organizations if necessary. However, the college will change a complainant's academic and/or living situation after an alleged offense at the request of the complainant given that the space is reasonably available.

Interim suspension will only be imposed where the alleged Sexual Misconduct poses an ongoing threat of harm to the safety or wellbeing of an individual or members of the College community. Interim suspension means an individual or group will be denied access to the College campus. During an interim suspension, an individual may continue his/her coursework or activities unless specifically and affirmatively allowed to do so. When interim suspensions are imposed, the College will make all reasonable efforts to complete any Investigation and Formal Resolution proceedings within an expedited time frame, when possible.

Additionally, if a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Sexual Misconduct Coordinator. The College will take all reasonable and legal action to implement the order.

Complainant and Respondent Separation

While every effort will be made during the process to keep the Complainant and the Respondent physically separated from each other, if the Complainant and Respondent need to be in the same room or location during the Investigation or Administrative Review Proceeding process, or Formal or Informal Disciplinary process, the College does provide options for allowing confrontation without direct contact (e.g. closed-circuit testimony or using a room divider).

Recording of Investigations, Interviews, Meetings and other Proceedings

The College may, at its discretion record any investigations, interviews, meetings or any other in person proceedings that occur during the course of any disciplinary action, including during any initial assessment, informal resolution, investigation, formal resolution, or appeal. Upon confirmation by the party recorded that any summary of the recorded event is truthful and accurate, the recording will, at the College's discretion, be destroyed.

Informal Resolution of Sexual Misconduct Complaints

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure or, in some circumstances, utilized even after the formal process has already commenced. The following standards apply to any informal resolution method that is utilized:

- The informal process can only be used with both parties' voluntary cooperation and appropriate involvement by the institution (e.g., the Sexual Misconduct Coordinator and/or Title IX Coordinator).
- The complainant will not be required to "work out" the problem directly with the respondent.
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below.
- Informal resolution in the form of mediation, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault.

Informal Resolution can include, but is not limited to, options such as the following:

- Jointly meeting informally with the Complainant and Respondent in order to find a mutually agreeable solution;
- A representative from the College meeting with the Respondent individually in an effort to act as an intercessor on behalf of the Complainant;
- Voluntarily agreed upon Separation of the Complainant and Respondent;
- Referral of the parties or party to counseling programs;
- Conducting educational and/or training programs; or
- An agreement for corrective action.

When a complaint has been informally resolved, parties will be asked to sign a document acknowledging the mutually agreed upon resolution.

Formal Investigation of Sexual Misconduct

If Formal Disciplinary action is pursued, the allegation of sexual misconduct will be fully investigated and resolved via the process appropriate to the Respondent's affiliation with the College. If the case involves an employee of the College, the Director of Human resources will be involved in the processes listed below. The purpose of the Investigation is to determine and establish whether there is a basis for believing that it is more likely than not that the violations alleged in the Complaint have occurred.

The College will be prompt, fair, and impartial in its Investigation and resolution of sexual misconduct reports, and all College officials involved will discharge their obligations under these procedures fairly and impartially. Identified conflicts of interest will be addressed and, if necessary, other appropriate individuals will be designated to fill the role of the conflicted official.

Sexual Misconduct Investigations are conducted by trained investigators or other officials who receive annual training on issues related to sexual misconduct and how to conduct an investigation and disciplinary process that protects the safety of and promotes accountability of Complainants, Respondents, and the institution.

The Sexual Misconduct Coordinator will choose two Investigators to review and investigate all details of the case. The Investigators are trained staff, faculty, or attorneys that will be chosen based on availability and knowledge of the case. When possible, the Investigators will be comprised of representatives of more than one gender. The Sexual Misconduct Coordinator can serve as an Investigator, as deemed appropriate, and will serve to facilitate the investigation and Administrative Review process. Both the Complainant and the Respondent may petition, in writing, to the Sexual Misconduct Coordinator to have any Investigator removed on the basis of bias or a conflict of interest. In the event that any Investigator needs to be removed from the Investigation for any reason, alternative Investigators will be selected by the Dean of Students. If a Sexual Misconduct Complaint is filed during the summer, or is based on events that occur during the summer, members of the previous academic year's investigation teams will be called to serve as Investigators.

At the outset of the Sexual Misconduct Complaint Investigation, the Complainant and Respondent are both given the opportunity to submit a written statement regarding the incident/allegations, including identifying potential witnesses or those who may have relevant information about the investigation (the "Incident Statement"). These Incident Statements will be provided to the investigator and are accessible to each party for review upon request.

Any party receiving any written statements, including the Incident Statement, or information gathered during the investigation must keep such written material or information confidential and may not disclose to any person or by any electronic or public means any written material or information without the consent of the Complainant, the Respondent and the College. Any written material or information received by any party in the course of the Sexual Misconduct Investigation or Administrative Review Proceedings must be returned to the College upon final resolution of the Sexual Misconduct Complaint. Failure to return written material or information may result in separate disciplinary action under the appropriate Conduct Code Policy sections.

During the Investigation, both the Respondent and the Complainant may name relevant witnesses that may be interviewed by the Investigators, if the Investigators believe an interview is warranted. Witnesses must have observed the acts in question or have

information relevant to the incident and cannot be participating solely to speak about an individual's character. Generally, each party has a right to know the witnesses identified by the other party. However, if there are compelling safety reasons, a witness' identity may not be revealed to the Respondent.

In addition to providing written Incident Statements to the Investigators, the Investigation may involve in person interviews with the Complainant, the Respondent, or other identified witnesses. These interviews will be kept confidential and private and will be conducted by an Investigator on a one-on-one basis. The first investigatory interviews will be scheduled as soon as possible in order to capture as much timely information as possible.

Also during the investigation, the parties are encouraged to provide any other relevant evidence that they wish to provide, including, but not limited to, correspondence between the parties and physical evidence. Before the Investigation closes, the Complainant may, in addition to the initial written Incident Statement, write a Victim-Impact Statement. The Victim-Impact Statement will provide the Investigators with information about the incident and provide the Complainant an opportunity to express the impact of the alleged sexual misconduct.

Before the investigation closes, the Respondent may write a Responsive Statement that provides information on the incident in light of the allegations made by the Complainant. This written Responsive Statement is in addition to any initial written Incident Statement provided by the Respondent.

The Advisor can be a trained Victim Advocate through a community agency such as the Riverview Center. If the Advisor is an attorney, the student must give the Sexual Misconduct Coordinator seven days' notice of their attendance at any meeting so the College can have legal counsel present as well. Advisors are able to speak to their advisees only and cannot speak directly to the Investigators. Advisors are not permitted to speak to, question, or otherwise communicate with other parties or witnesses during the course of any Investigation or Administrative Review process.

At the conclusion of the Investigation, the Investigators will prepare a written Investigation Summary Report based on interviews with the Complainant, Respondent and witnesses and other materials reviewed. In order to prevent the students involved from having to recall their experience more times than necessary, the Investigators will attempt to include all relevant information in their Investigation Summary Report. The Investigation Summary Report will provide detailed factual information, will identify potential Policy violations, and will assess areas of agreement and disagreement between the parties, witnesses and other available information. While the Investigators may identify possible Policy violations, the Investigators do not make any findings or determinations of responsibility. Investigators may, however, include recommendations for responsibility and sanctioning as a part of their Investigation Summary Report.

The Complainant and the Respondent will both have an opportunity to review the Investigation Summary Report. The College will notify each party simultaneously in writing when the Investigation Summary is available and the party may review, access and obtain copies of the Investigation Summary Report at a time and place designated by the College. The Complainant and the Respondent may provide written comments within five (5) business days after the receipt of the Investigation Summary Report. This review period may be extended for good cause shown by either party. The College may request and/or require an Investigator conduct additional investigation or follow-up as appropriate, based on the written comments of the parties. If follow-up is appropriate, the Investigation Summary Report may be amended to reflect additional information or to make necessary edits or corrections, as appropriate.

The finalized Investigation Summary Report is then submitted to the Dean of Students.

Formal Resolution: Complaint Administrative Review Proceeding and Resolution

Following review by the Dean of Students, the Complaint will progress to an Administrative Review Proceeding. The College will appoint an Administrative Review Proceeding Panel of three (3) individuals comprised of one faculty member, one staff member, and one student. to oversee the Administrative Review Proceeding and to make findings and determine whether the Respondent is responsible for a violation of the Sexual Misconduct Policy. If the Respondent is found responsible for violating the Sexual Misconduct Policy, the Administrative Review Proceeding Panel, in consultation with the Title IX Coordinator and/or Vice President for Student Development, will determine the consequences and/or sanctions to be imposed.

If the Respondent or Complainant has reason to believe that any member of the Administrative Review Proceeding Panel has a perceived bias or conflict of interest, they can submit, in writing to the Sexual Misconduct Coordinator, a request to change any member of the Administrative Review Proceeding Panel at any point in this process. This request will be reviewed by the Sexual Misconduct Coordinator and Vice President for Student Development and, if necessary, another panel member will be designated.

The Administrative Review Proceeding will be conducted in the following manner:

- The Administrative Review Proceeding Panel will receive all investigation materials from the Investigators for review. These materials include any statements, interviews, and material evidence submitted during the investigation process, as well as the Investigation Summary Report.

- The Administrative Review Proceeding Panel, or its designee, may request more information from any parties/students, including the Complainant, the Respondent, or identified witnesses, involved in the case.
- The Administrative Review Proceeding Panel may conduct additional interviews with the Complainant, the Respondent, and/or identified witnesses. Both parties will be notified of all additional interviews conducted. The Administrative Review Proceeding Panel may need to conduct further interviews with all individuals or only some individuals involved. Alternatively, the Administrative Review Proceeding Panel may not need to speak to the Complainant, the Respondent, and/or identified witnesses involved in order to make a decision.
- After gathering and reviewing all evidence, the Administrative Review Proceeding Panel will make a determination as to whether a violation of the sexual misconduct policy has occurred. The burden of proof is the preponderance of evidence. This standard is the same as applied in civil trials and the standard required by the United State Department of Education Office for Civil Rights. Under this standard, responsibility is determined on a "is it more likely than not" basis.
- Within 24 hours of the conclusion of the Administrative Review Proceeding, the Administrative Review Proceeding Panel will simultaneously notify the Complainant and the Respondent in writing that a determination has been made, and what, if any, sanctions will be imposed on the Respondent (if applicable). In the event that the Respondent is found to have violated a policy, the Complainant will be informed of any sanctions that are directly related to the Complainant (e.g., no contact order, suspension of Respondent), but may not be informed of sanctions that do not directly affect the Complainant.
- Any sanctions will be imposed on the Respondent in accordance to the seriousness of the behavior. Sanctions may range from written reprimand to expulsion from the College, as further explained below in this policy.

The outcome of an Administrative Review Proceeding is part of the educational record of the Respondent, and is protected from release under federal law – FERPA, as outlined above. However, the College observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome and sanctions of the Administrative Review Proceeding, in writing, without condition or limitation.

Students who bring any sort of sexual misconduct complaint against faculty or staff may be informed of the outcome and sanction without limitation, because FERPA does not apply to faculty or staff information.

Remedies, Enforcement, and Sanctions

If, during the procedures outlined above, Coe College determines that Sexual Misconduct has occurred, the College will, as quickly as is reasonable, take such action as is appropriate to eliminate the hostile environment, prevent its recurrence, and address its effects. The enforcement, including remedies and sanctions, will be based on the nature of the incident, any prior conduct violations, sanctions resulting from prior, similar cases, and any other relevant facts. Depending on the severity of the case, typical sanctions may include but are not limited to:

- Oral or written reprimand.
- Required compliance: carrying out of a College regulation or administrative directive, such as educational activity or counseling, as a condition for avoiding further disciplinary action and/or remaining in good standing.
- Fines or restitution: reimbursement for damage to or misappropriation of property. May also take the form of College service or other compensation and may be combined with other sanctions.
- Community service: assignment to work on or off-campus.
- No Contact Orders.
- Removal from College housing.
- Disciplinary warning: written notice that continuation of misconduct in general or repetition of specified conduct has been found unacceptable within the specified period of time stated in the warning. Failure to comply may be cause for further disciplinary action.
- Disciplinary probation: the most severe and serious warning a student may receive and still remain enrolled in the College. During the period of probation the student may not hold office in recognized student organizations or may lose other designated privileges (i.e. on campus job). Violation of the terms of disciplinary probation or the infraction of any College regulation during the probation period may be grounds for suspension or expulsion.
- Suspension: separation from the College for a specified period of time, usually the remainder of the term. Readmission must be applied for and may be contingent upon compliance with specific conditions. Appeal for suspension is to the Hearing & Appeals

Board.

- Expulsion: termination of enrollment for an indefinite period. The conditions of readmission, if any, shall be stated in the notice of expulsion. Appeal is to the Hearing & Appeals Board.
- Any other available and appropriate sanction, as set forth in the Student Reference Book.

Appeal of the Administrative Review Proceeding Decision

Either the Complainant or the Respondent has the right to file an appeal of the resolution of the Administrative Review Proceeding. In order to appeal, a written letter stating the purpose of the appeal must be submitted to the Vice President for Student Development's office within seven (7) days of receiving the determination letter from the Administrative Review Proceeding Panel. The Appeal Letter shall consist of a concise and complete written statement of the grounds for the Appeal. The Appeal Letter may be submitted either electronically or by mail.

Appeals will only be considered if made on one or more of the following grounds:

- Newly discovered evidence, not available at the time evidence was presented to the Administrative Review Panel, would result in a different outcome;
- Procedural errors that had a material impact on the outcome; or
- Fairness of sanctions (a student may appeal specific sanctions while accepting other sanctions)

Appeals of the Administrative Review Proceeding Panel's decision shall be heard by the Conduct Hearing & Appeals Board. The Board is comprised of three individuals which include one faculty member, one staff member, and one student. All members of this Board will be different from the members of the Administrative Review Proceeding Panel. Based on the appeal letter, the Hearing & Appeals Board may deny the appeal without further consideration if it was not timely filed and/or not made on appropriate grounds. If the Hearing & Appeals Board determines that an Appeal should be accepted, it will notify both parties. If the Appeal is accepted, the non-appealing party will be given an opportunity to respond in writing to the other party's appeal. Any response by the non-appealing party must be submitted within seven (7) days of the receipt of the notice of appeal. Any written appeals or response statements will be sent to the opposing party.

Once an Appeal has been accepted, the Hearing & Appeals Board may review the Appeal Letter, any responses, and the record of the Investigation and the Administrative Review Proceeding. The Hearing & Appeals Board may also request additional interviews with the Complainant, the Respondent, or identified witnesses. Upon such review, the Hearing & Appeals Board can affirm the original findings, alter the findings, and/or alter the outcome depending on the basis of the appeal. If the Hearing & Appeals Board finds that new evidence is available or that procedural errors occurred, it can remand the case to the Administrative Review Proceeding Panel for reconsideration, with instructions.

In its discretion, the Hearing & Appeals Board can schedule an in-person appeal hearing with the Complainant and the Respondent present. An in-person appeal hearing will be scheduled for no sooner than the expiration of any appeal response deadline, or no sooner than 48 hours after receipt of any appeal response statements submitted by either party, whichever is later. In the event the Hearing & Appeals Board determines that an in-person appeal hearing is warranted, both parties will be notified in writing of the time and place of the in-person appeal hearing and both parties will be permitted to be present and make a statement at the in-person appeal hearing. The appellant (the appealing party) will make their statement first, followed by the appellee (the non-appealing party). The Hearing & Appeals Board will determine whether a responsive statement by the both parties will be permitted. The Hearing & Appeals Board is free to ask questions of either party during the in-person appeal. The parties will not be permitted to question the other party. Both parties can issue questions to the Board they wish to be asked of the other party and the Board can deem whether or not the question is appropriate to be asked.

All the decisions by the Hearing & Appeals Board shall be final and binding on the parties. The parties will be simultaneously notified of the decision of the Hearing & Appeals Board in writing within 3 days of a decision being made, and this notification will include any changes that may have been made to the prior decision.

Additional Provisions of the Sexual Misconduct Policy

College as Complainant

As necessary, the College reserves the right to initiate a Complaint, to serve as Complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

False Reports

The College will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. This Policy does not apply to reports made or information provided in good faith, even if the facts alleged in a Complaint or Report are not later substantiated.

Immunity for Victims

The College encourages the reporting of conduct code violations, especially sexual misconduct. Sometimes, victims are hesitant to report to College officials because of fear that they themselves may be charged with policy violations (e.g., underage drinking at the time of the incident). It is in the best interest of the Coe community that as many victims as possible choose to report to College officials. To encourage reporting, the College pursues a policy of offering victims of sexual misconduct limited immunity from being charged with policy violations ancillary to the sexual misconduct incident. While violations cannot be completely overlooked, the College will provide educational options rather than punishment. Do note, however, that the College's commitment to immunity does not prevent law enforcement authorities from pursuing violations of the law.

Good Samaritan

The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. Coe encourages students to offer help and assistance to others in need. Coe seeks to discourage an environment where students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to Campus Security). To that end, Coe pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked; in most circumstances, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need. Do note, however, that this Good Samaritan provision does not prevent law enforcement authorities from pursuing violations of the law.

Past Sexual History/Character

The past sexual history or sexual character of a party will not be admissible by any party during any of the procedures outlined above to determine whether sexual misconduct has occurred in the incident at issue. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the Administrative Review Proceeding by the Panel. Previous conduct violations by the Respondent are not generally admissible as information about the present alleged violation, but the Sexual Misconduct Coordinator may supply previous complaint information to the Administrative Review Proceeding Panel for purposes of imposing appropriate sanctions should the Respondent be found in violation of the sexual misconduct policy. Such information should only be included if:

- The accused was previously found to be responsible;
- The previous incident was substantially similar to the present allegation;
- Information indicates a pattern of behavior and substantial conformity with that pattern by the Respondent.

Rights of the Alleged Victim/Complainant

As a member of the Coe community, it is important for you to understand your rights as an alleged victim. These rights include but are not limited to the following:

- The right to have any and all incidents of sexual misconduct committed against you treated with seriousness;
- The right to be free from any kind of pressure from campus personnel that you should (i) not report crimes committed against you to civil and criminal authorities, campus security and disciplinary officials; or (ii) report crimes as lesser offenses than the victims perceives them to be;
- The right to be free from any kind of suggestion that campus sexual misconduct victims not report or underreport crime because (i) victims are somehow responsible for the commission of crime against them; (ii) victims were negligent or assumed the risk for being assaulted; or (iii) by reporting crimes they would incur unwanted personal publicity.
- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators;
- The right to be treated with respect and dignity by College officials;
- The right to have others present (in support or advisory roles) during an initial assessment, investigation, or during any part of any campus disciplinary proceeding outlined in this Policy;
- The right not to be discouraged by College officials from reporting sexual misconduct to both on-campus and off-campus authorities;
- The right to be informed of the outcome and sanction of any disciplinary proceeding involving sexual misconduct, usually within 48 hours of the end of the proceeding;
- The right to be informed by College officials of options to notify proper civil and criminal authorities, including Campus Security and the Cedar Rapids Police Department, and the option to be assisted by campus administrators in notifying such authorities, if the student so chooses. It also includes the right not to report, if this is the victim's desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual misconduct, both on campus and in the community;
- The right to notification of, options for, and available assistance in, changing academic, working, transportation, and living situations after an alleged sexual misconduct incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Such options may include:

- * Change of an on-campus student's housing to a different on-campus location;
 - * Assistance from College support staff in completing the relocation;
 - * Arranging to dissolve a housing contract and pro-rating a refund;
 - * Exam (paper, assignment) rescheduling;
 - * Taking an incomplete in a class;
 - * Transferring class sections;
 - * Temporary withdrawal;
 - * Alternative course completion options
- The right not to have irrelevant prior sexual history admitted as evidence in a campus Administrative Review Proceeding;
 - The right to make a victim-impact statement during the Investigation or the Administrative Review Proceeding process and to have that statement considered by the board in determining its sanction ;
 - The right to a request, and have granted where the College deems it appropriate, a campus "no contact" order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
 - The right to be made aware of, and assisted in, exercising any options, as provided by the state and federal laws or regulations, with regard of mandatory testing of sexual assault suspects for communicable diseases, and with regard to notification of victims of the results of such testing.
 - The right to appeal the finding and sanction of the Administrative Review Proceeding Panel;
 - The right to review, upon request, all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law and this Policy, prior to any written statement being due, any in person investigatory interview, or any other meeting, interview, statement or proceeding contemplated in this Policy;
 - The right to be informed of the names of all witnesses identified who will be interviewed, provide statements, or otherwise participate in any proceedings or processes contemplated in this Policy, except in cases where a witness' identity will not be revealed to the Respondent for compelling safety reasons. Unless a Complainant specifically requests to remain anonymous, the name of the alleged victim/Complainant, will generally be revealed. If the Complainant requests anonymity, her/his Complaint is subject to the limitations enumerated in this Policy;
 - The right to preservation of confidentiality, to the extent possible and allowed by law;
 - The right to disciplinary proceedings closed to the public;
 - The right to petition that any Investigator or Administrative Review Proceeding Panel member be removed on the basis of demonstrated bias or conflict of interest;
 - The right to bring an Advisor/Support Person to all phases of the investigation and Informal or Formal Disciplinary Proceeding. The Advisor may not take part directly in any Investigation or Administrative Review Proceeding itself, though they may communicate with the Complainant as necessary. The Advisor may not contact or communicate, directly or indirectly, with the Respondent or any identified witness. If the Advisor/Support Person is an attorney, the Complainant must give the Sexual Misconduct Coordinator at least seven (7) days' notice so the College can have legal counsel present, if warranted;
 - The right to give testimony or provide statements in an investigation by means other than being in the same room with the Respondent;
 - The right to identify relevant witnesses during the campus investigation process;
 - The right to be fully informed of campus conduct rules and procedures;
 - The right to have the College reasonably compel the presence of student, faculty and staff witnesses;
 - The right to challenge documentary evidence or testimony presented by witnesses or the Respondent;
 - The right to review all testimony given and evidence presented during the investigation and Administrative Review Proceeding;
 - The right to have Complaints heard by Administrative Review Proceeding Panel members who have received appropriate sexual misconduct review training;
 - The right that representatives of both genders be involved in the investigation and resolution of a complaint;
 - The right to have College policies and procedures followed without material deviation;
 - The right to be informed in advance, when possible, of any public release of information regarding the Complaint;
 - The right not to have released to the public any personal information about the Complainant, without his or her consent;
 - The right to full and prompt cooperation from campus personnel in obtaining and securing and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.

Rights of Respondent (Accused Student)

As a member of the Coe community, it is important for you to understand your rights as a Respondent. These rights include but are not limited to the following:

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators against the Respondent;
- The right to be treated with respect by College officials;
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services.

- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the Complaint, including the nature of the violation and possible sanctions;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus Administrative Review Proceeding;
- The right to make a statement during the Investigation and to have that statement considered by the Administrative Review Proceeding Panel in determining the sanction;
 - The right to make a responsive statement during the Investigation or the Administrative Review Proceeding process and to have that statement considered by the board in determining its sanction
 - The right to appeal the finding and sanction of the Administrative Review Proceeding Panel;
 - The right to review, upon request, all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law and this Policy, prior to any written statement being due, any in person investigatory interview, or any other meeting, interview, statement or proceeding contemplated in this Policy;
 - The right to be informed of the names of all witnesses identified who will be interviewed, provide statements, or otherwise participate in any proceedings or processes contemplated in this Policy, except in cases where a witness' identity will not be revealed to the Respondent for compelling safety reasons. Unless a Complainant specifically requests to remain anonymous, the name of the alleged victim/Complainant, will generally be revealed. If the Complainant requests anonymity, her/his Complaint is subject to the limitations enumerated in this Policy;
 - The right to disciplinary proceedings closed to the public;
 - The right to petition that any Investigator or Administrative Review Proceeding Panel member be removed on the basis of demonstrated bias or conflict of interest;
 - The right to have the College reasonably compel the presence of student, faculty and staff witnesses;
 - The right to review all testimony given and evidence presented during the investigation and Administrative Review Proceeding;
 - The right to challenge documentary evidence or testimony presented by witnesses or the Complainant;
 - The right to have Complaints heard by Administrative Review Proceeding Panel members who have received appropriate sexual misconduct review training;
 - The right to have College policies and procedures followed without material deviation;
 - The right to have an Advisor/Support Person to accompany and assist in the campus Disciplinary process. The Advisor may not take part directly in any Investigation or Administrative Review Proceeding itself, though they may communicate with the Respondent as necessary. The Advisor/Support Person may not contact or communicate, directly or indirectly, with the Complainant or any identified witness. If the Advisor/Support Person is an attorney, the Respondent must give the Sexual Misconduct Coordinator at least seven (7) days' notice so the College can have legal counsel present, if warranted;
 - The right to a fundamentally fair Investigation and Disciplinary proceeding and process;
 - The right to a campus conduct outcome based solely on evidence presented during the conduct process. The evidence shall be credible, relevant, based in fact, and without prejudice;
 - The right to written notice of the outcome and sanction of the Administrative Review Proceeding;
 - The right that representatives of both genders be involved in the investigation and resolution of a complaint;
 - The right to be informed in advance, when possible, of any public release of information regarding the Complaint.

Prevention and Risk Reduction

It can be difficult to discuss sexual expectations with someone – especially when it is early on in a relationship. However, both men and women must take responsibility to prevent sexual misconduct.

Listed below are risk reduction and prevention tips for men and women. Although no single method will make you immune from rape or assault, there are steps you can take to avoid potentially damaging situations. Additionally, the failure to mitigate one's risk for sexual misconduct does not release a perpetrator from the culpability of having committed sexual misconduct.

Responsibilities for Both Men and Women

- Get to know your partner and discuss sexual expectations before you find yourself in an intimate situation – don't let sex "just happen."
- Set limits. Your body belongs to you and you have the right to set sexual limits for yourself.
- Clearly communicate your desires and limits. Don't make assumptions.
- Avoid excessive use of alcohol and illicit drug use.
- Be assertive. If you say "no," say it clearly.
- Listen – and hear. Being told "no" is not a rejection of you as a person. You can also say "no."
- Pay attention to your non-verbal actions.
- Accept your partner's decision. Don't try to coerce or manipulate.
- Understand and accept that you are responsible for your behavior and choices.
- Trust your instincts. If you think something is wrong, you are probably right. Get out of the situation immediately.

Incapacitated Sexual Conduct

If you choose to drink or use drugs, the likelihood you will remember to consider the above responsibilities is greatly reduced. Thus, you run the risk of impaired thinking and communication. However, being drunk is never an excuse for raping or assaulting someone, and it precludes one from giving affirmative consent.

Alcohol is not the only drug that can facilitate unwanted sex. There are drugs that have come to be known as “date rape drugs” because of their ability to incapacitate. These drugs are often added to drinks without the victim’s knowledge. Most of the drugs are odorless, colorless, and tasteless. These drugs include:

MDMA (also known as Ecstasy, X, E, Rolls, Molly). It can cause visions and other distortions of reality, teeth grinding and spasms, or death from a heat stroke-like event. Long term it can cause dental-related issues and brain damage. It may be a powder, but mostly pressed pills with a wide range of logos.

GHB (also known as “G,” Liquid Ecstasy, Blue Verve, Grievous Bodily Harm, or Georgia Home Boy). It can cause nausea, vomiting, delusions, amnesia, seizures, and loss of muscle control. It can leave you conscious but unable to move, unconscious, in a coma, or it can kill you. It usually has a bluish color, is odorless, and tasteless.

Ketamine (also known as Special K, Ket, Bump). It can cause an out of body experience, brief “Gumby Doll” period, and flashbacks. It is a type of animal tranquilizer and often stolen from veterinary clinics.

Rohypnol (also known as Roofies, Roche, or Forget-me Pill). It can cause drowsiness, dizziness, confusion, and amnesia. It can contain dangerous impurities.

Be careful. Do not accept drinks that you are not completely sure of the contents. Do not leave drinks unattended. Keep an eye on yourself and your friends for any suspicious activity, and for signs of the symptoms listed above.

Risks of Alcohol

At least 70% of all sexual assaults involve alcohol.

The use of alcohol can be a factor for the survivor, the aggressor, or both.

Alcohol lowers inhibitions and impairs judgment, which can lead to a dangerous situation.

Alcohol and sex can be as dangerous as drinking and driving.

Learn the Facts

Myths about rape are pervasive in our culture. They function to discredit victims and make them feel personally responsible so that they will not report the rape. Replacing myths with facts is an important step in altering the conditions that lead to rape.

MYTH: Rape is a sexual crime, impulsively committed by a man for sexual gratification.

FACT: Rape is typically a crime of violence and aggression. Its intent is to overpower, degrade, and humiliate the victim. Both men and women commit rape.

MYTH: Rape can’t happen to me or someone I know.

FACT: Rape victims come from all socioeconomic classes and ethnic backgrounds and range in age from 3 months to 97 years. Men and boys can be victims too. The highest rape victimization rate is for women between the ages of 16 and 19; the second highest is for women between the ages of 20 and 24.

MYTH: Most rapes are committed by strangers in a dark place at night.

FACT: It is estimated that as many as 85% of all rapes are committed by someone the victim knows. Rape can take place anywhere, at any time.

MYTH: Women provoke rape by how they behave, dress, or where they choose to go. Rape is the victim’s fault.

FACT: Rape is NEVER the victim’s fault. No matter how a person dresses, behaves, or where they go it is never ever the victim’s fault. Fault in rape situations ALWAYS lies with the perpetrator.

MYTH: In a dating situation, when a woman says “no” she really means “yes.”

FACT: “No” always means NO.

MYTH: Women report rapes to get even with men or to protect their reputations.

FACT: According to the FBI, fewer than 2% of reports of rape are false reports. In fact, anywhere from 50-90% of all rapes are never reported to the police.

Common Sexual Misconduct Policy Questions and Answers

Here are some of the most commonly asked questions regarding Coe’s sexual misconduct policy and procedures.

Does the Complaint remain confidential?

The privacy of all parties to a complaint of sexual misconduct must be strictly observed, except insofar as it interferes with Coe's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the Complainant or the Respondent may lead to disciplinary action by the College. In all complaints of sexual misconduct, the Complainant and Respondent will be informed of the outcome. In some instances, the administration may choose to make a brief announcement of the nature of the violation and the action taken, using no names. Certain College administrators are informed on a confidential basis (e.g., the President of the College, Dean of Students, Director of Security, College counsel). If you report an act of alleged sexual misconduct to a designated official of the College and there is evidence that a felony has occurred, local police may be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the College is legally required to notify law enforcement authorities in some situations. Coe College also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

Will my parents be told?

No, not unless you tell them. Whether you are the Complainant or the Respondent, Coe's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, or in a life-threatening situation, or if a Complainant or Respondent has signed the permission slip at registration which allows such communication.

Will I have to confront the perpetrator?

Yes, if you file a formal Complaint and choose to proceed with the Formal Resolution Process. Sexual misconduct is a serious offense and the accused has the right to confront the accuser. The College does provide options for allowing confrontation without direct contact, including closed-circuit testimony, using a room divider or using separate rooms.

Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator.

No, if you choose to respond informally and do not file a formal complaint, but your incident of sexual misconduct will be reported for federal statistical purposes. Your personal information will be kept strictly confidential.

What do I do if I am accused of sexual misconduct?

DO NOT contact the alleged victim/Complainant. You may immediately want to contact someone in the campus community who can act as your Advisor/Support Person. You may also contact the Dean of Students, who can explain the College's procedures for dealing with sexual misconduct complaints. You may also want to talk to a confidential Accused Student Resource Person (Emily Barnard, Counselor, Student Development Suite, Upper Gage, ebarnard@coe.edu, 319-399-8741).

What do I do about legal advice?

The decision to get an attorney is solely for the parties involved to make.

What about changing residence hall rooms?

If you want to move, you may request a room change. Accommodations such as changing rooms are provided if they are reasonably available, regardless of whether a formal report is filed with the institution or local police. The permanence of this action may be based upon the outcome of the Administrative Review Proceeding. Some accommodations available to you might include:

- Assistance from College support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Exam (paper, assignment) rescheduling;
- Taking an incomplete in a class;
- Transferring class sections;
- Temporary withdrawal;
- Alternative course completion options.

What do I do about preserving evidence of a sexual assault?

Physical evidence of a criminal sexual assault must be collected within 72 hours. If you believe you have been a victim of a criminal sexual assault, you should go to St. Luke's Hospital Emergency Room (1026 A Ave NE, Cedar Rapids, IA 52406 - Directly across the street from Greene and Hickok Hall), before washing yourself or your clothing. The Sexual Assault Nurse Examiner (SANE Nurse - a specially trained nurse) at St. Luke's Hospital is on call 24 hours a day, 7 days a week (call the Emergency Room at 319-369-7105 if you first want to speak to the nurse; ER will refer you). In addition, Mercy Hospital in Cedar Rapids and the University of Iowa Hospital and Clinics in Iowa City both have SANE nurses. A victim advocate can also accompany you to hospital and Coe Security can provide transportation to St. Luke's hospital. Victim advocates are available in Cedar Rapids through Riverview Center Sexual Assault Hotline at 1-888-557-0310 (24 hour crisis line), and the Rape Victim Advocacy Program (RVAP) in Iowa City at 1-800-284-7821. **Some hospitals may notify the local police when a sexual assault victim seeks emergency room services, but you are not obligated to talk to the police or to prosecute.** The exam will help to keep that option open for you, should you decide later to exercise it. The hospital staff will collect evidence, check for injuries, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene – leave all sheets, towels, etc. that may bear evidence for the police to collect.

Will a student be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the College's response, but whenever possible the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and Coe does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct. Do note, however, that the College's approach does not prevent law enforcement authorities from pursuing legal action for illegal conduct.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?

The use of alcohol and/or drugs by either party will not diminish the Respondent's responsibility. On the other hand, alcohol and/or drug use is likely to affect the Complainant's memory and, therefore, may affect the outcome of the Complaint. A person bringing complaints of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the Complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information.

Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

What should I do if I am uncertain about what happened?

If you believe that you have experienced a non-consensual sexual contact, but are unsure of whether it was a violation of the College's sexual misconduct policy, you should contact Krista Kronstein, Sexual Misconduct Coordinator at 319-399-8741 or kkronstein@coe.edu.

Sex Offender Information

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. For the state of Iowa, you may obtain this information by contacting the Cedar Rapids Police Department (319-286-5374) or inquire through the Iowa Sex Offender Registry at <http://www.iowasexoffender.com/>

NOTES:

ALCOHOL AND OTHER DRUGS

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of Coe College are informed that strictly enforced policies are in place which prohibit the possession, use, or distribution of any illicit drugs, including alcohol, on Coe College property or as part of any College-sponsored activity unless event-specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on Coe College property or at College-sponsored activities.

Coe College affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through the College Counseling Services, Health Services, and the employee assistance program. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Philosophy

Coe College opposes the illegal use and/or abuse of alcohol and other drugs in the college environment because of the serious problems related to the misuse of alcohol and other drugs, and because this practice can lead to a loss of effectiveness in human life and can hinder the educational process. The College takes a position of serious concern about, and opposition to, the misuse of alcoholic beverages and use of illicit and/or prescription drugs in the College community. Therefore, the College urges all students to exercise mature judgment and social responsibility when making decisions regarding the use of alcohol and other drugs.

In compliance with state and federal laws, Coe College prohibits the unlawful possession, use, manufacture, or distribution of alcohol and other drugs by students. Students who violate the alcohol and other drug policy will be subject to disciplinary action by the college under the applicable policies.

On-Campus Alcohol Policies and Guidelines

Basic Guidelines

Coe College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the college community. Students are expected to make responsible decisions regarding the use of alcohol personally and at organizational events on and off campus. This includes encouraging responsible drinking habits by those individuals who choose to drink and respecting the rights of those individuals who choose not to use alcohol. These guidelines apply to all forms of alcohol including, but not limited to liquid, vapor, or powder.

Unacceptable behavior resulting from drinking alcohol will be subject to college discipline and/or civil action. Students on Coe College property and/or in connection with any Coe College activity are to observe and honor the following requirements and expectations:

- Students under 21 years of age shall not consume or possess alcohol anywhere on Coe College property or at a Coe College-sponsored event.
- Students who are 21 years of age or older are permitted to possess and consume alcohol within the privacy of their own room, provided that the door remains closed.
- Students who are 21 years of age or older may not share or provide alcohol to persons who are under 21 years of age.
- Students who are 21 years of age or older may not share or provide alcohol to any persons who are intoxicated.
- Alcohol is not permitted in public areas of the residence halls (game rooms, hallways, study lounges, stairwells, restrooms, and chapter rooms are public areas).
- Alcohol is not permitted outdoors on the Coe College campus (unless at a registered campus event).
- When alcoholic beverages are brought on campus they will be transported in a covered, opaque package.
- Those under 21 years of age that are found to be transporting alcohol shall have their alcohol confiscated.
- Drinking activities which are potentially dangerous, such as “chugging” of alcoholic and non-alcoholic beverages, drinking games, and activities that employ peer pressure to force alcohol or any beverage consumption are prohibited.
- Alcohol may not be used as an incentive or award at social events or college activities.
- Kegs of beer are prohibited in all campus housing facilities.

- Common source mixtures of alcohol and juices are not permitted due to the potential danger of unknown alcohol content or presence of other substances (Mixed drink beverages of less than one gallon are permitted in private rooms, i.e. Margarita, Sangria, etc.).
- Student Activity fee funds may not be used to purchase alcohol.
- Students must be 21 years of age or older to host, formally or informally, any activity that includes alcoholic beverages.

Social Function Guidelines

All student social functions have basic expectations and guidelines. Due to the increased liability at social functions where alcohol is present there are additional expectations. Social functions with alcohol shall meet the following guidelines:

- All social events must have an event host(s).
- The host(s) must be at least 21 years of age if alcoholic beverages will be present at the event.
- The host(s) may not consume alcohol before and/or during the event.
- The host(s) must:
 - ◆ Register the event – Advance registration of seven days (7) is recommended when possible. If an event request is submitted less than seven days (7) in advance, the social function request may be denied.
 - ◆ Submit a written guest list at the time the event is registered.
 - ◆ Verify that they have reviewed and will follow the risk management guidelines.
 - ◆ Arrange for security to be present for the event through the Director of Campus Security, if the Director of Campus Life deems it necessary for security to be present.
 - ◆ Verify the age of event attendants.
 - ◆ Monitor the entrances to the event to prevent uninvited guests from entering. Students who are present at a party and not listed as approved party attendees may be held responsible through the college conduct process and disciplined as appropriate.
 - ◆ Monitor the number of guests at the event to ensure occupancy does not exceed the fire code capacity of the particular facility
 - ◆ Provide alternative non-alcoholic beverages and food, in ample amounts, for the duration of the event
 - ◆ Help maintain order and ensure responsible behavior
 - ◆ Ensure all persons are capable of safely returning to their place of residence
- Alcoholic beverages may not be sold at on-campus events unless approved by the Dean of Students.
- Servers of alcoholic beverages shall be 21 years of age or older and shall not serve anyone who is under 21 years of age, obviously intoxicated, disorderly, or in poor condition to the point of sickness. Servers shall not provide alcohol to an individual in quantities likely to bring about intoxication or sickness. Servers must be provided by a third party vendor like Sodexo.
- Advertising that specifies or emphasizes the quantity of alcohol to be served is prohibited. Alternative beverages are to be advertised whenever alcohol is advertised.

Social Function Registration

All student campus events and student social functions must be registered. If the event is to be held in an apartment or house it must be registered through the appropriate Apartment Area Coordinator. If the event is to take place anywhere else on campus, it must be registered with the Director of Campus Life. Events are to be registered by obtaining a Campus Activity Registration Form from either the Apartment Area Coordinator or the Director of Campus Life. Space for an event will not be confirmed until this form is completed with all required signatures obtained. Students are encouraged to plan their events well in advance to allow adequate time to make necessary scheduling arrangements. Two weeks is recommended, a minimum of five days if Security is needed. Forms can be picked up at the Campus Information Center in Gage Memorial Union. All PUB events must have security or a campus advisor/staff member present.

In order to reduce the potential liability and risk borne by the host(s) of social functions, Coe College requires every apartment and/or house party to be registered with the Apartment Area Coordinator and requires that the host(s) participate in a risk management program.

Any social function, planned or impromptu, in the following Coe apartments which has 10 or more people is considered a party and must be registered. Due to fire code capacities, social functions in these apartments may not exceed 15 people.

- 1325 A Avenue NE
- 1326 A Avenue NE
- All College-Owned Houses
- E Avenue apartments
- 4-Plex
- 8-Plex
- Hampton Court Apartments

Any social function, planned or impromptu, in the following Coe apartments which has 20 or more people is considered a party and must be registered. Due to fire code capacities, social functions in these apartments may not exceed 30 people.

- Brandt House
- Morris House
- Schlarbaum House
- Spivey House

Apartment or house parties must remain within one apartment/house. If security staff is needed, five days' notice is required, but fourteen days is recommended. If an apartment or house violates party guidelines, the apartment or house may lose party hosting privileges for the year. Coe College staff reserve the right to require registration, remove approval, or address parties or events that don't follow the Social Function Guidelines regardless of the number in attendance.

Impromptu Social Functions

Occasionally, a small gathering may develop into an apartment or house party. In those instances, it is the responsibility of the host/sponsor to immediately notify Security at (319)399-8888. Hosts of impromptu parties are still expected to meet all College guidelines and risk management procedures.

Multiple impromptu parties or common source alcohol at impromptu parties will be considered an attempt to circumvent the host's obligation to register a social function and is subject to disciplinary action. Any violations of the above policy in any part will require the student(s) and/or organizations to be reviewed by the appropriate college authorities.

Additional Guidelines for Coe Apartments and Houses

All campus alcohol policies apply to the Coe apartments and houses with the following special conditions:

- All apartment and house parties must be registered as social functions with the Apartment Area Coordinator. Event hosts are required to review College risk management guidelines.
- All alcohol must remain within the confines of the apartment or house. Alcohol is not permitted on the balconies, patios, or the grounds surrounding the apartments and houses.
- The host(s) of the event is responsible for clean-up of any debris on apartment/house grounds. Clean-up should take place at the conclusion of the event.

Additional Guidelines for other On-Campus Events

- All on-campus events with alcohol must be registered as social functions with the Director of Campus Life. Event hosts are required to review College risk management guidelines.
- Third-party vendors such as Sodexo shall be used for the purchase and serving of alcohol.
- The host(s) of the event is responsible for ensuring alcoholic beverages do not enter the event if such use has not specifically been permitted.
- The host(s) of the event is responsible for clean-up of any debris. Clean-up should take place at the conclusion of the event.
- Security must be present at all campus events, aside from apartment/house parties, if alcohol is to be present.

On-Campus Illegal Substance Policies and Guidelines

Illegal drugs are not permitted on the Coe College campus or on college property. Institutional knowledge of possession, manufacture, sale, distribution, and/or use of any drug will subject the involved student to investigation. The following is a list of violations of the Coe College Illegal Substance Policy:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possessing, using, distributing, manufacturing, or being under the influence of any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for the College in addressing drug-related offenses that occur on or off-campus. In addition to College imposed sanctions, students and employees are subject to all legal sanctions under federal, state, and local law for any offenses involving illegal drugs on Coe College property or at Coe College activities.

The College has a commitment to assist members of the Coe community with treatment of chemical dependency in terms of referrals to appropriate treatment agencies. Students seeking confidential assistance should consult the College counseling service, St. Luke's Family Counseling Center, or the Director of Health Services.

Sanctions for Student Misconduct

Violations of the above regulations may result in sanctions. Students may refer to the Student Conduct Policy for further details.

Standards of Conduct for Employees

Coe College promotes a work environment free of drugs and alcohol, and employees have the right to perform their duties with unimpaired co-workers. To this end, the college has developed a policy to address and to comply with the Drug-Free Workplace Act of 1988. As a condition of employment, the faculty and staff members agree to abide by the terms outlined in this policy.

All Coe College faculty and staff are notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. The workplace is defined as the site(s) where the performance of work is done in connection with one's specific employment. To assist in compliance with the Drug-Free Workplace Act, the following positions will be filled by the listed Coe College faculty member:

- Drug-Free Workplace Program Administrator: Director of Human Resources
- Drug-Free Workplace Referral Agent: Director of Health Services
- Contractor for Counseling Services: Mercy Hospital's Employee Assistance Program

To assist employees in broadening their knowledge of the harmful effects of controlled substances, and in the treatment of alcoholism or addition to controlled substances, Coe College will use faculty and staff meetings, the *Crimson Chronicle*, and other avenues to make employees aware of the following:

- The dangers of drug abuse in the workplace
- Coe's policy of maintaining a drug-free workplace
- The services of the Mercy Employee Assistance Program
- Faculty and staff development training in substance abuse
- The penalties that may be imposed for drug-free workplace policy violations

In addition to a written policy, the College will provide comprehensive counseling and support services to employees in need. Employees are encouraged to seek assistance for alcohol and/or drug dependencies. The college assures that all information about participation in a rehabilitation program will be treated in a confidential manner.

Sanctions for Employee Misconduct

In situations where there is a reasonable cause to suspect that an employee is in violation of the alcohol and drug policy, an appropriate investigation may be made by the program administrator. If upon completion of the investigation, the employee is found to have violated the policy, that employee can be subject to any one or a combination of the following educational and/or disciplinary sanctions:

- Required participation in the Mercy Employee Assistance Program
- Required participation in an in-patient substance abuse rehabilitation program as determined by the appropriate EAP agent

- Required attendance at designated staff development or other substance abuse education program
- Disciplinary action, including: reprimand, suspension, or termination

All employees have the right to appeal the sanctions to the president of the college. Appeals must be made within five (5) working days of notice of sanctions.

In situations where the college does not suspect a problem, but one exists, the employee may contact the EAP directly and expect confidential treatment (without college involvement or knowledge)

All employees will notify the head of their department of any criminal drug statute conviction occurring in buildings, facilities, grounds, or property controlled by the college within five (5) working days after such conviction. The appropriate college official will, in turn, notify the applicable federal agency of the conviction. Appropriate action will be taken within thirty (30) days of the college's notice of conviction or violation of the college's policy on a drug-free workplace.

Civil Laws and Sanctions Regarding Alcohol and Other Drugs

Alcohol Laws - Iowa State Code states that it is unlawful for any person "to sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age, and a person or persons under legal age shall not individually or jointly have alcoholic liquor, wine, or beer in their possession or control." The law further states that "no person under legal age shall misrepresent the person's age for the purpose of purchasing or attempting to purchase any alcoholic beverage, wine, or beer from any licensee or permittee." Penalties range from a simple misdemeanor to a serious misdemeanor. In Iowa the legal drinking age is 21.

Drug Laws - Iowa State Code states that it is unlawful for any person not authorized by Chapter 124 of the state code "to manufacture, deliver, or possess with intent to manufacture or deliver a controlled - or counterfeit - substance or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver or possess with intent to manufacture or deliver a controlled substance." Penalties range from a simple misdemeanor to a felony. For greater detail of these laws, see Chapters 123 and 124 of the Iowa State Code.

The federal law with respect to drug abuse prevention and control may be found in Title 21, Chapter 13, of the United States Code.

A number of different penalties (sanctions) may be imposed by the magistrate or other representatives of the civil judicial system. Penalties include criminal charges, ranging from a simple misdemeanor to a felony. Sentencing may include one or more of the following: monetary fines, incarceration, and community service. Penalties may be different for persons under or over the age of 18 years old. Persons under 18 who violate drug and alcohol laws may be turned over to juvenile authorities or are dealt with through the court system. Persons over 18 are dealt with through the court system. Persons over 18 who are charged with the use or possession of illegal drugs are treated as adults. Fines, jail sentences, and community service are at the discretion of the magistrate or district court judge.

Health Risks with Alcohol and Other Drugs

People who abuse alcohol or drugs risk damage to both their mental and physical health including, but not limited to:

Alcohol and Other Drugs

Health Risks

INHALANTS

Solvents, Aerosols, Thinner, Paint, Lighter Fluid, Gas

liver, nerve, brain damage; heart failure; respiratory arrest; coma; suffocation; death

NARCOTICS

Heroin, Morphine, Codeine, Methadone

pulmonary edema; convulsions; respiratory arrest; coma; death

DEPRESSANTS

Alcohol, Benzodiazepines, Barbiturates, Chlorohydrins

nausea; severe anxiety; agitation; hallucinations; tremors; shakes; delirium; convulsions; death

STIMULANTS

Methylphenidate, Cocaine, Phenmetrazine, Amphetamines

convulsions; hypertension; coma; cardiac arrests; pulmonary edema; respiratory failure; death

HALLUCINOGENS

Marijuana, LSD, PCP, MDMA, Mescaline, Psilocybin

paranoia; delusions; psychosis; hallucinations; convulsions; flashbacks; death

These examples are not intended to be all-inclusive. It is recommended that you consult your physician for a more extensive description of health risks associated with the use of substances such as nicotine, caffeine, depressants, and stimulants. Related pamphlets on health risks are available in the Health Services Office in the Lower PUB.

Resources for Alcohol and/or Drug Concerns

Health Services..... (319)399-8617
 Provides referrals to local hospitals and medical specialists. Offers health education materials and conducts campus wellness programs.

Counseling Services/St. Luke’s Family Counseling Center.....(319)369-7952
 Provides counseling and brief psychotherapy to students experiencing personal adjustment problems. Provides crisis intervention for students in distress (e.g., depressed, grief reactions) and referrals to appropriate agencies.

Area Coordinators.....(319)399-8741
 Conduct educational programs in residence halls in coordination with the faculty and Student Development staff.

Student Activities/Gage Union.....(319)399-8609
 Coordinates a broad range of cultural, recreational, educational and entertaining activities for the campus community.

Off-Campus Community Resources

Alcoholics Anonymous.....(319)365-5955
 The Fellowship Club (Alcohol).....(319)364-9897
 Area Substance Abuse Council.....(319)390-4611
 Sedlacek Treatment Center.....(319)362-6226
 Crisis, Suicide Information.....(319)362-2174
 Abbe Center (Mental Health).....(319)398-3562
 Domestic Violence.....(815)777-3680
 YWCA – Sexual Assault.....(319)363-5490
 Foundation II Crisis Center.....(319)362-2174
 St. Luke’s Hospital Emergency.....(319)369-7122

National Resources

Cocaine Helpline.....1-800-COCAINE
 National Council on Alcoholism.....Information Line: 1-800-NCA-CALL
 National Institute on Drug Abuse.....1-800-622-HELP
 Pride Drug Information Hotline.....1-800-241-9746

Biennial Review Procedures

Pursuant to the Drug-Free School and Communities Amendments of 1989, these policies and related programs will be reviewed every two years for compliance. The materials developed pursuant to these policies and the results of the biennial review will be made available to the Secretary of Education if the college is selected in a random selection by the Secretary for determination of compliance. In addition to circulating these policies to all students and employees, policies relevant to the Drug-Free Workplace Act will be posted in public areas of the college.

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NOTES:

Campus Civility Statement

This statement was written by students in order to address standards of civility and respect within the Coe College community. This statement is a living document and is intended to evolve over time.

We, the members of the Coe College community, expect our campus climate to be safe, mutually supportive, academically encouraging, equitable, and accepting of all its members.

In addition:

- We acknowledge and encourage that the academic experience to extend beyond the classroom into our living environment.
- We expect a campus free of incidents that create a hostile living environment.
- We expect a healthy and responsible attitude to accompany all social gatherings.
- Intoxication will not be an excuse for incidents that occur while under the influence.
- We expect that diversity of opinion will be encouraged and respected, students should be able to disagree without being disagreeable
- Everyone has the right to be respected for their individuality
- The members of our campus community shall respect the rights of other persons regardless of their actual or perceived age, color, creed, able-bodiedness, neurodiversity, gender identity, gender expression, national origin, race, religion, sex, or sexual orientation.

The Coe community is made up of individuals who model these standards and hold each other accountable. In order for the community to encompass the goals outlined above, each individual is responsible and accountable for their own actions and words.