

# **Coker University Annual Security and Fire Safety Report 2024**

*For the Students, Faculty, and Staff of Coker University and Prospective Students and Employees for the calendar years of 2021, 2022, and 2023.*



Coker University  
Office of Campus Safety and Security  
307 East Carolina Avenue  
Hartsville, SC 29550  
843.383.8140  
[coker.edu/offices-services/campus-safety/](https://coker.edu/offices-services/campus-safety/)

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## MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY AND SECURITY

Dear Campus Community:

It is the mission of Coker University Campus Safety and Security to enhance the quality of life at Coker University by providing a safe and secure environment that is conducive to learning, and is consistent with the educational goals of this diverse institution, while building community partnerships that foster trust, mutual respect, and cooperation. Coker University Campus Safety and Security strives to accomplish its mission while adhering to its core value of Professionalism, Integrity, Communication, Service, Respect, Loyalty, and Duty.

To fulfill this mission, Campus Safety supervision provides a quality work environment and the development of its officers through continued training and supportive leadership. Achievement of this mission requires continuous training of officers, frequent re-evaluation of performance, patrol enforcement techniques and strategies, and the support of the entire campus community.

It serves no purpose to victimize yourself with unwarranted fear. Most crimes are crimes of opportunity that are easily prevented with simple common sense and calm awareness. Do not walk alone at night in secluded or poorly lit areas. Do not engage in reckless high-risk behavior. Do not prop your doors open. Do not leave drinks unattended at a party. And don't leave yourself defenseless or vulnerable by taking illicit drugs or becoming intoxicated.

Coker does everything it reasonably can to create a safe environment, but ultimately you alone are responsible for your personal safety. Although campus safety is a community responsibility, your safety is largely determined by your choices. Together, with the common good in mind, we create a safe community by being aware, reporting suspicious activity, and caring for each other's well-being.

Never hesitate to call Coker University Campus Safety and Security at 843.383.8140 when you need help, when you sense that something is wrong, or when someone is in danger. Listen to your intuition and take action.

We are committed to your safety. With your help, we will keep Coker one of the safest University campuses in the country.

Michael Williamson, Director  
Office of Campus Safety and Security  
843-383-8194  
[mwilliamson@coker.edu](mailto:mwilliamson@coker.edu)

## **THE OFFICE OF CAMPUS SAFETY and SECURITY**

The Office of Campus Safety and Security provides 24-hour/365 day service and protection to the Coker community with a contracted staff of full and part time security officers. The Office of Campus Safety and Security reports to and is supervised by the Director of Campus Safety and Security, a University employee. Security officers are generally assigned to campus patrol operations, the Boathouse, and Kalmia Gardens.

The campus is patrolled by officers on foot and by vehicle. Officers receive emergency and routine calls for service and monitor a network of security cameras and life safety alarm systems. Coker University Campus Safety and Security also provides safe student transportation services on campus in unsafe situations.

The Office of Campus Safety and Security responds to and investigates reported incidents and policy violations. Excellent interdepartmental relationships are maintained with the City of Hartsville police, fire and rescue, Darlington County Emergency Services, and federal law enforcement agencies for operational and training support. Coker University maintains active MOUs (Memoranda of Understanding) with both Hartsville Police Department and the Darlington County Sheriff's Department.

Coker has an all-hazards campus emergency management plan and conducts annual scenario-based drills to test our readiness to respond to any campus emergency. A campus-wide mass-notification system informs students, faculty, and staff of campus emergencies within minutes, providing specific safety information and instructions.

We are proud of the strong relationships we have with faculty, staff, students and the City of Hartsville. Only with the confidence, trust, and support of the entire campus community can we ensure that Coker remains the very safe and special place that it is.

The Office of Campus Safety and Security is composed entirely of non-sworn campus armed security officers. Security officers have the authority and arrest power given to sheriff's deputies to arrest a person violating, or charged with violating, a criminal statute of this State but possess the power of arrest only on the property on which the officer is employed. (SC Code of Laws, Title 40, Chapter 18) However, these powers are only used with the permission of school officials or to assist local law enforcement.

Campus safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Coker University. Officers conduct investigations of all incidents and submit detailed reports. Campus Safety coordinates with the Hartsville Police Department in the investigation of crimes occurring on campus. Campus safety officers have the authority to issue parking tickets and assign fines as appropriate.

### Important Phone Numbers

Admissions	843-383-8050
Alumni	843-383-8082
Athletic Department	843-383-8073
Bookstore	843-383-8034
Financial Office	843-383-8023
Diversity	843-383-8039
Dean/Provost Office	843-383-8012
Development	843-383-8014
Financial Aid	843-383-8055
Health and Wellness Center	843-917-4044
Human Resources	843-383-8060
IT	843-383-8323
Library	843-383-8125
Mailroom	843-857-4200
Marketing	843-857-4103
Payroll	843-857-4223
Physical Plant	843-383-8080
President's Administration	843-383-8010
Registrar	843-383-8022
Residence Life	843-383-8214
Security	843-383-8140
Student Success	843-857-4131
Student Solution Center	843-383-8026
Title IX Office	843-383-8171

# EMERGENCY PROCEDURES

LOCKDOWN

LOCKOUT

EVACUATE

SHELTER

CAMPUS SAFETY (843) 383-8140

## ASSAULT OR THREAT WITH A DEADLY WEAPON

- Run/Evacuate if it is safe
- Hide if you cannot evacuate in a secure room
- Lock doors and windows
- Keep Silent
- Wait for instructions or "All Clear" signal
- Fight only as a last resort

## BOMB THREAT

- Remain calm and follow instructions of emergency personnel

## BUILDING EVACUATION

- When the building alarm is activated, evacuation is MANDATORY – do not assume it is a drill
- Do NOT use elevators
- Take only personal belongings (e.g., keys, jacket, bag)
- Close doors behind you as you exit
- Move to the primary or secondary rally point, whichever is safer

## FIRE

- Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures
- Notify occupants and help those needing assistance in the immediate area
- Close the doors as you exit to help contain the fire
- Evacuate the building through the nearest exit
- Do not reenter the building until authorized to do so by emergency personnel

## GAS LEAK, FUMES, OR VAPORS

- Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures
- Do NOT use light switches or electrical equipment

## MEDICAL EMERGENCY

- Survey the scene as you approach, and only provide assistance if it is safe to do so
- If trained, administer first-aid, CPR, and/or AED
- Do not attempt to move the person unless necessary

## SUSPICIOUS BEHAVIOR

- Do NOT physically confront the person
- Do NOT let anyone into a locked room or building
- Do NOT block suspicious person's access to an exit

## SUSPICIOUS OBJECT OR PACKAGE

- Do NOT touch or disturb the object or package
- Do NOT use your cell phone near the object or package
- Evacuate the immediate area

## WATER LEAK OR FLOODING

- If safe, secure vital equipment, records, and hazardous materials
- If safe, shut off nonessential electrical equipment
- Move to safe area

## WEATHER EMERGENCY

- Take shelter
- Avoid unnecessary travel
- Follow official instructions
- Be prepared for power outage



**C O K E R**  
UNIVERSITY



## **Reporting Procedures**

If you observe a crime or suspicious situation, or see a safety problem, immediately notify the Office of Campus Safety and Security. Your awareness is essential to campus crime prevention. For non-emergency or business calls, dial 843-383-8194. For security emergencies, dial 843-383-8140. You may also dial 9-1-1 for Hartsville police, fire, and emergency medical response.

The Office of Campus Safety and Security is responsible for the reporting and follow-up of any criminal incident that occurs on the Coker University campus, in coordination with the Hartsville Police Department, as necessary. Crimes committed in other jurisdictions should be reported to the police agency where the offenses occurred. To ensure that timely warnings are issued and that accurate statistics are included in this annual disclosure, please immediately report any criminal offenses to a member of the Office of Campus Safety and Security. Everyone should report all crimes and suspicious activities whether you are a victim or a witness when the victim elects or is unable to make such a report.

## **On-Campus Reporting**

When members of the Coker community receive a report of criminal activity on campus, they should immediately contact the Office of Campus Safety and Security.

## **Off-Campus Reporting**

If criminal activity takes place in an off-campus location, Coker University community members should contact the local, county, or state police department with jurisdiction. Out of courtesy, Hartsville Police Department may inform the University of off-campus situations involving students, but they are not “required” to notify the University. Law enforcement authorities routinely work with and communicate with Campus Safety on any incidents occurring on campus or in the immediate neighborhoods and business areas surrounding campus. Students in these cases may be subject to arrest by the local police and University disciplinary proceedings through Student Conduct.

## **Anonymous Reporting Procedures**

If you are the victim of a crime, or a witness to a crime, and do not want to pursue action within the Coker University system or the criminal justice system, you may still want to consider making an anonymous report. With your permission, the Office of Campus Safety and/or a law enforcement agency can file a report on the details of the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of the community. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Coker University. To file an anonymous report, call the Office of Campus Safety and Security at 843-383-8140 or email [list.campussafety@coker.edu](mailto:list.campussafety@coker.edu). You may also fill out an anonymous report using the University Reporting form found on [coker.edu/osrr](http://coker.edu/osrr)

## **Reporting to Confidential Resources**

A Confidential Resource will only report to the university that an offense took place and the location. University professional counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Persons being counseled may report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics by notifying a counselor within the Center for Health and Wellness. Counselors within the Center for Health and Wellness are encouraged to share this process with persons being counseled. Deciding among these options can be difficult, and individuals are encouraged to seek assistance from a confidential resource BEFORE deciding how to proceed. Confidential consultations about Title IX Prohibited Conduct are available from persons who, by law, have special professional status (licensed mental health professionals, licensed healthcare workers and clergy).

## **On campus confidential resources:**

The Center for Health and Wellness is staffed by a licensed nurse through Carolina Pines Regional Medical Center. For more information or to book an appointment, visit this [website](#).

The Center for Health and Wellness is staffed by licensed mental health counselors. For more information or to book an appointment, visit this [website](#).

**Off campus confidential resources:**

Any individual may also access resources located in the community. These organizations can provide crisis intervention services, counseling, medical attention and assistance in dealing with the criminal justice system. If accessing these resources, individuals are encouraged to clarify whether the resources are confidential.

- [Pee Dee Coalition Against Domestic & Sexual Assault](#)
- [CareSouth Carolinas](#)
- [Interfaith Contacts](#)
- [National Sexual Assault Telephone Hotline](#)
- [National Rape Crisis Center](#)

**Campus Security Authorities (CSA)**

Certain individuals and organizations at the University have a separate and additional responsibility under federal law to inform the Office of Campus Safety and Security of specified on-campus crimes witnessed by them or reported to them. These individuals are known as Campus Security Authorities (CSA). A CSA is defined as an individual or organization to which students and employees should report criminal offenses, as well as an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. Coker has identified the individuals who meet this criteria and has informed them of their responsibilities. A CSAs primary responsibility is to report allegations of Clery Act crimes reported to them to the official or office designated by the institution to collect crime report information, and to disclose accurate and timely crime statistics.

**THE JEANNE CLERY DISCLOSURE**

The Clery Act requires the distribution of an Annual Security and Fire Safety Report (ASR) to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The ASR includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Coker University, and on public property within or immediately adjacent to and accessible from the campus. This report includes all crimes reported to the Office of Campus Safety and Security, regardless of the ultimate disposition of the reported crime. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and fires in campus residential buildings. This report is distributed annually in the fall semester via email annually to all students and employees and posted on the following Coker University webpages: Human Resources, Admissions, and Campus Safety.

**Developing Information**

The annual preparation of crime statistics involves coordination among statistics collected by the Office of Campus Safety and Security, the Office of Student Conduct, the Title IX Coordinator, and the Hartsville Police Department (HPD). This coordination also occurs in the gathering of statistical data from those with “significant responsibility for students and campus activities”. The Office of Campus Safety and Security updates all campus safety and security information for submission to the Student Handbook and the campus crime report. The Office of Campus Safety and Security contacts appropriate law enforcement agencies with jurisdiction over campus and non-campus properties to collect annual statistics and prepare a daily crime log describing reported incidents. A copy of the daily log may be obtained at The Office of Campus Safety and Security, 307 East Carolina Avenue, Hartsville SC, 29550.

## **The Family Educational Rights and Privacy Act (FERPA)**

FERPA is a 1974 federal law that protects the privacy of student education records. FERPA affirms the right of access to one's own educational records, or to the education records of one's minor child. It also outlines, with some exceptions, an individual's right to have these records secured from public access.

## **The Overlap between FERPA and the Clery Act**

Because FERPA specifically protects the status of education records, other records —such as those maintained by Campus Safety and Security— are not protected under this law. However, if those same law enforcement records were shared with education officials for conduct code proceedings, this new documentation would become protected as part of the student's educational record.

While personally identifiable educational records are protected under FERPA, the Clery Act requires statistical reporting that includes non-personally identifiable information. As such, the right to privacy covered by FERPA will not prevent the disclosure of non-personally identifiable data for the purposes of Clery Act compliance, even if the identity of involved persons remains.

## **Annual Security and Fire Safety Report**

This Annual Security and Fire Safety Report information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Office of Campus Safety and Security. Each fall, e-mail notification is made to students and employees providing website address access for this report. The URL is also included on the websites of Human Resources and Admissions to inform prospective students and employees. You can link directly to the site at <https://www.coker.edu/offices-services/campus-safety/>. Crime statistics, compiled throughout the year, are published annually, and this report is updated as necessary. You may obtain a paper copy of this report by contacting the Office of Campus Safety and Security at 843-383-8194. The Clery Act Public Crime and Fire Log may be obtained by contacting The Office of Campus Safety and Security as well.

## **Geographic Definitions**

### **Campus:**

1. Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, and
2. On-Campus Student Housing is any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus housing facility.
3. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### **Residence:**

A subset of crimes on campus that includes only those reported crimes that occurred in dormitories or other residential facilities.

### **Non-campus building or property:**

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

### **List of non-campus buildings and properties:**

- Kalmia Gardens of Coker University, Hartsville SC
- Sory Boathouse, Hartsville SC

- Joslin Education Center, Hartsville SC
- Coker University does not maintain or recognize any official non-campus student organization facilities or housing complexes

**Public Property:**

All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

**Coker University Campus Crime Statistics**

<b>CRIMINAL OFFENSES</b>					
<b>OFFENSE</b>	<b>YEAR</b>	<b>NON-RESIDENTIAL ON-CAMPUS Property</b>	<b>ON-CAMPUS STUDENT HOUSING FACILITIES</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>	<b>2023</b>	0	0	0	0
	<b>2022</b>	0	0	0	1
	<b>2021</b>	0	0	0	0
<b>MANSLAUGHTER BY NEGLIGENCE</b>	<b>2023</b>	0	0	0	0
	<b>2022</b>	0	0	0	0
	<b>2021</b>	0	0	0	0
<b>SEXUAL ASSAULT</b>	<b>2023</b>	0	1	0	0
	<b>2022</b>	0	0	0	0
	<b>2021</b>	0	0	0	0
<b>FONDLING</b>	<b>2023</b>	0	0	0	0
	<b>2022</b>	0	1	0	0
	<b>2021</b>	0	1	0	0
<b>INCEST</b>	<b>2023</b>	0	0	0	0
	<b>2022</b>	0	0	0	0
	<b>2021</b>	0	0	0	0
<b>STATUTORY RAPE</b>	<b>2023</b>	0	0	0	0
	<b>2022</b>	0	0	0	0
	<b>2021</b>	0	0	0	0
<b>ROBBERY</b>	<b>2023</b>	0	0	0	0
	<b>2022</b>	0	0	0	0
	<b>2021</b>	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	<b>2023</b>	0	0	0	1
	<b>2022</b>	0	0	0	0
	<b>2021</b>	0	0	0	1
<b>BURGLARY</b>	<b>2023</b>	3	0	0	0
	<b>2022</b>	2	3	0	0
	<b>2021</b>	0	4	0	0
<b>MOTOR VEHICLE THEFT</b>	<b>2023</b>	0	0	0	0
	<b>2022</b>	0	0	0	0
	<b>2021</b>	0	0	0	0
<b>ARSON</b>	<b>2023</b>	0	0	0	0
	<b>2022</b>	0	0	0	0
	<b>2021</b>	0	0	0	0

<b>ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION</b>					
OFFENSE	YEAR	NON-RESIDENTIAL ON-CAMPUS Property	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
<b>ARRESTS: WEAPONS</b> CARRYING, POSSESSION, ETC.	2023	0	0	0	0
	2022	0	0	0	2
	2021	0	0	0	1
<b>DISCIPLINARY REFERRALS:</b> WEAPONS: CARRYING, POSSESSION, ETC.	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>ARRESTS: DRUG ABUSE</b> VIOLATIONS	2023	0	0	0	9
	2022	0	0	0	8
	2021	0	0	0	3
<b>DISCIPLINARY REFERRALS:</b> DRUG ABUSE VIOLATIONS	2023	0	5	0	0
	2022	0	3	0	0
	2021	0	0	0	0
<b>ARRESTS: LIQUOR LAW</b> VIOLATIONS	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>DISCIPLINARY REFERRALS:</b> LIQUOR LAW VIOLATIONS	2023	0	12	0	0
	2022	0	12	0	0
	2021	0	11	0	0

<b>VAWA (VIOLENCE AGAINST WOMEN ACT) CRIMES:</b>					
OFFENSE	YEAR	NON-RESIDENTIAL ON-CAMPUS Property	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
<b>DOMESTIC VIOLENCE</b>	2023	0	0	0	0
	2022	0	0	0	1
	2021	0	0	0	0
<b>DATING VIOLENCE</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
<b>STALKING</b>	2023	0	0	0	1
	2022	0	0	0	1
	2021	0	0	0	1

<b>UNFOUNDED CRIMES: CRIMES MAY ONLY BE DETERMINED UNFOUNDED BY LAW ENFORCEMENT OFFICIALS</b>					
OFFENSE	YEAR	NON-RESIDENTIAL ON-CAMPUS Property	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
<b>UNFOUNDED CRIMES</b>	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

<b>HATE CRIMES: BASED ON RACE, RELIGION, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, DISABILITY, ETHNICITY, NATIONAL ORIGIN</b>					
		NON-RESIDENTIAL	ON-CAMPUS	NON-CAMPUS	PUBLIC

OFFENSE	YEAR	ON-CAMPUS Property	STUDENT HOUSING FACILITIES	PROPERTY	PROPERTY
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Fondling	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Incest	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Robbery	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Burglary	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Arson	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Simple Assault	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Larceny-Theft	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Intimidation	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0
Destruction	2023	0	0	0	0
	2022	0	0	0	0
	2021	0	0	0	0

The statistical data reported in the above charts is compiled from records maintained by Office of Campus Safety and Security, Office of Residence Life, the Title IX Coordinator and Hartsville Police Department.

## Clery Crime Definitions

**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offense: (See Title IX Policy: Definitions below)** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a) **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- b) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- c) **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

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

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

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

**Weapon Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

### Hate Crimes

Coker University is also required to report statistics for hate (bias) related crimes by the type of bias as defined for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson) larceny, vandalism, intimidation, and simple assault. The first seven offenses are defined above under the Clery Crime Definitions. Destruction, Damage, Vandalism of Property, Intimidation, Larceny-Theft, and Simple Assault are defined below.

- **Destruction, Damage, Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

For purposes of reporting crimes, when more than one criminal offense was committed during a single incident, only the most serious offense is counted pursuant to the FBI's Uniform Crime Reporting Program. Exceptions to the hierarchy rule include that arson is always reported as a separate crime regardless of whether it occurs in the same incident as another crime, and where rape, fondling or statutory rape occurs in the same incident as a murder, both crimes are reported in the crime statistics.

### **Violence Against Women Reauthorization Act (VAWA)**

The Violence Against Women Reauthorization Act (VAWA), which President Obama signed into law on March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act.

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

The Clery Act requires annual reporting of statistics for various criminal offenses, including sex offenses and aggravated assault. VAWA's Campus SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. The Campus SaVE Act provision imposes new reporting requirements. These crimes are defined below: (See Title IX Policy: Definitions below for more information.)

1. Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - a) Violence includes, but is not limited to, sexual or physical abuse *or* the threat of such abuse.
  - b) The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:
    - The reporting party's statement;
    - The length of the relationship;
    - The type of relationship; and
    - The frequency of interaction between the persons involved in the relationship.
  - c) The term *dating violence* excludes acts covered under the definition of *domestic violence*.
2. Domestic violence: A felony or misdemeanor crime of violence committed by any of the following individuals:
  - a) A current or former spouse *or* intimate partner of the victim; *or*
  - b) A person with whom the victim shares a child in common; *or*
  - c) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; *or*
  - d) A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; *or*
  - e) Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.



3. Stalking: Engaging in a *course of conduct* directed at a specific person that would cause a *reasonable person* to fear for the person's safety or the safety of others *or* suffer substantial emotional distress. A course of conduct is two or more acts, including, but not limited to:
- Acts in which the 'stalker' directly, indirectly, or through third parties by any action, method, device, or means,
  - Follows, monitors, observes surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  - Substantial emotional distress is significant mental suffering or anguish that may, *but does not necessarily require*, medical or other professional treatment or counseling.
  - A reasonable person is one under *similar circumstances and with similar identities to the victim*.

### **CAMPUS EMERGENCY OPERATIONS PLAN (EOP)**

Coker University is committed to open communications and coordinated emergency management of incidents occurring in our community. Our Campus Emergency Operations Team (EOT) operates under the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). Planning, exercises, coordination with local authorities, and actual campus incident response drive our application of various degrees of ICS coordination and oversight. It is our intent to hone our readiness and continuously improve our incident response by paying close attention to the needs of our campus community, and by applying lessons learned from local, national and international crisis responses.

The basic premise in which the team operates is by the five phases of emergency management:

- Prevent
- Mitigate
- Prepare
- Respond
- Recover

Coker University has a detailed all-hazard Emergency Operations Plan (EOP) in place to manage the anticipated issues associated with a declared disaster on campus, defined as an event that has the potential to:

- Seriously impair or halt the operations of the University; or
- Result in mass casualties or extensive property damage; or
- Significantly impact the campus community or geographic region.

Examples of potentially disastrous circumstances could include a major storm, extensive fire or explosion, chemical release, prolonged utility failure, act of violence or terrorism, or epidemic disease. This planning conforms to the most recent recommendations of the Department of Homeland Security (DHS), and is coordinated with parallel efforts by local, county and state law enforcement, and emergency response agencies. The key components of the plan include:

- Preventative measures designed to protect the overall safety of the campus community;
- Phased decision-making guidance based upon real-time reporting at the international, national, regional, state, and local levels;
- Providing continuity of services for the on-campus population for the duration of any emergency;
- and recovery and returning to normal operations as soon as feasible.

If you are in a campus building and experience an emergency, individuals should reference the posted placards in each building.

### **Annual Emergency Exercise**

The University conducts an annual exercise of the Campus Emergency Operation Plan (EOP) each academic year. The Campus Emergency Operations Team (EOT) and representatives of local response agencies have conducted exercises to date that include: a release of hazardous materials, building collapse, active shooter, arson, missing persons, extended power outage, and catastrophic fire.

In January 2016, Coker University adopted the Standard Response Protocol, which is an additional mechanism to prepare for lockout, lockdown, shelter, or evacuation procedures. Training was provided and ongoing for the ERT and functional areas directly involved in the safekeeping of the campus.

The EOP is reviewed and updated regularly with drills, exercises, and training conducted each academic year to emphasize topical issues of concern and test the University's response measures. All announced drills and training are preempted with instructions regarding the respective procedures for the intended drill. All drills and training are followed by email communication to campus community members with reminders of instructions and procedures. Examples of drills and exercises to be conducted include:

### **Lockout Drills**

These drills call for all Coker University buildings to be remotely or manually locked with all employees, students and visitors instructed via mass notification announcements to remain inside or seek shelter for the duration of the drill. The purpose of this drill is to test the University's ability to promptly secure building perimeters in the event of a life-threatening campus emergency, provide practical experience in the Standard Response Protocol, increase situational awareness, and establish a baseline for future emergency response training and drills.

### **Lockdown Drills**

The LOCKDOWN drill comprises all the characteristics of a LOCKOUT drill with heightened response actions, taking into consideration that a violent life-threatening person may be on campus or in a University building. The drill prepares students, faculty and staff to retreat behind lock doors. Remember ***“Locks, Lights, Out-Of-Sight.”***

### **Tabletop Exercises**

The tabletop exercise is an interactive meeting to discuss a simulated emergency. Members of the EOT and public partners review and discuss the actions they would take in a particular emergency, testing their emergency plans in an informal, low stress environment. This process clarifies roles and responsibilities and identifies mitigation and preparedness needs.

### **Completed Drills, Exercises, and Trainings**

- Safe Zone Training; January 15, 2021 2:00pm; Topic: This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community.
- SafeZone Training; January 15, 2021. This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community; Presented to Residence Life Assistants.
- QPR Training, January 16, 2021; QPR is an an emergency mental health intervention for suicidal persons. An abbreviation for Question, Persuade and Refer, the intent is also to identify and interrupt the crisis and direct that person to the proper care; Presented to Resident Life Assistants.
- Online SafeCollege/Vector LMS Diversity Training; Open February 2, 2021. Mandatory for all undergraduate students.
- Safe Zone Training; February 2:00pm; Topic: This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community.
- Safe Zone Training; March 10, 2021; 2:00pm; Topic: This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community.
- QPR Training; March 25, 2021; QPR is an an emergency mental health intervention for suicidal persons. An abbreviation for Question, Persuade and Refer, the intent is also to identify and interrupt the crisis and direct that person to the proper care; Presented to Campus Safety and Security Staff.
- Safe Zone Training; April 26, 2021; 2:00pm; Topic: This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community.

- 2021 Employee Online Training; Offered online at all times. Required to be completed 365 days from previous years completion; Topics include
  - HIPAA Overview
  - FERPA: Confidentiality of Records
  - Implicit Bias and Microaggression
  - Making Campus Safe for LGBTQ Students
  - Hazing Awareness and Prevention
  - Discrimination Awareness in the Workplace
  - Diversity & Inclusion: Faculty and Staff
  - Diversity Awareness: Staff to Staff
  - Sexual Harassment Policy and Prevention
  - Clery Act Overview
  - Title IX: Role of Employees
- Drug and Alcohol Abuse; August 6 2021; Topic: Training presentation on recognizing the signs of drug/alcohol use abuse as well as how to respond; Presented to Resident Life Assistants, Campus Activity Board and Student Government.
- Drug and Alcohol Abuse, General Safety Awareness; August 6, 2021; Topic: Training session with HPD officers and fire department on fire safety, drug/alcohol usage, and keeping campus safe. Presented to Resident Life Assistants, Campus Activity Board and Student Government.
- Student Conducts and Prohibited Items; August 7, 2021; Presented to Resident Life Assistants, Campus Activity Board and Student Government.
- Title IX Training an Overview; August 7, 2021; An overview of Title IX policy and procedures presented to Residence Life Assistants, Commissioners, Campus Activity Board and Student Government
- Microaggression and Implicit Bias Training; August 10, 2021; Presented to Resident Life Assistants, Commissioners, Campus Activity Board and Student Government.
- Introduction to Safe Zone and Becoming an Ally; August 10, 2021; 9:30am; Introduces students to Safe Zone Training, why it is important and the thought process involved in the decision to become an ally for the LGBT+ community.; Presented to Resident Life Assistants, Commissioners, Student Government and Campus Activity Board.
- Title IX Training; August 21, 2021; 10:00am; Topic: Coker Title IX policy prohibitions; definitions for discrimination, harassment, sexual misconduct, domestic violence, dating violence, sexual assault, sexting and stalking; criminal law versus civil rights laws and beyond a reasonable doubt versus preponderance of the evidence standards; consent under Coker's policy; aide and assistance available to students; and incident reporting provisions under Coker's policy. Presented to Winter Sport athletes and coaches.
- Title IX Training; August 21, 2021 10:00am; Topic: Coker Title IX policy prohibitions; definitions for discrimination, harassment, sexual misconduct, domestic violence, dating violence, sexual assault, sexting and stalking; criminal law versus civil rights laws and beyond a reasonable doubt versus preponderance of the evidence standards; consent under Coker's policy; aide and assistance available to students; and incident reporting provisions under Coker's policy. Presented to Spring Sport athletes and coaches.
- Sexucation; August 31, 2021; Presentation on safe sex and free birth control options and similar topics. Presented by Darlington County First Steps to all Athletes
- Online SafeCollege/Vector LMS Diversity Training; Open September 1, 2021; Mandatory for all undergraduate students
- Building an Inclusive Community, September 2021; Presentation designed to walk students through the difference between diversity and inclusion, why inclusion is important, introduction to inclusion and social justice terminology, and discussion of expected behaviors as well as ways to become a more inclusive individual and campus. Presented to first year students in Coker University 101 class.
- Fire Drill; May 3, 2021; 10:00am; Residential Buildings; announced
- Fire Drill October 12, 9:00am; Non-Residential Buildings; unannounced
- Fire Drill November 8, 2021; 8:00pm; Residential Buildings; unannounced
- 2022 Employee Online Training; Offered online at all times. Required to be completed 365 days from previous years completion; Topics include
  - HIPAA Overview
  - FERPA: Confidentiality of Records
  - Implicit Bias and Microaggression

- Making Campus Safe for LGBTQ Students
  - Hazing Awareness and Prevention
  - Discrimination Awareness in the Workplace
  - Diversity & Inclusion: Faculty and Staff
  - Diversity Awareness: Staff to Staff
  - Sexual Harassment Policy and Prevention
  - Clery Act Overview
  - Title IX: Role of Employees
- February 8, 2022 Online SafeCollege/Vector LMS Diversity Training opens; Mandatory for all undergraduate students
  - Safe Zone Training; February 15, 2022; Topic: This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community. Open to students and employees
  - Safe Zone Training; March 8, 2022; Topic: This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community. Open to students and employees
  - Fire Drill; March 29, 2022 all day; Residential Buildings; unannounced
  - Fire Drill; March 30, 2022 all day; Residential Buildings; unannounced
  - Safe Zone Training; April 12, 2022; Topic: This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community. Open to students and employees
  - Drugs and Alcohol on Campus; August 5, 2022; Overview of the current trends in drug usage, alcohol trends and the policies and procedures on campus. Presented to Resident Life Assistants, Commissioners, Student Government and Campus Activities Board
  - Emergency Procedures; August 5, 2022; Overview of campus emergency operations and procedures. Presented to Resident Life Assistants, Commissioners, Student Government and Campus Activities Board
  - Drug and Alcohol Abuse, General Safety Awareness; August 5, 2020; Topic: Training session with Hartsville Police Department and Hartsville Fire Department and Coker Campus Safety officers on fire safety, drug/alcohol usage, and keeping campus safe. Presented to Resident Life Assistants, Campus Activity Board and Student Government.
  - Incident Report Writing; August 6, 2022; Presented to Resident Life Assistants
  - Duty Rounds and Crisis Response, August 6, 2022; Presented to Resident Life Assistants
  - NCAA Compliance Training; August 6, 2022; Presented to Coker Athletes
  - QPR Training; August 7, 2022; QPR is an an emergency mental health intervention for suicidal persons. An abbreviation for Question, Persuade and Refer, the intent is also to identify and interrupt the crisis and direct that person to the proper care; Presented to Residence Life Assistants and Commissioners
  - Behind Closed Door training; August 8, 2022 Scenario based emergency and crisis response training provided to Residence Life Assistance and Campus Safety Officers.
  - Student Conduct Policies and Procedures: August 10, 2022: Presented to Residence Life Assistants
  - Title IX Training; August 6, 2022; Topic: Coker Title IX policy prohibitions; definitions for discrimination, harassment, sexual misconduct, domestic violence, dating violence, sexual assault, sexting and stalking; criminal law versus civil rights laws and beyond a reasonable doubt versus preponderance of the evidence standards; consent under Coker's policy; aide and assistance available to students; and incident reporting provisions under Coker's policy. Presented to Men's and Women's Soccer, Volleyball
  - Title IX Training; August 10, 2022; Topic: Coker Title IX policy prohibitions; definitions for discrimination, harassment, sexual misconduct, domestic violence, dating violence, sexual assault, sexting and stalking; criminal law versus civil rights laws and beyond a reasonable doubt versus preponderance of the evidence standards; consent under Coker's policy; aide and assistance available to students; and incident reporting provisions under Coker's policy. Presented to Residence Life Assistants, Commissioners, Student Government Association and Campus Activities Board
  - Title IX Training; August 10, 2022; Topic: Coker Title IX policy prohibitions; definitions for discrimination, harassment, sexual misconduct, domestic violence, dating violence, sexual assault, sexting and stalking; criminal law versus civil rights laws and beyond a reasonable doubt versus preponderance of the evidence standards; consent under Coker's policy; aide and assistance available to students; and incident reporting provisions under Coker's policy. Presented to Field Hock and Cross Country

- NCAA Compliance Training: August 10, 2022; Presented to Coker Athletes
- NCAA Compliance Training: August 20, 2022; Presented to Coker Athletes
- Title IX Training; August 20, 2022; Topic: Coker Title IX policy prohibitions; definitions for discrimination, harassment, sexual misconduct, domestic violence, dating violence, sexual assault, sexting and stalking; criminal law versus civil rights laws and beyond a reasonable doubt versus preponderance of the evidence standards; consent under Coker's policy; aide and assistance available to students; and incident reporting provisions under Coker's policy. Presented to Acrobatics Tumbling, Men's and Women's Basketball, Wrestling, Spirit Squad and eSports
- NCAA Compliance Training: August 21, 2022; Presented to Coker Athletes
- Title IX Training; August 21, 2022; Topic: Coker Title IX policy prohibitions; definitions for discrimination, harassment, sexual misconduct, domestic violence, dating violence, sexual assault, sexting and stalking; criminal law versus civil rights laws and beyond a reasonable doubt versus preponderance of the evidence standards; consent under Coker's policy; aide and assistance available to students; and incident reporting provisions under Coker's policy. Presented to Softball, Baseball, Track, Tennis and Golf
- Sexucation; August 23, 2022; Presentation on safe sex and free birth control options and similar topics. Presented by Darlington County First Steps to all Female Athletes
- Sexucation; August 24; Presentation on safe sex and free birth control options and similar topics. Presented by Darlington County First Steps to all Male Athletes
- Building an Inclusive Community, August 30, 2022; Presentation designed to walk students through the difference between diversity and inclusion, why inclusion is important, introduction to inclusion and social justice terminology, and discussion of expected behaviors as well as ways to become a more inclusive individual and campus. Presented to first year students in Coker University 101 class.
- Building an Inclusive Community, August 31 2022; Presentation designed to walk students through the difference between diversity and inclusion, why inclusion is important, introduction to inclusion and social justice terminology, and discussion of expected behaviors as well as ways to become a more inclusive individual and campus. Presented to first year students in Coker University 101 class.
- September 1, 2022 Online SafeCollege/Vector LMS Diversity Training opens; Mandatory for all undergraduate students
- Diversity, Equity and Inclusion Workshops, September 19, 2022; How to make meaningful connections by increasing our own awareness; Open to all students and employees
- Safe Zone Training; September 14, 2022; Topic: This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community. Open to students and employees
- Fire Drill; September 17, 2022; All Buildings; announced
- Safe Zone Training; October 13, 2022; Topic: This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community. Open to students and employees
- Title IX Training; November 9, 2022; Topic: Coker Title IX policy prohibitions; definitions for discrimination, harassment, sexual misconduct, domestic violence, dating violence, sexual assault, sexting and stalking; criminal law versus civil rights laws and beyond a reasonable doubt versus preponderance of the evidence standards; consent under Coker's policy; aide and assistance available to students; and incident reporting provisions under Coker's policy. Presented to First Year Coker University 101 students
- Title IX Training; November 15, 2022; Topic: Coker Title IX policy prohibitions; definitions for discrimination, harassment, sexual misconduct, domestic violence, dating violence, sexual assault, sexting and stalking; criminal law versus civil rights laws and beyond a reasonable doubt versus preponderance of the evidence standards; consent under Coker's policy; aide and assistance available to students; and incident reporting provisions under Coker's policy. Presented to First Year Coker University 101 students
- 2023 Employee Online Training; Offered online at all times. Required to be completed 365 days from previous years completion; Topics include
  - HIPAA Overview
  - FERPA: Confidentiality of Records
  - Implicit Bias and Microaggression
  - Making Campus Safe for LGBTQ Students
  - Hazing Awareness and Prevention
  - Discrimination Awareness in the Workplace

- Diversity & Inclusion: Faculty and Staff
  - Diversity Awareness: Staff to Staff
  - Sexual Harassment Policy and Prevention
  - Drug Free Workplace
  - Clery Act Overview
  - Title IX: Role of Employees
  - Campus Security Authorities: Roles and Responsibilities
  - Cybersecurity Overview
  - Email and Messaging Safety
  - Implicit Bias and Microaggression Awareness
  - Reasonable Suspicion for Drug and Alcohol Use in the Workplace
- Diversity and Inclusion Training: January 4, 2023; Topic: Introduction to being an Ally. Presented to Employees and Students
  - Diversity and Inclusion Training: February 21, 2023: Coker University is committed to continuing to build a more inclusive campus where everyone feels welcome, safe, and respected. Therefore, it is important that everyone takes part in our diversity training/education in order to promote a more supportive environment. Students play a very important role in creating a sense of belonging on campus. It is with this in mind that the Center for Diversity, Interfaith & Inclusion Education provides mandatory annual Vector LMS (formerly Safe Colleges) diversity and inclusion training for Coker undergraduate students every academic year which is announced each semester.
  - Fire Drills: March 28, 2023; All buildings; Announced.
  - Diversity and Inclusion Training: April 10, 2023: Topic: Microaggressions and Misunderstandings; How to interact with dignity fearlessly. Participants learn how to recognize and respond to every day subtle comments that are often unintentionally offensive and reinforce stereotypes. Presented by Mike Young, Cultural Anthropologist and Training Consultant. Presented to Employees and Students
  - Drug and Alcohol: August 3, 2023: Topic: Drug and Alcohol Abuse on Campus. Presented to Student Leaders
  - Emergency Procedures: August 3, 2023: Topic: General Safety awareness. Presented to Student Leaders
  - Drug and Alcohol: August 3, 2023: Topic Roles of Campus Safety, Hartsville Police Department and Hartsville Fire Department, Drug Education and Fire Safety. Presented to Student Leaders and Campus Safety Personnel
  - Diversity and Inclusion: August 4, 2023; Topic Introduction to Safe Zone and Being an Ally: Introduction to Safe Zone and Becoming an Ally: An overview of what is covered in Safe Zone Training and why it is necessary. In addition to covering the attributes, expectations and commitments of an Ally as well as the progression in making that decision. Presented to Student Leaders
  - Title IX: August 8, 2023; Title IX presentation by Coker University Title IX Coordinator, Tom Corti. Presented to Student Leaders.
  - Title IX: August 9, 2023; Title IX presentation by Coker University Title IX Coordinator, Tom Corti. Presented to Fall Athletes
  - Title IX: August 19, 2023; Title IX presentation by Coker University Title IX Coordinator, Tom Corti. Presented to Fall Athletes
  - Gambling: August 24, 2023; Topic: Sports Gambling and Betting. Presented by EPIC Risk Management. Presented to Athletes and Athletic Staff
  - Diversity and Inclusion: September, 6 2023: Coker University is committed to continuing to build a more inclusive campus where everyone feels welcome, safe, and respected. Therefore, it is important that everyone takes part in our diversity training/education in order to promote a more supportive environment. Students play a very important role in creating a sense of belonging on campus. It is with this in mind that the Center for Diversity, Interfaith & Inclusion Education provides mandatory annual Vector LMS (formerly Safe Colleges) diversity and inclusion training for Coker undergraduate students every academic year which is announced each semester.
  - Suicide Prevention: September 13, 2023: Topic Mental Health and Suicide Prevention; Presentd by Coach Kos (Carrie Kosderka-Farrell) presented to student athletics and athletic staff
  - Diversity and Inclusion: September 26, 2023; Topic: Safe Zone Training: This is an opportunity to learn more about LGBT+ (gender identities and sexual orientation terminology). Participants help to foster the strong belief and commitment that everyone is welcomed, safe and supported in our campus community.

You may also choose to become an Ally after completing this training. Safe Zone Training is open to everyone at Coker and is provided to specific groups as requested. Presented by Coker University Center for Diversity, Interfaith and Inclusion Education to Student and Employees

- Sex Education; October 19, 2023; Topic Reproductive and Sexual Health presented by Darlington County First Steps. Presented to New Female Athletes
- Diversity and Inclusion; October 23, 2023; Information Session: Dr. Lance Weldy, from FMU, was on campus to share information about Pee Dee Equality, the Florence organization that advocates and shares resources for the LGBT+ community in this area and how to access those resources. Presented to Students and Employees
- Health Screenings: October 31, 2023; The Coker University Health and Wellness Center administered blood pressure screenings, DNA testing for certain cancers, mental health screenings, pregnancy prevention. Provided to Students and Employees
- Health Screenings: October 31 2023; The Coker University Health and Wellness Center provided education on genetic risks on cancer. Presented by MUSIC to Employees and Students
- Diversity and Inclusion; November 2, 2023; Topic Building and Inclusive Community. presentation designed to walk students through the difference between diversity and inclusion; why inclusion is important; introduction to inclusion and social justice terminology; and discussion of expected behaviors as well as ways to become a more inclusive individual and campus. Presented by Coker University Center for Diversity, Interfaith and Inclusion Education to First year students.
- Diversity and Inclusion; November 7, 2023; Topic Building and Inclusive Community. presentation designed to walk students through the difference between diversity and inclusion; why inclusion is important; introduction to inclusion and social justice terminology; and discussion of expected behaviors as well as ways to become a more inclusive individual and campus. Presented by Coker University Center for Diversity, Interfaith and Inclusion Education to First year students.
- Diversity and Inclusion; November 7, 2023; NCAA Inclusion Forum D2 Project. The Coker Athletics Department, the Center for Diversity, Interfaith & Inclusion Education and Coker students participated in the NCAA D2 Inclusion Forum in Indianapolis, IN. Each school developed a project to enhance or make change on their campus with regards to inclusivity. Coker chose to hold a student athlete forum facilitated by a Coker psychology professor and inviting representatives from each team to meet to discuss inclusion issues, concerns, successes and solutions to how to address inclusivity at Coker University. Presented by Coker University Professor Whitney Cranford. Presented to Students
- Sex Education: November 9, 2023; Topic Reproductive and Sexual Health presented by Darlington County First Steps. Presented to New Male Athletes
- Fire Drill; August 29, 2023; All Buildings; unannounced
- Fire Drill; August 31, 2023; All Buildings, unannounced
- Emergency Operations Exercise; December 13, 2023; Scenario: Chemical explosion, building collapse, loss of life, business continuity. Presented to Executive Leadership Team and members of Emergency Operations Team

### **Nuclear Emergency**

Given the University's close proximity to a nuclear power plant, Coker University has been supplied with Potassium Iodide (KI) pills. KI pills are designed to be absorbed by the thyroid gland and would help prevent the absorption of nuclear radiation. Should the University be instructed to distribute KI pills, they will be distributed on the 1<sup>st</sup> floor of the Student Center to any faculty, staff or student who would like them. Each person must sign a form indicating they had received a KI pill. Persons with Iodide allergies should not take a KI pill. Additionally, Duke Energy, Campus Safety Officers, and local emergency responders work together for annual Nuclear Disaster Training and Nuclear Emergency Notifications.

### **Mutual Aid Agreements**

Coker University maintains mutual aid agreements with the Hartsville police, fire and emergency medical, and with Carolina Pines Hospital. These agreements specify the following:

The University will provide access to and copies of its emergency planning documents, including annual updates; familiarize the agencies with the physical layout of the University, including access and emergency egress routes, and the location and properties of the hazardous materials being handled at the University; and

include the agencies' personnel in its emergency planning process, training, and exercises. The named agencies will provide services as needed or requested by the University, to include police, fire and emergency medical response and support.

## **EOP Questions and Answers**

What is a Disaster?

A disaster is any event that may seriously impair the operation of the University, cause mass casualties, and/or result in severe property damage. Such events may include major storms, catastrophic fires or explosions, large-scale chemical releases, epidemic diseases, or terrorist actions. The EOP is not intended to address isolated or small-scale incidents, such as an individual accident or act of violence, minor oil or chemical spills, or a single-building fire.

How is the Plan activated?

The Plan is activated upon report of any event determined by the University Administration to be a disaster, rather than an isolated emergency. Once activated, key University personnel are notified of the event, and they or their designated alternates are convened as the Campus Emergency Operations Team (EOT) to assess and coordinate the University's response to the disaster.

Who is involved in the University's response?

The EOT membership includes senior representatives of the University Administration, Athletics, Facilities Management, Safety and Security, Residential Life, Academic Affairs, Student Services, Human Resources, Dining Services, Information Technology, and Health/Counseling Services. The University also maintains mutual aid agreements with local fire and police departments, hospitals, and emergency responders, who are contacted as needed depending on the event. In addition, state and federal law enforcement, environmental, and emergency management agencies would be contacted as the situation demanded.

What are the priorities of the responders?

All emergency response actions are governed by the following protocols:

**Initial Assessment** of the event to determine response actions;

**Life Safety** of individuals is to be assured immediately;

**Protection of Property** by limiting and controlling the extent of the event;

**Population Welfare** of persons in need of shelter and care; and

**Recovery** to normal operations as soon as feasible.

What facilities does the University have to deal with a disaster?

Upon declaration of a disaster, an Emergency Operations Center (EOC) is activated. The EOC is where the EOT convenes, establishes communications, and centralizes its response efforts in conjunction with outside agencies. The Office of Campus Safety and Security and Information Technology are responsible for routing emergency information. The DeLoach Center (Athletic Facility) is a designated Red Cross emergency and evacuation shelter, both for the University and the surrounding community.

How will I know when a disaster has been declared, and what to do?

The University will immediately take into account the safety of the community, determine the content of the notification and initiate the emergency notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or to contain, respond or otherwise mitigate the emergency. The campus community will be notified through their designated email or phone, by automated messages via the emergency notification system, and/or by public announcements through the media, that an event has occurred and what actions should be taken. Follow up information will be provided in a similar fashion through the Office of Marketing and Communications. In any event, the directions of the On-Scene Commander (typically the senior Fire or Police officer present) are to be followed immediately.

What can I do to prepare for a disaster?



Be aware of the physical conditions of your surroundings, such as knowing where the fire exits and alarm boxes are located. Have a contingency plan to address personal concerns, such as necessary medications and emergency contact numbers, in the event of an evacuation or isolation. Report any unusual activities or concerns to Campus Safety at 843-383-8140. Above all, remain calm and follow the instructions of the University Administration and the emergency responders.

#### Sharing information with the larger community

The Public Safety Agencies of Darlington County are using CodeRED, a high-speed mass notification system to keep you safe in the event of an emergency. The system allows us to deliver emergency messages to you via phone call to your landline or mobile device and through text and email. You will know you have received a CodeRED alert when the number 866-419-5000 (Emergency Notification) or 855-969-4636 (General Notification) appears on your caller ID. If you missed any message details, you can dial the toll-free number back, as many times as needed.

Who can answer my questions about the University's emergency planning?

Michael Williamson, Director Campus Safety and Security, [mwilliamson@coker.edu](mailto:mwilliamson@coker.edu)

#### **EMERGENCY NOTIFICATION SYSTEM**

The Coker Emergency Notification System (OmniAlert) uses a secure, web-based service to selectively store electronic contact information provided by students, faculty, and staff, through which the University is able to communicate information and instructions in the event of an emergency. Emergency messages are sent simultaneously via voicemail, email, and/or text messaging to all the numbers and addresses on file for each person.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus the Coker University Director of Campus Safety and Security or designee is responsible for confirming a dangerous situation or immediate threat exists and will activate some or all of the notification system.. The notifications will occur without delay, and taking into account the safety of the community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim; or to contain, respond to or otherwise mitigate the emergency. Once a determination has been made to issue an emergency notification, the content of the notification and the appropriate segment(s) of the campus community who receive the notification will be determined by the Director of Campus Safety. Consultation with campus officials (which may include the Executive Leadership Team) will occur as appropriate.

In the event of a campus emergency, the University will immediately alert the Coker community to the nature of the emergency and provide safety instructions, unless the notification would, in the professional judgment of campus security authorities, compromise the efforts of emergency responders. Subsequent messages would be sent as necessary with further instructions and situational updates. Emergency messages would be sent simultaneously via voicemail, email, and/or text messaging to all the numbers and addresses on file for each person. The Coker University ERT (Emergency Response Team) may determine that only segments of the campus will receive a notification. This will be determined by the information received and the portion(s) of the campus community potentially at risk. These notifications will be developed using primarily pre-formatted messages, along with current details as they are being provided by members of the ERT, Campus Safety or local emergency services. These notifications will provide the information on what the threat or hazard is, the protective actions required and an estimated duration (if available), and an all clear when the threat or hazard has been mitigated or no longer exists. The Assistant Vice President for Strategic Communications or their designee is responsible for issuing the appropriate messages, updating the key details of the situation, confirming the dissemination methods selected are still appropriate for the situation, sending the alerts and monitoring to ensure successful activation.

The Public Safety Agencies of Darlington County are using CodeRED, a high-speed mass notification system to keep you safe in the event of an emergency. The system allows us to deliver emergency messages to you via phone call to your landline or mobile device and through text and email. You will know you have received a CodeRED alert when the number 866-419-5000 (Emergency Notification) or 855-969-4636 (General Notification) appears on your caller ID. If you missed any message details, you can dial the toll-free number back, as many times as needed.

In an urgent but non-life threatening situation, University administrators have the option to deliver a more selective emergency message directly to those listed on-campus telephone numbers and email addresses, as well as to a primary telephone number designated by the individual, to specific campus populations and/or the community as a whole.

As the effectiveness of this system is dependent on the accuracy of the information maintained on file, all members of the campus community are urged to regularly update their contact information on file.

### Update Emergency Contact Information

1. Navigate to: <https://selfservice.coker.edu/>
2. Sign in with your Coker University username
3. Click on your profile name in the upper right
4. Click on User Profile
5. Verify and/or Update your information accordingly

### Shelter in Place Procedures

The general procedure during a life-threatening emergency is to remain inside the building you are in and seek a place of safety. Remain in a locked interior room and stay away from windows. Leaving a building may expose you to danger.

- If you are inside, stay where you are. Collect any readily available supplies and keep a telephone at hand.
- If you are outdoors, go to the nearest campus building and seek shelter.
- Locate an interior room, above ground level, and with no windows, if possible.
- Close and lock all doors and windows and stay away from them.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems.
- Await further instructions from emergency services personnel.
- If the building is unsafe to remain in, evacuate and seek shelter in the nearest campus building.

### Evacuation Procedures

In the event that it becomes necessary to evacuate specific buildings to mitigate a life-threatening emergency, campus security authorities will coordinate their efforts with emergency responders as follows.

- At the direction of campus safety authorities or the responding On-Scene Commander (OSC), the building's fire alarm will be activated (if it has not been already) and you will be evacuated according to established plans.
- Do not burden yourself with unnecessary items, or use the building's elevators. Follow all instructions given by security or response personnel.
- You will be directed away from the building to a designated safe zone, where you will be processed by emergency response services to address any injuries or other concerns.
  - If the evacuation will be prolonged, University Administrators will arrange for the temporary relocation of the building's occupants as necessary.
  - No one will be allowed to re-enter the building without the express permission of the OSC.

### Active Shooter- How to Respond

*(U.S. Department Of Homeland Security)*



## **Profile of an Active Shooter**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

## **Good Practices for Coping with an Active Shooter Situation**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her
- CALL 9-1-1 WHEN IT IS SAFE TO DO SO!

## **How to Respond When an Active Shooter is in Your Vicinity**

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

### **Evacuate (RUN)**

- a. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officer
  - Do not attempt to move wounded people
  - CALL 9-1-1 WHEN YOU ARE SAFE!

### **Hide Out (HIDE)**

- a. If evacuation is not possible, find a place to hide where the active shooter is not likely to find you.
- b. Your hiding place should:
  - Be out of the active shooter's view
  - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door.
  - Not trap you or restrict your options for movement
- c. To prevent an active shooter from entering your hiding place:
  - Lock the door
  - Blockade the door with heavy furniture
- d. If the active shooter is nearby:
  - Lock the door
  - Silence your cell phone and/or pager
  - Turn off any source of noise (i.e., radios, televisions)

- Hide behind large items (i.e., cabinets, desks)
  - Remain quiet
- e. If evacuation and hiding out are not possible:
- Remain calm
  - Call 9-1-1, if possible, to alert police to the active shooter's location
  - If you cannot speak, leave the line open and allow the dispatcher to listen
  - Take action against the active shooter (FIGHT)
- f. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
- Acting as aggressively as possible against him/her
  - Throwing items and improvising weapons
  - Yelling
  - Committing to your actions

### **How to Respond When Law Enforcement Arrives**

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of 2-4
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

### **How to React When Law Enforcement Arrives**

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### **Information to provide to law enforcement or 9-1-1 operator**

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number of potential victims at the location

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams composed of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

### **Recognizing Potential Workplace Violence**

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources department or Office of Campus Safety and Security if you believe an employee or coworker exhibits potentially violent behavior.

Employees typically do not just “snap”, but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies)

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism: vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal: comments about “putting things in order”
- Behavior which suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

#### **VIDEO: RUN, HIDE, FIGHT. ® SURVIVING AN ACTIVE SHOOTER EVENT**

This video is a Department of Homeland Security Grant Funded Project of the Regional Catastrophic Planning Initiative. Produced by the City of Houston Mayor’s Office of Public Safety and Homeland Security.

U.S. Department of Homeland Security  
Washington, DC 20528  
Homeland Security

#### **VIDEO: STANDARD RESPONSE PROTOCOL ON CAMPUS**

This video supports the Standard Response Protocol for training the University community for preparation in the event of an armed intruder on campus. In partnership with the Koshka Foundation and the Columbine: Wounded Minds Project, the “I Love U Guys” Foundation has produced this training video for University communities.

#### **TIMELY WARNINGS**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Office of Campus Safety and Security will post timely warnings for the University community to notify members of the community about serious crimes that occur on campus, university property or in the near vicinity of campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and help prevent similar crimes from occurring. These warnings will be posted if a serious crime on campus, university property or in the near vicinity of campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the Office of Campus Safety and Security, a campus security authority, or to the Hartsville Police Department. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director of Safety and Security, or his designee, considering all available facts, including whether the crime is considered a serious or continuing threat to students or employees, and the possible risk of compromising law enforcement efforts. When issuing timely warnings Coker must withhold as confidential the name(s) and other identifying information of the victim(s) the Office of Campus Safety issues timely warnings for the following incidents: Criminal Homicide, Aggravated Assault, Sex Offenses, Robbery, Burglary, Motor

Vehicle Theft, major incidents of Arson, Dating Violence, Domestic Violence, Stalking, Hate Crimes and other crimes as determined necessary by Director of Campus Safety and Security or University Administration. Some cases will be considered on a case-by-case basis, depending on the facts of the case and the information known by the Office of Campus Safety. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other University community members, therefore, a timely warning would not be distributed.

The Office of Campus Safety and Security does not issue timely warnings for the above listed crimes if:

1. The suspect(s) is apprehended and the threat of imminent danger to the Coker University community has been mitigated by the apprehension.
2. A report was not filed with the Office of Campus Safety and Security, or if safety and security was not notified by campus security authorities in a manner that would allow the office to post a “timely” warning to the community.
3. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow the Office of Campus Safety and Security to post a timely warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning and updates may be distributed to the campus through any one or more of the following means:

1. Emergency Notification System: A mass notification system that automatically sends brief voice, email and text alerts to the community regarding an emergency situation on the Coker campus.
2. University email
3. Campus Digests
4. Local area radio and television stations and print media.

A copy of the timely warnings will be filed in the corresponding case file. The Office of Campus Safety and Security may also issue “security alerts”, when necessary, to apprise the Coker community of safety issues and concerns. These alerts will include information and recommendations so that members of the Coker community may make informed decisions about personal safety.

The Office of Campus Safety and Security also maintains a daily crime log that contains crimes reported to the department. The daily crime log is available at the Office of Campus Safety and Security and can be obtained by contacting the office at 843-383-8194 or emailing [list.campusafety@coker.edu](mailto:list.campusafety@coker.edu).

## **PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS**

- On-campus never hesitate to call security at 843-383-8140 if you see suspicious activity, need help de-escalating a situation, if you or someone else are in danger or in an uncomfortable situation.
- Never take your personal safety for granted.
- Avoid walking alone at night; if possible walk with a friend and stick to well-lit, well-traveled areas. Call Coker Campus Safety and Security for an escort on campus.
- Check out your car interior and your surroundings before opening the door.
- Always lock your vehicle, bicycle, or motorcycles. Keep valuable property out of sight and park in well-lit areas.
- Have your car keys and residence keys in hand.
- Stay alert. Send the message you are calm, confident, and know where you are going. Stand up for yourself by being assertive, but not aggressive, with potential victimizers.
- Trust your instincts - if someone or something makes you uneasy, walk directly to a place where there are other people.
- Don't flash large amounts of cash or valuable property. Carry small amounts of cash.
- Immediately inform Campus Safety Officers of any bullying, victimizations, or threats.
- Limit your alcohol consumption, and leave social functions that are getting loud, crowded, or have too many people drinking excessively.
- Make friends and socialize with other students. This could help prevent being singled out by an aggressor.
- Be constantly aware of your surroundings.

Residential Students:

- Don't let unauthorized people "tailgate" through card access controlled doors into residence halls.
- Keep exterior doors to residence halls locked at all times. Please help keep unwanted guests or intruders from entering your living area by monitoring who you allow into your residence.
- DO NOT PROP INTERIOR OR EXTERIOR DOORS. Always lock doors and windows at night. Never compromise your safety for a roommate who asks you to leave the door unlocked.
- Do not leave identification, wallets, checkbooks, jewelry, cameras, laptops, iPads and other valuables in open view.
- Keep a list of your valuables and record serial numbers if there is one.
- Do not loan your keys or ID card to anyone. Report lost or stolen cards immediately so that your card can be deactivated.
- Program your phone's speed dial memory with emergency numbers like Office of Campus Safety and Security 843-383-8140.
- Know your neighbors and don't be reluctant to report illegal activities and suspicious behavior.

### **Security Alerts**

In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, the Office of Campus Safety and Security prepares and distributes timely warnings via e-mail and the Coker website. E-mails are sent to all members of the Coker University community and all alerts are contained on the website.

### **Bicycle Locks and Registration**

The use of bicycles on campus is encouraged as a safe and efficient mode of transportation. Bicycles parked outside should always be locked to a bike rack with a strong lock. Bicycles should not be locked to trees, railings, and light or sign posts.

### **Campus Facilities**

The maintenance of campus buildings and facilities falls under Facilities Management. During routine patrols, Campus Safety Officers take note of any safety and security concerns and complete a work order for repairs through the SchoolDude request system. All members of the campus community may report issues of maintenance concerns to Facilities Management via email or the SchoolDude work order system.

Campus Safety works closely with the Hartsville Fire Department and the Fire Marshall to conduct inspections of campus to identify any issues and concerns. CPS Alarm Services conducts annual inspections of all fire systems on campus.

### **Campus Lighting**

Light fixtures on campus are monitored for malfunctions. Work orders are submitted to affect repairs and these work orders are given priority. Areas where lighting could be enhanced to improve safety are reported to the Facilities Department for evaluation. Safety officers also monitor town streetlights on public ways in neighborhoods bordering the campus. Malfunctioning street lights are immediately reported to Duke Energy via phone. All members of the Coker community are encouraged to report lighting safety concerns to the Facilities Department or to the Office of Campus Safety and Security.

### **Cybercrime**

Cybercrime has become more and more prevalent over the past several years and the Coker community has seen a significant increase as well. If you believe you have been the victim of a cybercrime, it is important that you report it. Whether it is a phishing attack, phishing phone call, ransomware or identity theft, reporting these incidents allows us to help protect the rest of the community from the same or similar attacks.

Phishing is a significant risk for students and employees. If cyber criminals are able to successfully phish for your login credentials, they then have access to your personal information, your email, and any other resources you may use.

Coker IT offers to talk to groups around campus, both employees and students, about any information security topics you may be interested in. If there are questions about a specific topic or you would like to learn more about information security you can contact Coker IT at support@coker.edu.

### **Self-Defense Courses**

The Office of Campus Safety and Security can coordinate a self-defense course taught by a certified instructor upon request. The cost of the program varies depending on available instructors. Interested individuals should email list.campussafety@coker.edu.

### **Speaking Engagements**

Campus Safety officers and community first responders regularly visit on-campus and off-campus groups to present information regarding personal safety, alcohol and drug education, and crime prevention. To request a safety meeting for your group (residence hall, class, sports team, etc.), contact the Office of Campus Safety and Security at list.campussafety@coker.edu.

### **Campus Safety Escorts**

Coker Campus Safety Officers provide safe and convenient on campus transportation for Coker students that are in uncomfortable situations. This service is offered 24 hours per day, 7 days per week. To request this service, call 843-383-8140.

## **HEALTH AND SAFETY IN UNIVERSITY RESIDENTIAL HALLS**

The following fire safety code and University policy violations are subject to disciplinary action either by administrative decision of a University official and/or action in accordance with the *Code of Student Conduct*:

### **Care of rooms, common areas, and furnishings**

All residents are responsible for keeping their room, suite, or apartment and all common areas in their building or apartment complex in acceptable condition in accordance with the *Guide to Residence Life* in the *Student Handbook*.

### **Cooking/Kitchens**

In certain locations, the University provides cooking facilities for student use. Cooking other than by microwave outside of established kitchens is prohibited; students are allowed to use a microwave oven or coffeemaker in their room. Residents are responsible for food or other personal belongings left in the kitchen area. All food and trash must be properly disposed of and students should check to be sure that ovens are turned off after use.

- **Appliances permitted.** Microwave ovens of 1000 watts or less and not larger than one cubic ft. in size; Energy Star-rated refrigerators less than four cubic ft. in size; stereo equipment; computer equipment; coffeemakers; curling and clothing irons; hair dryers; desk fans; extension cords; lamps; television sets; DVD players.
- **Appliances not permitted.** Any appliance with exposed heating elements; such as hot plates; toasters; toaster ovens; gas stoves or burners; camping stoves; space heaters; tanning lamps; and all halogen lamps. Appliances that exceed 1000 watts, including personal air conditioners, are prohibited. In addition, any appliance not Underwriters Laboratory (UL) approved, in poor working condition, or deemed inappropriate by the Director of Residence Life must be removed from University spaces.

### **Fire Safety**

The following fire safety code and University policy violations will be subject to sanction by administrative decision in accordance with the *Code of Student Conduct*; and may, if the violation results in personal injury to others, damage to University property, or is a repeat offense of the same violation, be reported to the civil authorities for prosecution or fine:

- **Setting of a Fire.** This includes intentional or accidental fires, even those caused by cooking or smoking in approved areas.
- **Setting off Fire Alarms.** This includes intentional or accidental fire alarms, even those caused by cooking or smoking in approved areas.



- **Failing to Evacuate.** When an alarm sounds, all occupants MUST vacate the building immediately; to remain in the building during an active alarm is a violation of state and federal fire codes. This includes all residences and academic buildings.
- **Tampering with, Misusing, or Defeating Fire Protection Equipment.** This includes, but is not limited to removing or covering emergency exit lights or signage; hanging items of any kind from sprinkler heads or piping; propping open fire doors; disabling or covering smoke detectors, or improperly discharging fire extinguishers or fire hoses. The improper discharge of a fire extinguisher is a significant environmental health concern due to the chemical suppressants it contains (normally consumed when properly applied to a fire) being a severe respiratory irritant, and a distinct hazard to persons with sensitive respiratory conditions.
- **Possessing and/or Using Flammable Materials.** This includes, but is not limited to camp-stove fuel, fireworks, smoking materials, certain holiday decorations, gasoline, paint thinners, lamp oils, lighter fluid, scented plug-ins, candles, and incense.
- **Tampering with Any Wiring.** This includes, but is not limited to electrical equipment, building wiring, cable TV, computer wiring, or overloading electrical outlets with multiple plugs. Only UL- approved grounded (three prong) electrical extension cords with an integral surge protector (such as those used for computers) are allowed; ungrounded (two-prong) extension cords of any kind are prohibited.
- **Causing or Contributing to a Fire Safety Hazard.** This includes, but is not limited to storage of materials in exits, stairwells, hallways, or passageways in any manner that obstructs egress; storing an excessive amount of waste paper or other flammable materials; having ceiling hangings of any kind, or wall hangings covering more than 50 percent of the wall space; and having an excessive amount of personal furniture in any University space. Personal furnishings must be UL-labeled for fire resistance where applicable.
- **Any violation of City of Hartsville Fire Department regulations.**
- **Any violation of the Holiday Decorations policy (available from the Office of Residential Life).**

### Fire Safety Definitions

- **Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire drill** – A supervised practice of a mandatory evacuation of a building for a fire.
- **Cause of Fire** – The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.
- **Fire-Related Injury** – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.
- **Fire-related death** – Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within one year of injuries sustained as a result of the fire.
- **Fire Safety System** – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- **Value of Property Damage** – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.
- **On Campus Student Housing Facility** – Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

### Fire Safety Report Log

- a) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on- campus student housing facility. This log must include the nature, date, time and general location of each fire.

- b) An institution must make an entry or an addition to an entry to the log within two business days of receipt of the information.
- c) An institution must make the fire log for the most recent 60-day period open to the public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.
- d) The Clery Act Public Fire Log is available in the Office of Campus Safety and Security and may be obtained by emailing [list.campussafety@coker.edu](mailto:list.campussafety@coker.edu).

### **Campus Fire Safety Right-To-Know Act**

Collect statistics concerning fire reports in each on-campus student housing facility during the previous year, and annually submit to the Secretary of Education a report on same, including:

- Number and causes of fires reported
  - Number of fire-related injuries that required treatment at a medical facility
  - Number of fire-related deaths
  - Value of fire-related property damage
1. Document a description of each on-campus student housing facility fire safety systems, including the fire sprinkler systems. The Residential Fire Drill Procedures (part of the Residential Fire Drill Policy) provides a building-by-building inventory of the campus fire safety systems. All residential buildings are equipped with sprinkler systems.
  2. Document the number of regular mandatory supervised fire drills. Supervised fire drills are conducted by The Office of Campus Safety and Security once per academic year.
  3. Document policies or rules on portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and fire education and training programs provided to students, faculty, and staff. The following guidance documents are available pursuant to this provision:
  4. Document plans for future improvements in fire safety, if determined necessary by the University. Fire safety systems are tested and inspected every summer and recommended updates are completed.
  5. Make, keep, and maintain a log recording all fires in on-campus student housing facilities, including the nature, date, time, and location, and make annual reports to the campus community on such fires. All campus fire reports are recorded and maintained electronically by the Office of Campus Safety and Security.

### **Fire Evacuation Procedures:**

To report a fire, or if you see or smell significant smoke:

- Pull the fire alarm pull station closest to the problem.
- Call **911** (from campus phone: **9-911**)
- Call Campus Safety: 843-383-**8140**

After reporting a fire, or if the alarm sounds:

- Remain calm
- Leave quickly
- Close doors as you leave the room/area.
- Immediately leave the building by the closest exit or as directed.
- As you exit, quickly check nearby restrooms, copier rooms, storage rooms, and other areas for occupants who may not have heard the fire alarm.
- **Do not use elevators.**
- Notify Campus Safety or emergency officials of anyone needing assistance.
- Once outside do not block exits or emergency vehicle access. Move to the designated Fire evacuation zone or to a specific location as directed by Campus Safety or other emergency personnel.

- Stay together as a group.
- Do not attempt to re-enter the building or area until advised by officials that it is safe to do so.

**Note: Do not attempt to extinguish a fire unless you have 1) reported it and 2) can do so safely without putting yourself or those around you in greater danger.**

To use a fire extinguisher, use the PASS system:

1. **P**ull the pin.
2. **A**im the extinguisher at the base of the fire or side closest to you.
3. **S**queeze the handle.
4. **S**weeping motion across the fire

**Students and employees should report all fires to the Office of Campus Safety and Security at 843-383-8140.**

For more information, please contact:  
Michael Williamson  
Director of Campus Safety and Security  
843-383-8194  
mwilliamson@coker.edu

Clery Fire Statistics

On-Campus Student Housing Fire Information

FIRE STATISTICS:							
ON-CAMPUS HOUSING	YEAR	TOTAL NUMBER OF FIRES	DATE/TIME	CAUSE	NUMBER OF INJURIES	NUMBER OF DEATHS	PROPERTY DAMAGE IN DOLLARS
Belk Hall	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Coker Hall	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Downtown Flats	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Grannis Hall	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
George Hall	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
JLC Hall	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Memorial Hall	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
RTC Hall	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
Sullivan Hall	2023	0	0	0	0	0	0
	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0

ON-CAMPUS STUDENT HOUSING FIRE INFORMATION									
	BELK HALL	COKER HALL	DOWNTOWN FLATS	GEORGE HALL	GRANNIS HALL	JLC HALL	MEMORIAL HALL	RTC HALL	SULLIVAN HALL
NUMBER OF ANNUAL EVACUATION DRILLS	2	2	2	2	2	2	2	2	2
PRIMARY RALLYING POINT									

<b>EVACUATION PLAN/PLACARDS</b>	X	X	X	X	X	X	X	X	X
<b>SA*</b>	X	X	X	X	X	X	X	X	X
<b>RB*</b>	X	X		X	X	X	X	X	X
<b>NG*</b>									
<b>CO*</b>				X					X
<b>SPR*</b>	X	X	X	X	X	X	X	X	X
<b>HAZ*</b>									
<b>FIRE EXTINGUISHERS</b>	X	X	X	X	X	X	X	X	X
<b>*KEY</b>	<b>SA = STAND ALONE SMOKE DETECTORS PRESENT (IN COMBINATION WITH A REPORT-BACK SYSTEM UNLESS OTHERWISE NOTED)</b> <b>RB = REPORT-BACK DETECTORS PRESENT, AUTOMATIC ALARM</b> <b>NG = NATURAL GAS DETECTORS PRESENT</b> <b>CO = CARBON MONOXIDE DETECTORS PRESENT</b> <b>SPR = SPRINKLERS PRESENT</b> <b>HAZ = HIGH-HAZARD SUPPRESSION SYSTEMS PRESENT (COMMERCIAL KITCHENS, CHEMICAL STORAGE, ELECTRONICS)</b>								

### Future Planned Improvements in Fire Safety:

At this time there are not scheduled changes or improvements in our fire safety systems. We have them annually inspected and work with the Hartsville Fire Department Fire Marshall to review application and adherence to all local regulations and codes.

### BUILDING ACCESS AND SECURITY

Academic and administrative buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open.

Administrative buildings are normally locked during non-business hours and on weekends. Keys needed for an employee's work may be obtained from Facilities Management upon proper authorization. For everyone's safety and the security of University facilities, equipment and material, employees should ensure that their work area/office is closed and locked during non-business hours.

It is against University policy to purposefully allow unauthorized access to University buildings (e.g., prop doors open, tape over automatic locking mechanisms, etc.).

Buildings are secured on a set lock-up schedule. Entry after scheduled hours is only available to faculty, staff, and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled regularly by safety and security officers, and many entrances are monitored by security cameras.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by the Office of Campus Safety and Security and Hartsville police, as necessary.

All Coker residence halls are kept locked at all times and are secured with an electronic card access system that allows authorized students to gain access to a building by swiping their card through a card reader located on exterior and interior doors.

Residential Life staff members perform regular assigned building checks, in addition to regular patrol checks made by Safety officers.

The Office of Campus Safety and Security will admit a specific individual or group to a building or room after hours, on weekends, vacations and holidays, only if the office has received authorization from an authorized department representative prior to the date the facilities are to be used. The person in charge of the room or area involved should forward the authorization for an individual or group to the Office of Campus Safety and Security. Authorized persons must not allow non- authorized individuals to enter.

All members of the Coker community are expected to immediately report suspicious activity, suspicious persons, or crimes in progress within campus buildings and throughout the campus.

**Special Residential Programs:** Coker University hosts non-matriculated students during the academic year and summer months for participation in special athletic and education programs. Some participants are given a unique, temporary identification and key card. Orientation materials include information relative to Campus Safety. Additionally, visitors are encouraged to view the Office of Campus Safety and Security public website, which details additional policies and information, including the most recent Clery Campus Crime Report.

### **RESIDENCE LIFE QUIET HOURS AND CITY NOISE ORDINANCE**

Each resident has the right to read, study, and sleep in her/his room free from undue interference. Thus, a uniform noise policy was developed to insure that students know what is expected of them concerning noise:

- Quiet Hours are from 11 pm - 9 am Sunday through Thursday, and 12 am - 10 am on Friday and Saturday.
- All other hours are “courtesy hours,” during which time a reasonable amount of quiet is expected to allow residents to sleep and study.
- Residents are encouraged to talk with one another to directly address any concerns about noise. Staff can assist residents by discussing principles of assertiveness and confrontation with them prior to the development of any noise problems. Residents may also consult a staff member when their efforts have not produced the desired results.
- During final exam periods, quiet hours are extended to 24 hour/day schedules. The starting time and date is posted prior to the beginning of exams. These special quiet hours are in effect through the time students leave for break.
- Violations of this ordinance will subject students/groups to University disciplinary action.

In addition to being thoughtful of fellow students, all students should be considerate of local Hartsville residents. Many Hartsville residents live in the same neighborhoods as students and they deserve the same respect. Students hosting social gatherings should be particularly cognizant of noise levels at their event and remind their guests to be quiet as they leave their residences. Violation of city noise ordinances will result in monetary fines from the City of Hartsville.

### **WEAPONS POLICY**

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, or knives with a blade of longer than 2 inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on University property, is prohibited.

Section 16-23-405 of the South Carolina Criminal Law and Motor Vehicle Handbook defines a weapon as “...a firearm (rifle, shotgun, pistol, or similar device that propels a projectile through the energy of an explosive), a knife with a blade over two inches long, a blackjack, a metal pipe or pole, or any other type of device or object that may be used to inflict bodily injury or death.” Misuse of other items may also be considered weapons.

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the University and/or prosecution under the appropriate state or federal laws.

No person shall be permitted to carry firearms or other weapons concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the University, without the express written permission of the Director the Office of Campus Safety and Security.

The Office of Campus Safety and Security reserves the right to refuse any weapon to an individual if, at the time of pick up, the individual is believed to be under the influence of any drug or intoxicating substance, or if an officer believes the individual's judgment is impaired to the extent that the person may pose a threat to himself/herself or others. The Office of Campus Safety and Security is not responsible for items damaged or lost.

The Director of the Office of Campus Safety and Security may seize or deny permission to possess any weapon on campus property which he deems to present a danger to the campus community. Please direct any questions regarding this policy to the Director of the Office of Campus Safety and Security at 843-383-8194.

### **MISSING STUDENT POLICY**

Anytime a student is suspected to be missing for 24 hours or more, and reasonable attempts to contact him or her have failed, a missing student report must be immediately filed with the Office of Campus Safety and Security. If a university official outside the Office of Campus Safety and Security is notified first, they must ensure the filing of the report with the Office of Campus Safety and Security. The supervising officer on duty can immediately begin an investigation (in conjunction with the Office of Residence Life for residential students) and make proper notifications ensuring university resources can be identified and utilized as quickly as possible.

If the student reported missing is a residential student, it is University policy to report the missing status to the Hartsville Police Department immediately. (The exact amount of time taken to make this report will depend on the Police Department's policies regarding accepting such reports and will allow time for the Office of Campus Safety and Security investigation to provide information on the student's possible whereabouts or other circumstances regarding the incident.) Students may designate a contact person or persons who will also be notified of results of the investigation.

The university is required to contact custodial parents or guardians within 24 hours of any students reported missing who are under the age of 18 and are not emancipated. This will be in addition to any contact person(s) designated by the student.

Any contact information provided by the student will be registered confidentially and accessible only to authorized campus officials, and will only be disclosed to law enforcement personnel in furtherance of a missing person investigation.

### **Policy Administration**

- **Emergency Contact Designation**

Each matriculated Coker University student must pre-identify an emergency contact for any situation deemed an emergency with respect to a student's well-being. Prior to the start of each academic year, all Coker University students are required to complete the emergency contact fields when submitting the online enrollment form, found at the Office of Academic Records. At any time during the school year, students may update this information by obtaining and submitting a form at the Registrar's Office in the Student Solution Center. Residential students will also designate an emergency contact on their housing agreement. For the purposes of this policy, the emergency contact would be notified in the event that a determination is made by campus or local authorities that the student is "missing" for a period of more than 24 hours. The University is *legally required* to notify within 24 hours a custodial parent or guardian of any student who is under 18 years of age, and not an emancipated individual. Emergency contact information is confidential and accessible only to authorized campus officials, and will only be disclosed to law enforcement personnel in furtherance of a missing person investigation.

- **Inter-Departmental Coordination**  
Due to the need for data collection, timely communications, student management, and individual and campus-wide safety and security, the procedures for implementing this policy require close coordination among the Office of Academic Records, the Office of Student Services, and the Office of Campus Safety and Security.

### **Policy Procedures**

- **Investigation/Determination of Missing**  
Without delay, the Office of Campus Safety and Security will initiate an extensive missing person investigative process, as outlined in the CEMP Missing Person Action Plan. The SOP contains checklists and investigative strategy to gather all pertinent report information to ascertain the gravity of the situation and further investigate. Engaging non-University authorities and resources in the investigation of a missing student report will be at the discretion of the Director of Campus Safety and Security. While the Director will work closely with all appropriate Departments, and, when appropriate, law enforcement agencies, to investigate the students' whereabouts, the final determination of a student as "missing" will be made by the Director, who will then ensure that the appropriate internal and external notifications are made.
- **Notifications Upon Determination of "Missing"**  
Upon the Director's determination that a student is missing, the appropriate law enforcement agencies will be notified of the missing person status immediately. Also during this timeframe, the Director will coordinate with University Administration to ensure that notification is made to the student's designated emergency contact. If, at any point during this process, a potential real threat to campus constituencies is identified, the Director will initiate the dissemination of appropriate information and actions necessary to safeguard the campus community. Procedures outlined in the Campus Emergency Management Plan will be employed.
- **Action by the Division of Student Services**  
When the Division of Student Services is made aware of a concern that a student may be "missing" or non-responsive to attempts to be contacted, appropriate action will be taken to assist with locating the student, including coordination with the Office of Campus Safety and Security and other University resources.

### **THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989 (DFSCA)**

The Drug-Free Schools and Campuses Regulations requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Drug-Free Schools and Campuses Regulations may cause an institution to forfeit eligibility for federal funding. To certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulation requires an IHE to do the following:

1. Prepare a written policy on alcohol and other drugs.
2. Develop a sound method for distribution of the policy to every student and IHE staff member each year.
3. Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.
4. Maintain its biennial review report on file so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

All members of the Coker community are encouraged to review the information in the Drug and Alcohol Abuse Prevention Program report. On an annual basis, the Office of Student Engagement distributes written information about



the DAAPP and the actual DAAPP report to all students, faculty and staff. The DAAPP report is also distributed to all students who enroll at a date after the initial distribution, and to employees who are hired at different times throughout the year during New Employee Orientation. Students, faculty and staff may request information about the DAAPP review by contacting the Office of Campus Safety and Security at 843-383-8194.

Coker University intends to comply with the requirements of the Drug-Free Schools and Communities Act. Coker University has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by Coker University students and employees both on its premises and as a part of any of its activities. In addition, Coker University has a written policy on alcohol and other drugs and has developed a thorough method for distribution of this policy to every student and employee. The annually distributed written materials contain the following information:

1. Standards of conduct that prohibit unlawful possession, use of illicit drugs and alcohol on the property or as a part of its activities
2. A description of the health risks associated with the use of illicit drugs and abuse of alcohol
3. A description of applicable legal sanctions under local, state or federal law
4. A description of counseling or treatment programs
5. A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

To meet compliance, the Biennial Review of the Coker University alcohol and other drug related policies and programs will be conducted annually in the summer. The objectives of the review, as identified by the U.S. Department of Education, include determining the effectiveness of, and to, implementing any needed changes to alcohol and other drug programs; and ensuring that the disciplinary sanctions for violating standards of conduct are enforced consistently.

The overarching priority of the University with respect to alcohol and drugs is to help ensure the safety and well-being of Coker students while complying with all applicable federal, state, and local laws. As part of its educational mission, the University is committed to reducing substance abuse, enhancing the development of responsible behavior regarding the consumption of alcoholic beverages, and devising policies and educational information that will reduce dangerous drinking. The University aims to improve students' understanding of the risks associated with alcohol and drug abuse. University policies and procedures also reflect additional expectations for student conduct based on the University's concerns about high-risk drinking behaviors, such as binge drinking and the rapid or competitive consumption of alcohol, and their many adverse consequences for students' health and lives. Those students concerned about their own substance use or worried about a friend can seek assistance in several places on campus including Health Services, the Counseling Center, the Office of Student Services, and the Office of Residence Life.

Ultimately, the specific alcohol and drug policies established by Coker University are intended to honor both the rights of the individual and the standards of the community. The following informs students about relevant state and federal laws, Coker's policies associated with alcohol and drug use, and the physical and medical consequences of alcohol and drug use.

Coker's primary concern is the health and safety of its students. Students are urged not only to take care of their own well-being, but to behave in an equally responsible way with their peers. There may be times when health and safety concerns arise from a student's excessive drinking or drug use, and in these situations, students should not hesitate to seek help from Coker Campus Safety, Residence Life Student Staff, medical or counseling professionals, and/or local or state police out of fear of disciplinary action.

### **Health and Developmental Risks of Alcohol and Drug Abuse**

Academic research and professional experience demonstrate that the decision to abuse alcohol or use drugs has significant negative effects on a college student's career. Harvard's School of Public Health found binge drinking of alcohol to negatively impact a student's academic performance, their social relationships, and their health. Numerous

studies have associated drug use with lower grades, increased likelihood of withdrawing from college, missing classes, depression and anxiety, trouble finding a sense of purpose, and high-risk sexual activity.

Alcohol is a depressant that is absorbed into the bloodstream and transmitted to all systems in the body. Even light to moderate doses reduce physical coordination and mental alertness, making activities such as sports and driving dangerous. A moderate dose of alcohol causes staggering, slurred speech, double vision, mood swings and unconsciousness. Persistent impotence and loss of libido as well as hepatitis, esophagitis and pancreatitis may occur with heavy alcohol use. Long-term alcohol use increases the risk of liver disease, heart disease, peptic ulcers, certain types of cancer, complicated pregnancies, birth defects, and brain damage. Heavy or binge drinking may even result in respiratory depression and death. Alcohol use can also cause mood changes and loss of inhibitions as well as violent or self-destructive behavior. Alcohol may produce a strong psychological dependence and can create a physiological addiction that is dangerous. Alcohol is a contributing factor in many accidents and tragedies.

Marijuana can cause the user to have relaxed inhibitions, increased appetite, euphoria, and disoriented behavior. Overdose symptoms may include paranoia, fatigue, and possibly even psychosis. Withdrawal from marijuana can lead to decreased appetite, insomnia, or hyperactivity.

Narcotics (e.g. opium, morphine, heroin) can cause drowsiness, euphoria, respiratory depression, constricted pupils, and nausea. Someone overdosing on narcotics may exhibit shallow breathing patterns, convulsions, clammy skin, coma, and possibly even death. An individual withdrawing from a narcotics addiction can experience watery eyes, loss of appetite, irritability, panic, nausea, and more.

Depressants (e.g. Quaaludes, barbiturates) can cause slurred speech, slowed reaction time, and drunken behavior. Overdosing on a depressant can lead to shallow breathing patterns, dilated pupils, a weak pulse, coma, and possibly even death. Withdrawal from a depressant can include symptoms like anxiety, insomnia, convulsions, or even death.

Stimulants (e.g. cocaine, crack) may lead to an increase in heart rate or blood pressure, heightened alertness, insomnia, or euphoria. An individual overdosing on a stimulant may result in agitation, heightened body temperature, convulsions, hallucinations, or possibly even death. Withdrawal from a stimulant may lead to symptoms of depression, irritability, long periods of sleep, and disorientation.

Hallucinogens (e.g. LSD, amphetamines, DMT) can cause hallucinations, inaccurate perceptions of time and distance, delusions, and paranoia. A hallucinogen overdose can lead to psychosis and possible death.

### **Alcohol and Drug Policy**

It is the desire of the University to develop educated students for leadership and service in society. All members of the University community share in the responsibility to maintain an environment that promotes a quality educational experience. The illegal use or abuse of alcohol or a controlled substance by members of the community adversely affects our educational environment, our energy, and our focus, and in doing so, deteriorates the learning environment that makes Coker University such a special community. Because we are a close community, the behavior of one student has an effect on all others.

This policy also recognizes that punishment without education is an approach that does not fit the mission or philosophy of Coker University. Thus, educational strategies are one of the major approaches to addressing violations. However, as a community, we will not permit one person's illegal or irresponsible use of alcohol or a controlled substance to diminish our community or threaten the educational environment of the University. We further recognize that some persons may need more assistance than the University can provide, and for this reason, suspension and expulsion are included as sanctions.

The purpose of the Coker University Alcohol and Drug Policy is to encourage responsible behavior; regulate the use of alcohol and controlled substances on Coker University property; support state and local laws; provide a program of

intervention, education, and support; and establish appropriate judicial sanctions/employment decisions for those who violate the policy.

Coker University prohibits the manufacturing, distribution, dispensing, possession or use of controlled substances on the campus of the University or in any area under the temporary or permanent control of the University.

Violators of the Coker University Alcohol and Drug Policy will face sanctions ranging from a written warning to expulsion/termination from the University.

Coker University expects its students and employees to comply with all the requirements of federal, local, and South Carolina state law. As such, the unlawful possession, use, or distribution of illicit drugs and/or drug paraphernalia as defined in South Carolina and federal statutes are prohibited and subject the violator to disciplinary action by the University as well as possible prosecution by local, state, and/or federal authorities. Federal laws, including those governing marijuana, preempt state law and, therefore, apply on Coker's campus. Coker students or employees who disregard the various drug laws are responsible for their actions and are not immune from the legal process by virtue of their educational or employment status. They may also be separated from the institution.

Students who use or sell illegal or prescription drugs will be subjected to disciplinary action by the University. If the Office of Student Services receives reliable information or other evidence that a student has been or is currently involved in the trafficking of illegal or prescription drugs, or has been or is in possession of such amounts or associated paraphernalia as to make this a reasonable presumption, criminal and civil authorities may be notified and the student will be asked to withdraw from attending Coker University. Should the student refuse to withdraw, then the Vice President of Student Services or his/her designee may temporarily suspend the student pending an investigation for permanent dismissal in accordance with the *Student Handbook*.

Students who are accused of placing illegal or prescription drugs in the beverages or food of others will be subject to the same disciplinary procedures as those accused of selling illegal drugs. Drug use will be considered an exacerbating, not a mitigating, condition in Student Conduct violations.

### **Disciplinary Procedures for Students**

Coker University is neither a police agency enforcing the law nor a sanctuary protecting those who violate laws regarding alcohol or other drugs. The University is vitally invested in maintaining an environment conducive to physical and psychological safety, intellectual development, and personal maturation. In accordance with these goals, the University acknowledges its obligation to provide clear standards of behavior regarding the use of alcohol, to determine levels of disciplinary sanction appropriate to the nature of any given alcohol-related infraction, and to consistently address violations of alcohol regulations that come to its attention.

Although any alcohol-related violation is subject to disciplinary consequences, the University is most urgently concerned with those behaviors and accompanying attitudes that threaten the physical or psychological safety or well-being of self or others, infringe upon the rights of others, or are otherwise disruptive to the community. Following established guidelines, members of Residence Life staff will determine disciplinary action resulting from conduct violations in accordance with the *Code of Conduct*, with possible referral to criminal or civil authorities. Sanctions imposed by the University may range from a warning letter for a relatively minor first-time violation, to immediate suspension or expulsion for egregious violations or a pattern of multiple offenses. Students may also be expected to pay restitution for any and all damages occurring as a result of their behavior.

Coker University Security Officers will note and report all alcohol violations that come to their attention whether observed at parties or other social events, in campus public spaces, or during routine "walk-throughs" of residence halls. All other members of the community (proctors or other students, faculty, administrators, or support staff) may call attention to suspected violations of the Alcohol Policy, and are expected to play an appropriate role in enhancing the safety and well-being of members of the community. Reports of violations or suspected violations of the Alcohol Policy will be made to the Office of Residence Life.

Above all, it must be emphasized that Coker students are responsible for their personal behavior as well as the conduct of their guests. The ingestion of alcohol or other drugs in no way constitutes an excuse for behaviors that violate University policy, federal or South Carolina state laws, or otherwise infringe upon the rights of others.

### Student Disciplinary Sanctions

<p><b>Alcohol (Category A):</b> Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University’s alcohol policy found in <a href="#">General University Policies</a> section of this handbook. Category A violations include underage possession or consumption; intoxication; possessing /consuming alcohol in an unapproved area; open container in a public area; possession of funnel or other paraphernalia.</p>		
<p>Alcohol Education Program Parental Notification Educational Assignment</p>	<p>On-campus Behavioral Alcohol Education Program Parental Notification Educational Assignment Disciplinary Probation</p>	<p>Payment for &amp; Completion of an Off-campus Alcohol Education Program Parental Notification Suspension/Expulsion</p>
<p><b>Alcohol (Category B):</b> Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University’s alcohol policy found in <a href="#">General University Policies</a> section of this handbook. Category B violations include providing alcohol to a minor; use of funnels or other paraphernalia; possession or use of a common source of alcohol (kegs, etc.); gross intoxication.</p>		
<p>On-campus Behavioral Alcohol Education Program Parental Notification Educational Assignment Disciplinary Probation</p>	<p>Payment for &amp; Completion of an Off-campus Alcohol Education Program Parental Notification Suspension/Expulsion</p>	
<p><b>Drugs (Category A):</b> Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University’s drug policy found in the <a href="#">General University Policies</a> section of this handbook. This policy includes abuse, misuse, sale, or distribution of prescription or over-the-counter medications. Category A violations include possession or consumption of illegal drugs or illegally obtained prescription drugs; possession of drug paraphernalia; failure to appear for a University mandated drug test.</p>		
<p>Completion of a Drug Education Program Educational Assignment Parental Notification Disciplinary Probation</p>	<p>Parental Notification Suspension/Expulsion</p>	
<p><b>Drugs (Category B):</b> Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University’s drug policy found in the <a href="#">General University Policies</a> section of this handbook. This policy includes abuse, misuse, sale, or distribution of prescription or over-the-counter medications. Category B violations include sale or distribution of controlled substances.</p>		
<p>Suspension/Expulsion</p>		

### **Drug-Free Workplace Act**

The Drug-Free Workplace Act of 1988 requires recipients of federal monies to provide and maintain a drug-free workplace. In compliance with this federal provision, students and employees should review the University's alcohol and illegal drug policies for a detailed description of standards of conduct, health risks, community resources for support and treatment, and institutional disciplinary and criminal sanctions.

Coker has no intention of intruding into the private lives of its employees; however, the University does retain the right and responsibility to expect both students and employees to conduct themselves in a manner that will not jeopardize the health and safety of others. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and/or stimulants when not prescribed for medical care.

Any student under the influence of illegal drugs or who possesses or consumes illegal drugs at Coker is subject to University disciplinary procedures and action, up to and including dismissal from the institution. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency.

As part of the drug-free awareness program, Coker will continue to advise and inform students and employees of the dangers of drug use and abuse in the workplace. Upon request, Coker will offer non-financial assistance to students and employees seeking treatment or rehabilitation services. Referrals for assistance are available from the University Counseling Service or Employee Assistance Program.

### **Employee Alcohol and Drug Policy**

It is the policy of the University to provide a safe workplace free from the influence of drugs, alcohol or other controlled substances. Employees are required to report to work unencumbered by the effects of drugs, alcohol or other controlled substances.

The illegal use, distribution, sale or possession of narcotics, drugs, alcohol, or controlled substances while on the job or on University property is prohibited and is a dischargeable offense. Any illegal substance will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. In all circumstances, the University will cooperate with law enforcement officials and agencies as may be required under current law.

As a condition of employment, employees are required to notify the University of any felony drug statute conviction no later than five (5) days after such conviction.

The legal use of over-the-counter or prescription drugs as prescribed by a licensed medical professional is permitted on the job only if it does not impair employees' abilities to perform the essential functions of their job effectively, with or without a reasonable accommodation, and in a safe manner that does not endanger other individuals in the workplace. Employees taking legally prescribed or nonprescription medications are responsible for being aware of any potential side effects such drugs may have on their reactions, judgment or ability to perform their duties and to report such use to their supervisor. If employees are deemed to be incapable of safely performing their duties while under the influence of such drugs, they will be sent home or other appropriate steps may be taken.

Off the job illegal drug use which adversely affects employees' job performance or which jeopardizes the safety and well-being of co-workers, students, the public or University property or the reputation of the University or the community is proper cause for disciplinary action, up to and including termination of employment.

Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for duty may be subject to a medical evaluation which may include drug or alcohol screening. The University may also require post-accident drug and alcohol screening. Refusal to comply with a fitness-for-duty evaluation may result in disciplinary action up to and including discharge.

The University may test employees for drug or alcohol use:

- 1) after any accident, or
- 2) for cause.

Violation of this policy may result in any and all of the following:

- 1) a request by the University for submission to a test for the purposes of determining the use of drugs or alcohol, the refusal of which will be deemed an admission of use;
- 2) disciplinary action up to and including immediate termination.

Employees who test positive may request a confirming test at his/her expense. Certain limited exceptions may be made by the University in extenuating circumstances. Employees are encouraged to seek counseling and treatment and can get assistance through the Office of Human Resources (843-383-8060) or the Employee Assistance Program (800-968-8143).

### **Laws Associated with Alcohol and Drug Use**

In compliance with the Drug-Free Schools and Communities Act, the following laws and criminal sanctions are provided to help students understand the risks of alcohol/drug consumption, possession, and distribution. This list of regulations may not be exhaustive, and students are encouraged to conduct additional research on substance usage, both on their own and via the mandated AlcoholEDU program that all Coker students are required to participate in. Coker University is committed to creating an environment in compliance with local, state, and federal laws.

Federal, State, and Local Alcohol Law requires: (Local laws are consistent with state laws.)

- Anyone possessing or consuming an alcoholic beverage must be 21 years of age or older.
- No one under the age of 21 is allowed to purchase or attempt to purchase alcoholic beverages.
- No one over the lawful age is allowed to purchase for or serve an alcoholic beverage to a person under the age of 21.
- No one may use identification fraudulently or allow another person to use one's own identification fraudulently to obtain alcoholic beverages.

State and Local Drug Use Law requires: (Local laws are consistent with state laws.)

- Persons convicted of the unlawful possession, use or distribution of illicit drugs and alcohol can be fined and imprisoned for up to 15 years for the first offense, and as many as 30 years for subsequent offenses. Depending upon the offense, the fines and imprisonment vary but are within the limits noted. Detailed descriptions of offenses and punishments are contained in South Carolina Code Annotated Sections 44-53-40, Sections 163 to 297.

Federal Drug Law prohibits the following drug trafficking acts and prescribes the following penalties:

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p><b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p><b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual</p>	5 kgs or more mixture	<p><b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 15 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Not less than 25 years. Fine of not more than \$20 million if an individual. \$75 million if not an individual.</p>
Cocaine Base (Schedule II)	5-49 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV) (Schedule IV)	1 gm			
Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p>		

Flunitrazepam (Schedule IV)	Other than 1 gram or more	<b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Hashish (Schedule I)	10 kg or less	<ul style="list-style-type: none"> <li>● Not more than 5 yrs.</li> <li>● Fine not more than \$250,000, \$1 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>● Not more than 10 yrs.</li> <li>● Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish Oil (Schedule I)	1 kg or less	<ul style="list-style-type: none"> <li>● Not more than 5 yrs.</li> <li>● Fine not more than \$250,000, \$1 million if other than an individual.</li> </ul>	<ul style="list-style-type: none"> <li>● Not more than 10 yrs.</li> <li>● Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>

**Guidelines for selling and/or providing alcoholic beverages on campus**

- No alcoholic beverages may be sold on Coker University property, except at special events, approved in advance. Such events must be approved by the Vice President of Student Services.
- No student organization may sell or otherwise provide alcoholic beverages to individuals at any function, either on or off campus.

**Guidelines for possession and consumption of alcoholic beverages by students**

- Individuals must be in accordance with state and local laws and university policy to possess or consume alcoholic beverages on university property. Alcoholic beverages may be consumed only in the following locations, as approved by the Vice President of Student Services:
  - Designated residence hall rooms/apartments/suites where all of the assigned occupants are 21 years of age or older. In the event a student enters the room/apartment/suite that is under the age of 21, the room/apartment/suite automatically becomes a dry room/apartment/suite. Residents of the room/apartment/suite are required to put away any alcoholic beverages. If any underage student is discovered in a “wet” room/apartment/suite, the student, and the residents of the room/apartment/suite will be held responsible;
  - The Dining Hall, on the occasion of dances or other special events;
  - The Drengaalen House, on the occasion of special events;
  - Other locations, during special events, with prior written approval of the Vice President of Student Services.
- Public consumption of alcoholic beverages by students is prohibited. The following areas are considered public: any area of the residence halls outside one’s private room; outdoors, the Clubhouse/Boathouse area; and campus buildings (with the exception of the above).

**Guidelines for Parties and Events**

All University activities must be properly scheduled, whether or not alcohol is to be served. Sponsoring organizations, offices or individuals must submit a request and have it approved by the appropriate campus authority. For the use of all University owned facilities, a Scheduling Request Form must be submitted to the appropriate room scheduler and approval granted prior to the event.



Hosts of approved parties or events are responsible for the safety and well-being of their guests and will be held responsible for assuring those consuming alcohol are of the legal age. If alcohol is being consumed, the host(s) must take the following steps:

- Arrange an age-verification procedure to ensure all consumers are of legal age;
- Provide for the sale or distribution of non-salty foods and non-alcoholic beverages;
- Arrange for security personnel; and
- Clean the area within 24 hours or sooner if necessary and be responsible for any related damages if violator(s) cannot be identified. All empty containers must be placed in recycling bins, as appropriate.

### **Education, Treatment, & Assistance**

Coker University incorporates information about alcohol and drug abuse in its formal educational curriculum and in its out-of-class activities. Certain courses in psychology, sociology, physical education, and Coker University 101 address these topics. In addition, such information is covered in orientation programs and in periodic workshops and seminars. The Health Services and Counseling Services Offices distributes brochures & pamphlets and maintains brochures on such information.

Primary Prevention and Awareness Efforts for Drug and Alcohol Include:

1. Coker University has partnered with EVERFI, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and financial literacy in higher education institutions across the country. Each year over 5 million students and employees complete these courses. As part of our comprehensive prevention program for students, Coker expects new first-year student to complete AlcoholEdu & Sexual Assault Prevention for Undergraduates. This online education will empower students to make well-informed decisions about issues that affect a student's years at Coker University and beyond. The online course uses an engaging, thought approach to provide students with the tools needed to navigate the risks of life at the University.
2. Integrated into the Cobra Quest new student orientation program, the Life at Coker skits are performed by the Coker University Commissioners (first-year mentors) and is a required session for all new incoming students. These skits cover various sensitive issues that students may encounter during their first-year of college (sexual assault, underage drinking, consent, and inclusion).

### **Ongoing Prevention and Awareness Efforts for Drug and Alcohol Abuse**

Employees: awareness, and first response.

1. Annual training for key employees on identifying signs of drug and alcohol abuse.
2. Annual health and benefit fair where local treatment centers hand out brochures and answer questions.

Students:

1. Annual notification of the student drug and alcohol policy and available resources.
2. Annual orientation for all new and returning student-athletes prior to the start of each academic year on prevention, awareness, and treatment options.
3. Biannual residential hall programming educating students about informed alcohol choices and alcohol content via interactive activities.
4. Annual training for student leaders on identifying signs of drug and alcohol abuse.
5. Annual health and safety week where local treatment centers hand out brochures and answer questions.

When education fails to elicit appropriate behavior, the University attempts to appropriately combine judicial, legal sanctions, treatments and referral as a response to substance abuse. The policies concerning sanctions address treatment and referral in general terms.

Counseling is provided for students through a number of sources. Any student of the University is able to receive preliminary counseling free of charge, either on a voluntary or referral basis through the Coker University Counseling Center. The University Counselor may provide referrals to local psychologists or other health professionals for individuals who are in need of long-term or specialized assistance. Additional counseling is available through any member of the Student Success staff, certain faculty members, or Darlington County Mental Health Center (843-332-4141). University students who voluntarily avail themselves of services can be assured that all professional standards of confidentiality will be observed. The status of any student or University employee will not be jeopardized for seeking early assistance for a substance abuse program.

### **Alcohol and Drug Abuse Treatment Resources**

Referrals and additional information can be obtained through the Office of Student Success, or from any of the following sources:

Coker University Health and Wellness Center	(843) 917-4044
South Carolina Vocational Rehabilitation	1-800-832-7526
Federal Substance Abuse & Mental Health Services	1-800-729-6686
Alcoholics Anonymous	(843) 669-6345
Narcotics Anonymous	1-888-476-2482
American Council on Alcoholism Hotline	1-800-527-5344
Rubicon Addictions Services	(843) 332-4156
National Institute on Drug Abuse Hotline	1-800-662-HELP (4357)
S.C. Dept. of Alcohol & Other Drug Abuse Services	1-888-727-7383

### **FREEDOM FROM DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT AND GENDER BASED VIOLENCE**

Coker University strives to provide a place of study and work that is free from unlawful harassment, discrimination, sexual misconduct and gender based violence of any kind. In compliance with the South Carolina Human Affairs Law, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964 and other federal and state laws, Coker University prohibits any member of the faculty, staff, administration, student body, or visitors, whether visiting campus, patrons, independent contractors, or vendors from harassing or discriminating against any other member of the Coker University community because of a person's race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, veteran status or against qualified individuals with disabilities on the basis of disability in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. Discrimination or harassment on the basis of any protected characteristic is illegal. All employees are expected to respect the rights of their coworkers and conduct themselves in a way that supports the inclusion of students and employees of all different backgrounds. Employees who engage in unlawful harassment, sexual misconduct or gender based violence or discrimination will be subject to disciplinary action, up to and including immediate termination of employment.

Dan Buryj, Vice President of Administration and Finance, is the individual designated by the University to coordinate its efforts to comply with the applicable anti-discrimination, equal opportunity and affirmative action regulations and laws and SC Human Affairs Law, Title VII, Section 504. Questions about the University's policies on discrimination and harassment should be directed to: Dan Buryj, 300 East College Ave, Hartsville South Carolina, or [dburyj@coker.edu](mailto:dburyj@coker.edu).

## **Bias Incident Group**

The University established the Center for Diversity, Interfaith, and Inclusion to assist students and employees in responding to acts of bias that violate the ideals of the University and stifle the freedom of expression.

Acts of bias should be reported to the Office of Campus Safety and Security. For campus incidents, University administration or the designee will follow up with the complainants and the alleged perpetrators, if they are known, and may initiate the normal campus adjudicatory process, which can include a disciplinary meeting with administration or a student conduct officer. When an act of bias takes place off campus, the University will work in cooperation with local and state agencies to support members of the Coker community and to determine an appropriate response. If there is a bias incident and the perpetrator is not known, and thus no adjudicatory process is possible, the University administrators may meet to consider the appropriate community response.

The State of South Carolina Civil Rights Law includes a strong hate- crime section, which imposes sanctions in the event of intentional damage or destruction of property, the threat of violence, or actual violence against any person that is motivated by reason of race, color, religion, sex, sexual orientation, ancestry, national origin, or physical or mental disability.

While the University encourages free expression of opinion, we deplore acts that are vicious in nature and that are designed to silence others and breed fear in this academic community.

## **What can I do to help/prevent bias incidents from happening?**

Acknowledge that acts of bias do occur on campus and in the broader community and work actively to combat bias. You can begin by reporting incidents to inform the greater community.

- Educate yourself to help dispel stereotypes.
- Hold people accountable for their language and actions.
- Plan and/or attend educational programs to raise awareness and combat bias.
- Engage one another in conversation about topics such as privilege, oppression and diversity.

## **Discrimination**

Respect for the rights of all and for the differences among us is essential for the Coker community. Discrimination or harassment of others because of race, ethnicity, nation of origin, religious affiliation, gender, age, sexual orientation, gender identity and/or expression, physical disability, or other characteristics has no place in an intellectual community. If members of the Coker community experience or witness any apparent incident of harassment or discrimination by students, faculty, or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. Such incidents violate both the ideals of the University and its Social Code and may be subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of South Carolina, criminal prosecution may be pursued.

## **HAZING POLICY AT COKER UNIVERSITY**

Coker University is opposed to any and all forms of hazing under whatever name or form it may occur. Hazing is strictly prohibited at Coker by University policy and by South Carolina law, Article 6, Section 16-3.

## **Definition of Hazing with examples**

Coker University defines hazing as an act that endangers the mental or physical safety or health of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership into a group or organization. Participation or cooperation by the person's being hazed does not excuse the violation.

An act of hazing will include all conditions described by South Carolina statutes or any knowing, intentional or reckless act or behavior for the purpose of pledging, being initiated into, affiliating with, holding office in

or maintaining membership to any athletic team, whether such behavior is on campus or off campus, or by one person or in concert with others, which, regardless of intent or consent of the participants:

- produces or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, stress, humiliation, ridicule, fear of ostracism, or otherwise compromises the dignity of an individual;
- compels an individual to participate in any activity which is unlawful and/or contrary to the rules, policies and regulations of the University or state law; or
- will, unreasonably or unusually, impair an individual's academic efforts.

The following illustrative, but not exhaustive, list of "traditional" pledging activities are deemed to be inappropriate by Coker University and may be illegal under SC Code of Law, Article 6 Section 16-3. If you are uncertain, you should not engage in the activity without consulting in advance with your program advisor. Note: Hazing does not include actions or situations that are subsidiary to officially sanctioned and supervised University activities such as athletic training and events, e.g. running extra laps at practice. Examples of hazing include but are not limited to the following:

- Paddling in any form, shoving or otherwise striking individuals, or corporal punishment of any kind, or creating a fear of similar behavior;
- Compelling physically demanding activity of any kind including, but not limited to, calisthenics, running, or other types of required strenuous activity;
- Compelling an individual to be shaved, branded, tattooed, pierced, the wearing of conspicuous apparel in public;
- Compelling physical acts, such as walking backwards or confinement in a small space, which create the potential for physical or mental injury;
- Compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism;
- "Line-ups" in which individuals are verbally harassed, intimidated, or abused;
- Compelling an individual to forego opportunity for sufficient sleep, consumption of decent edible meals or access to or use of personal hygiene;
- Excluding an individual from social contact for prolonged periods of time;
- Encouraging or requiring a person to consume alcohol or drugs or any other substances (e.g. undue amounts or odd preparations of food or drink);
- Having substances thrown at, poured on or otherwise applied to the bodies of individuals;
- Transporting individuals against their will, abandoning individuals at distant locations, or conducting any "kidnap," "ditch" or "road trip" that may in any way endanger or compromise the health, safety or comfort of any individual.
- Forcing a student into a violation of the law or University policy such as indecent exposure, theft, or trespassing;
- Servitude such as encouraging or requiring a person to run personal errands;
- and depriving a person of sleep.

Hazing is a form of victimization. It is premeditated and not accidental. Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological discomfort or harm or of activities that demonstrate disregard for another person's dignity or well-being. A level of coercion is often involved, i.e. those being hazed either couldn't or didn't feel they could opt out because of the peer pressure involved and the desire to belong to the group.

The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring. Here are some key questions to consider:

- Is a person or group being singled out because of status?

- Are the activities being planned in advance?
- Is there a risk of real or even perceived physical or psychological discomfort or harm, i.e. was it demeaning, abusive or dangerous?
- Is there a concern about safety?
- Is there a level of coercion and peer pressure involved and how easily are people able to opt out?
- Will current members refuse to do exactly what the new members are being asked to do?
- Do the activities interfere with students' other activities or obligations (academic, extracurricular, family, religious, etc.)?
- Is alcohol involved?
- Is there a sexual element to the activity?
- Do any activities violate University policy or federal, state or local law?

Some incidents of hazing are more serious than others. Generally, the greater the actual or potential physical or psychological harm, the more severe the hazing. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims (those who were hazed). All involved are responsible for their behavior, but consequences will generally differ based on the seriousness of the incident and one's level of responsibility, planning, or participation.

There are new-member activities that are positive and/or educationally valid, e.g. community service projects, movie nights, ropes course training, tournaments around team history, etc. Ask if you would have any reservations describing the activity to parents, grandparents, a professor, dean, police officer or judge; or ask how you would feel if the activity was photographed and appeared in the Orient or on Facebook, YouTube, or local TV. If either or both would unsettle you, then the activity probably constitutes hazing.

Hazing has dangerous potential to harm individuals, to damage organizations and teams, and to undermine the educational mission of the University and the fundamental values of our learning community. As such, no student, University employee, University volunteer, student organization, athletic team, or other University-recognized group or association shall conduct or condone hazing activities, consensual or not.

### **Reporting Hazing Activities**

Failing to intervene to prevent and/or failing to discourage and/or failing to report those acts may also violate this policy. It is a misdemeanor under South Carolina law to engage in hazing or to fail to report any incidents.

At Coker, where community members look out and care for one another, students and employees are expected to intervene personally or by calling Campus Safety if they encounter activities that put others in physical or psychological harm or discomfort as long as they can do so without jeopardizing their own safety or the safety of others. By stepping up and taking action, bystanders are frequently able to put an end to inappropriate behavior before things get out of hand. Coker students and employees should notify appropriate University officials (Security, Student Services, coaches or other University officials who have responsibilities for student organizations) of any perceived instance of hazing as defined by University policy and/or law and do so as soon as possible so the activity can be stopped or the allegations can be investigated.

Reports may be made directly or anonymously by submitting an anonymous letter to an appropriate University official or asking a University official that the report remain anonymous.

### **Procedures for Institutional Response**

Violation of the hazing policy may subject an individual or recognized organization or team to disciplinary action, either administrative or via the Judicial Board, with penalties up to and including suspension or expulsion and suspension or termination in the case of a student organization or team. In addition to incurring serious University-imposed consequences for violations of Coker policy, students and organizations may be subject to criminal prosecution by legal authorities for violation of the South Carolina injurious hazing law,

which defines “injurious hazing” as: “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled at an institution in this State.”

### **Sanctions for Violating the Policy**

Any person convicted of hazing will face severe Coker University judicial and legal actions. Any student group (including registered student organizations, athletic teams, etc.) sanctioned by Coker University may have its right to represent Coker University revoked if hazing occurs. Similarly, an individual found responsible for hazing may be separated from the athletics department and/or university.

### **Student Sexual Misconduct and Gender Based Violence**

This Policy covers reports of alleged Sexual Misconduct and Gender Based Violence involving Coker University students. The health, safety and well-being of students is the University’s primary concern. If you or someone you know may be the victim of any form of Sexual Misconduct or Gender Based Violence, as defined below, you are strongly urged to seek immediate assistance from the appropriate community resource.

Assistance can be obtained 24 hours a day, seven days a week from the Office of Campus Safety and Security by calling 843-383-8140. During business hours (8:30 a.m. - 5:00 p.m., Monday through Friday), you are also strongly encouraged to contact Cole Heatherly, Coker University Title IX Coordinator (843) 383-8171 or [cheatherly@coker.edu](mailto:cheatherly@coker.edu).

Seeking assistance immediately is important to protect yourself and the members of the University community and to preserve physical and other evidence. You are also strongly urged to contact the Title IX Coordinator, as soon as reasonably possible to report any Sexual Misconduct or Gender Based Violence you believe may have occurred. The Coordinator is available to help connect students to the resources available on campus and in the community, including making reports to law enforcement, as well as to explain the processes available through this Policy.

If you or someone you know may be the victim of Sexual Misconduct or Gender Based Violence by a member of the University’s faculty or staff, you may report such misconduct or file a complaint with the Title IX Coordinator, Cole Quick, [dquick@coker.edu](mailto:dquick@coker.edu) or 843-383-8198.

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: 800-421-3481; fax: 202- 453-6012; TDD: 877-521-2171; email: [OCR@ed.gov](mailto:OCR@ed.gov); or on the web at <http://www.ed.gov/ocr>).

### *Community Education*

The Office of Student Services will undertake educational efforts to make all students aware of the policies and procedures contained in this document. Such efforts will include:

- Notifying students of the conduct that is proscribed by the Sexual Assault and Misconduct Policy.
- Informing students of the options and procedures for addressing possible violations of the policy.
- Providing special training for professional staff who give advice and administer campus procedures under the policy.
- Sponsoring programs that further awareness of the issues of sexual harassment, sexual assault and sexual misconduct and lead to their prevention.
- Reporting periodically to the community on the number of incidents that have been brought formally or informally to the attention of the Title IX Office.

### **Primary Prevention and Education Programs**

As defined by federal regulation, primary prevention programs are programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. Ongoing prevention and awareness campaigns are

programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

The University's primary prevention programs and ongoing prevention and awareness campaigns cover the following:

- The definitions of dating violence, sexual assault, harassment, dating violence, domestic violence, stalking, and other terms related to Title IX.
- The University's prohibition of all forms of discrimination, harassment, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and stalking.
- The University's Anti-Harassment and Non-Discrimination Policy, including a discussion on what it covers, how it works, the definitions of consent and policy violations, and the University's obligation to promptly report, and fairly and impartially investigate and resolve all reports of that policy.
- Bystander intervention strategies which are safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.
- Risk reduction information, which includes options designed to decrease perpetration and bystander inaction and to increase empowerment for victims/survivors in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Provision of the University's primary and ongoing prevention and awareness programs for students and employees is the responsibility of the Title IX Coordinator and Office of Student Services.

### **Primary Prevention Programs**

Coker University conducts annual primary prevention programs regarding sexual assault, domestic violence, dating violence and stalking for all new students, faculty, and staff. These programs introduce Clery definitions of the related terms and occur as follows:

1. Coker University has partnered with EVERFI, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and financial literacy in higher education institutions across the country. Each year over 5 million students and employees complete these courses. As part of our comprehensive prevention program for students, Coker expects new first-year student to complete AlcoholEdu & Sexual Assault Prevention for Undergraduates. This online education will empower students to make well-informed decisions about issues that affect a student's years at Coker University and beyond. The online course uses an engaging, thought approach to provide students with the tools needed to navigate the risks of life in college.
2. Integrated into the Cobra Quest new student orientation program, the Life at Coker skits are performed by the Coker University Commissioners (first-year mentors) and is a required session for all new incoming students. These skits cover various sensitive issues that students may come in contact with during their first-year of college (sexual assault, underage drinking, consent, and inclusion).
3. All new employees are expected to complete an online training program within the first two weeks of work, and annually thereafter, with SafeColleges. At the end of the course, employees are more familiar with Coker University policies and procedures, are able to identify Title IX violations, explain why it is important to understand these policies and procedures, and formulate an informed response when approached with a Title IX violation.

### **Ongoing Prevention and Awareness Campaigns**

The University also conducts ongoing prevention and awareness campaigns for all students, faculty, and staff as follows:

## **Employees:**

1. Annual notification of the Policy and available resources.
2. Annual training for Campus Safety, Student Services, Residential Programs and Athletic staff.
3. Annual training for University faculty and staff who serve as investigators, advisors and hearing panel members for addressing allegations of violations of the University's Anti-Harassment and Non-Discrimination Policy. This training includes, but is not limited to, dating violence, domestic violence, sexual assault and stalking; how to conduct investigations and hearings; protecting individual safety and promoting accountability.
4. Annual training for freshman seminar coordinators.
5. Annual training for all other faculty and staff via regularly scheduled or special department and divisional meetings.

## **Students:**

1. Annual notification of the Policy and available resources.
2. Annual orientation for all new and returning student-athletes prior to the start of each academic year.
3. Annual training provided to resident students prior to the start of each semester.
4. Campus-wide events such as It's On Us Campaign, Stalking Awareness, The Clothesline Project, Sexual Assault Awareness Month (April), and Domestic Violence Awareness Month (October)

## **Resources for Victims**

Below is a list of on and off-campus resources for reporting and seeking help for victims of sexual assault / misconduct. An asterisk denotes an office where a victim can talk confidentially about their experience.

- Campus Title IX Coordinator – Cole HEatherly, 843-383-8171
- Office of Residence Life – 843-383-8630
- University Nurse – 843-917-4044
- University Counselor(s) – 843-917-4044
- Campus Safety – 843-383-8140
- Hartsville Police Department – 843-383-3014
- PeeDee Coalition Against Sexual Assault – 24 Hour Crisis Line – 1-800-273-1820
- Hartsville Extension of Pee Dee Coalition – 843-383-0240
- South Carolina Coalition Against Domestic Violence & Sexual Assault – 803-256-2900
- Carolina Pines Regional Medical Center – 843-339-2100
- National Domestic Violence Hotline – 1-800-799-SAFE (7233)
- National Sexual Assault Hotline – 1-800-656-HOPE (4673)

## **Sexual Assault Bystander Intervention**

While there is an ongoing need on University campuses for response to survivors of sexual assault and relationship abuse, there is a growing effort to prevent these types of violence before they occur. It is important to recognize that sexual assault and relationship abuse are not just women's issues. Violence affects the entire community and all members have a responsibility to take action against sexual assault and relationship abuse.

**One major way that you can take action is by being an active bystander.** Bystanders are individuals that witness either an act of violence or the actions that lead up to violence. Bystander intervention is a simple concept: We are all obligated to act when we witness an act of violence or something that contributes to a culture that supports violence.

While you may easily recognize violence if you witness it first-hand, you may not recognize warning signs as easily. So the first step is to learn to recognize those things that contribute to violence.



We know that this type of violence is systemic and deeply rooted in our culture. While this makes eradicating it difficult, this knowledge also gives us hope that sexual assault and relationship abuse are preventable if we all actively work to change the culture that promotes this violence.

Examples of warning signs that we may observe that give cause for us to speak up and intervene are:

- A friend telling a sexist joke or saying something degrading or violent toward women.
- A person or institution blaming survivors of sexual assault and relationship abuse for their own victimization.
- A person or group encouraging the excessive use of alcohol or other substances as a means to facilitate sex.
- A friend reporting being the initiator or recipient of controlling behavior in a relationship.
- A person who is sexually harassing someone and making them feel uncomfortable.

While these individual acts may not directly cause an act of violence, it is important to consider that these acts cumulatively create a culture in which violence against others is tolerated and even encouraged. Intervening in these situations may prevent actions and behaviors that lead up to a violent incident and keep you from having to intervene in a more dangerous situation. So not only do you have an opportunity to prevent violence immediately before it happens or during a violent act, you also have hundreds of opportunities to intervene on an everyday basis.

Other more obvious warning signs are:

- Someone leading someone else to a private location when you know that they are too intoxicated to consent.
- A heated argument between two partners that seems to be escalating or includes examples of other types of abuse such as psychological or financial abuse or sexual harassment.
- A friend being followed or stalked in person, on the phone, or by use of technology.

Most people might witness these events and think, “Someone else will do something about it.” But if everyone assumes that others will exercise the responsibility to act, then it is likely that the opportunity to prevent a violent act will be missed and the situation may become more dangerous and detrimental. Thus, it is important to act early and hold ourselves and each other accountable.

While we are asking you to do *something*, we do not encourage you to put yourself or others at risk. Maintain safety at all times and keep in mind that you should proceed with caution to avoid harm to yourself or further exacerbating the situation for the victim. There are several creative and conventional ways that you can intervene, either directly or indirectly, to prevent someone from being hurt. Depending on your personality and the situation, any one of these might be appropriate, and it is up to you to determine how to handle it in the safest way possible.

Here are some ideas for ways to intervene:

- Address the potential perpetrator directly - Ask them to stop what they are doing and tell them that it is not acceptable or condoned by you, your peers, your group/organization, or the University.
- Create a distraction to divert the attention of the potential perpetrator (for example: start a conversation about something else, tell them they are needed to assist with something, ask the potential survivor to accompany you away from the setting, etc. Say almost anything (use discretion) to allow the potential survivor to escape the situation.
- Enlist the help of a friend or other bystander. Draw their attention to the situation and quickly strategize with them to step in. Ask them to join you in approaching the potential victim or perpetrator or by calling Security while you address the parties involved.

Above all else, remember that you have the power to **DO SOMETHING** to prevent sexual assault or relationship abuse from occurring. We ask and trust that you will exercise this power and contribute to the safety and wellness of our campus community.

## **Workplace Sexual Misconduct Prevention**

Coker University will not tolerate any form of violence in the workplace. Workplace violence may be defined as either physical or verbal aggression and may occur in various forms, including verbal threats and assaults. It is very important that all employees and supervisors are aware of this policy and report directly to the Office of Campus Safety and Security any or all incidents that they perceive as potentially violent. The appropriate supervisor or department head should also be notified. In an effort to prevent workplace violence at Coker University, all reported threats will be thoroughly investigated through a cooperative effort by the appropriate supervisors, department heads, and the Office of Campus Safety and Security.

Caution and common sense can minimize the risk of workplace violence. All employees should keep in mind the following **Personal Safety Tips**:

- Never open the door of your office to a stranger before or after regular business hours.
- Notify Safety and Security if working exceptionally early or late hours alone.
- When alone, do not mention this fact to telephone callers.
- Build a rapport with other employees to facilitate distinguishing strangers from co-workers.
- Report any strange or threatening looking individuals to the Office of Campus Safety and Security.
- Make a mental note of suspicious strangers in case a later crisis does occur.
  - Any employee who engages in any form of workplace violence will be subject to disciplinary action up to and including immediate termination of employment. Supervisors must document any event or report of workplace violence in their areas and advise Security of the same, even if the threat or situation does not at first seem serious. The report should be thorough and contain as many detailed facts as possible including:
    - Name of person reporting the incident
    - Name of the employee alleged to have been violent or threatening
    - Date of the report and incident
    - Location where the incident occurred
    - Name(s) of the potential victims
    - Name(s) of witnesses
    - Description of details of the incident.
    - Specific description of verbal or physical violence that occurred
    - Details that might assist in identification (e.g., license plate number, etc.)

## **SEXUAL MISCONDUCT POLICY**

### **I. SUMMARY OF POLICIES**

Coker University (“University”) prohibits gender discrimination in any educational program or activity as prohibited by state and/or federal law, including but not limited to Title IX of the Education Amendments of 1972. The University is committed to maintaining and strengthening an educational community founded on civility and mutual respect in an educational and employment environment free from gender discrimination, sexual harassment, and sexual misconduct. Gender discrimination violates an individual’s right to personal dignity and interferes with the University’s goals. Sexual misconduct and sexual harassment, as defined in this Policy, constitute gender discrimination prohibited by Title IX and are incompatible with the safe, healthy environment that the University community expects and deserves. Sexual harassment, sexual violence, retaliation and other behavior prohibited by this Policy will not be tolerated. The University promotes prompt reporting of all types of gender discrimination, sexual misconduct, and sexual harassment and the timely and fair resolution of gender discrimination, harassment, and sexual misconduct complaints.

### **II. APPLICABILITY AND PROHIBITION**

#### **(A) Effective Date of Policy.**

Effective this August 14, 2020, this Policy replaces and supersedes any and all other Coker University Student Sexual Misconduct Policies and Procedures.

**(B) Gender Discrimination and Sexual Harassment or Misconduct are Prohibited.**

The University prohibits discrimination based on sex (including gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation) in any of its educational programs or activities. Sexual harassment, including sexual assault, sexual violence, and other kinds of sexual misconduct, is a form of gender discrimination, violates this Policy, and is prohibited.

**(C) Policy Coverage.**

A complaint may be filed by or against a University student, at any time that the reporting party, victim (if not the reporting party), or the responding party is enrolled or employed at the University, regardless of the time elapsing between the alleged gender discrimination, sexual harassment, and/or sexual misconduct and the filing of the complaint. However, the University strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a complaint may compromise any subsequent investigation.

In addition, students may file complaints under this Policy against an individual, who is neither a student nor faculty member/employee of the University, if the conduct complained of relates to the University's academic, educational, athletic, or extracurricular programs or activities. If the University's disciplinary authority extends to such a third party, the third party may be permanently barred from the University or subjected to other restrictions for failing to comply with this Policy. Even if the University has no means to discipline a third party, the University may provide a reporting party with support services and, if appropriate, conduct an investigation of the incident to ensure that it does not represent a pattern of sexual misconduct occurring at the University.

This Policy applies to conduct that occurs on University property and, in certain circumstances, off University property. This Policy applies to conduct that: (1) occurs off campus when the conduct is associated with a University-sponsored program or activity, such as travel, study, research, or internship programs; (2) utilizes University owned or provided technology resources; or (3) may have a nexus to campus, such as a continuing adverse effect or creation of a hostile environment on campus. Members of the University community have a responsibility to adhere to the University's policies and to federal, state, and local law. In addition, they are responsible for their own actions and behavior, both on campus and in other locations.

Although there is no geographical limitation to invoking this Policy, sexual misconduct alleged to have occurred at a distance from the University may be more difficult for the University to investigate.

**(D) Retaliation is Prohibited.**

Retaliation against any person for filing, supporting, or providing information in connection with a complaint filed under or pursuant to this Policy is strictly prohibited. Any individual subjected to such retaliation should report it immediately to the Title IX Coordinator.

III. TITLE IX

If you have questions about Title IX or this Policy, please contact the University's Title IX Coordinator. The University's Title IX Coordinator is Cole Heatherly. Her contact information is:

*Coker Campus Location:*  
Cole Heatherly  
LITC

*Mailing Address:*  
Cole Heatherly, Title IX Coordinator  
Coker University

300 East Home Avenue  
Hartsville, South Carolina 29550  
843-383-8171  
cheatherly@coker.edu

300 East Home Avenue  
Hartsville, South Carolina 29550

**(A) Mandatory Reporting.**

Title IX Coordinator shall be responsible for overseeing the investigation and resolution of complaints filed under this Policy. All faculty members and employees, whether full-time or part-time, are “responsible employees,” who are mandated to report when they know of or suspect an incident of gender discrimination, sexual harassment, and/or sexual misconduct. Only health-care professionals, pastoral professionals, or other individuals, who by their licensure are statutorily barred from reporting, are exempt from the mandate to report. Make reports under this Policy to the Title IX, Cole Heatherly, cheatherly@coker.edu, (843) 383-8171.

Faculty members or employees, who fail to report known or suspected incidents of gender discrimination, sexual harassment, and/or sexual misconduct immediately, may be subject to disciplinary action up to, and including, termination from employment. No member of the University community may discourage an individual from reporting alleged incidents of gender discrimination, sexual harassment, and/or sexual misconduct. No faculty member or employee has authority to investigate or resolve complaints, made pursuant to or subject to this Policy, without the Title IX Coordinators involvement. If you are unsure about reporting, have questions about this Policy, or would like to request a training, contact the Title IX Coordinator. Individuals with questions about Title IX may also contact the United States Department of Education.

**(B) Confidentiality.**

The University shall make a reasonable effort to keep the identities of the parties involved in a sexual misconduct proceeding confidential unless otherwise required by law (see Title IX Grievance Process, below). Unless otherwise required by law, their identities will be revealed only to those, who need to know their names to allow the complaint to be investigated and/or adjudicated or to provide for interim or supportive measures. In addition, as information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal laws, the University may be required to inform the community of the incident(s) of sexual misconduct to protect other campus community members. Finally, the University cannot control confidentiality violations by third parties.

Reporting parties, alleged victims (if not the reporting party/”Complainants” under Title IX), and responding parties may request that the University treat information regarding alleged sexual misconduct as confidential. The University takes such requests seriously, but those requests may limit the University’s ability to investigate and take reasonable action in response to a complaint even if they can be granted. The University will evaluate the request(s) that a complaint remain confidential in the context of the University’s adherence to state and federal law and commitment to provide a respectful, safe, and non-discriminatory environment. The Title IX Coordinator will inform the person requesting confidentiality, in writing, if the University cannot ensure confidentiality.

Factors weighing against the University affording requested confidentiality include, but are not limited to:

- The seriousness of the alleged sexual misconduct;
- Other complaints or incidents of sexual misconduct made against the responding party;
- Allegations involving multiple perpetrators;
- Arrest(s) of the responding party;
- A history of violence by the responding party;
- Potential targeting of a particular group by the responding party;
- The responding party’s right to information about the allegations; and/or
- Laws mandating disclosure.

Even if the University cannot take disciplinary action against the responding party as a result of the reporting party's or the victim's request for confidentiality, to the extent possible and necessary, the University will take prompt and effective action to limit the effects of the alleged sexual misconduct and to prevent its recurrence.

**(C) Limited Immunity for Alcohol and/or Drug Use in Sexual Violence Cases.**

The health and safety of every student at Coker University is of utmost importance. Coker recognizes that students, who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that a sexual violence incident occurs, may be hesitant to report the incident for fear of potential consequences related to drinking or using drugs. While Coker does not condone illegal drug use or underage drinking, a bystander or victim, making a good faith report of sexual violence to Coker officials or law enforcement, will not be subject to a campus conduct action for violations of Coker's alcohol and drug policies occurring at or near the time of the sexual violence.

**TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCESS**

This Title IX Sexual Harassment Grievance Process will be used to process any report or complaint of "Title IX Sexual Harassment," as defined in this Title IX Sexual Harassment Grievance Process. Any person may report Title IX Sexual Harassment under this process, whether or not the reporting party is the person alleged to be the victim of the conduct. Reports of Title IX Sexual Harassment may be made in person, by mail, by telephone, or by electronic mail at any time (including during non-business hours) directed to the Title IX Coordinator using the contact information contained in this Student Handbook. If an Official With Authority, as defined in this Title IX Sexual Harassment Grievance Process, receives a report or otherwise has knowledge of a report or incident of Title IX Sexual Harassment, the Official With Authority must promptly report such information to the Title IX Coordinator.

Processing a report or complaint under this Title IX Sexual Harassment Grievance Process does not preclude processing some or all allegations of a report or complaint under other policies and procedures, to the extent allowed by Title IX and other laws.

This grievance process complies with all requirements of Title IX and its implementing regulations and provides required notice of the procedure used to respond to complaints of Title IX Sexual Harassment for necessary stakeholders.

If the regulations implementing Title IX at 85 Fed. Reg. 30026, 30026-30579, are enjoined or invalidated by a Federal Court with jurisdiction over Coker University or reversed or replaced by any agency with sufficient authority, this Title IX Sexual Harassment Grievance Process will immediately cease to apply to reports and complaints of sexual harassment and sexual misconduct, including Title IX Sexual Harassment, unless and until any such injunction, invalidation, reversal, or replacement is overturned or reversed.

**Title IX Sexual Harassment Definitions**

The following terms have the following definitions as used in this Title IX Sexual Harassment Grievance Process:

"Actual Knowledge"—Notice of Title IX Sexual Harassment or allegations of Title IX Sexual Harassment to Coker University's Title IX Coordinator or to any Official With Authority, as defined herein. Assumption of knowledge based solely on Coker University's status as an employer or other presumption under law does not constitute Actual Knowledge. This standard is not met when the only official of Coker University with Actual Knowledge is the Title IX Respondent. "Notice" as used here includes, but is not limited to, a report or complaint of Title IX Sexual Harassment to the Title IX Coordinator or any Official With Authority in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator or Coker University employee receiving the person's verbal or written report.

"Business Days"—Days on which Coker University's main office is open.

“Consent”— Informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in a mutually agreed upon sexual activity. A person can withdraw consent at any time. There is no consent when there is force, threats, intimidation, or duress. A person’s lack of verbal or physical resistance or manner of dress do not constitute consent. Consent to past sexual activity with another person does not constitute consent to future sexual activity with that person. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person cannot consent to sexual activity if the person is unable to understand the nature, fact, or extent of the activity or give knowing consent due to circumstances including without limitation the following:

1. the person is incapacitated due to the use or influence of alcohol or other drugs;
2. the person is asleep or unconscious;
3. the person is under the legal age to provide consent; or
4. the person has a disability that prevents such person from having the ability or capacity to give consent.

“Education Program or Activity”—Locations, events, or circumstances in the United States over which Coker University exercises substantial control over both the Title IX Respondent and the context in which Title IX Sexual Harassment occurs, and also includes any building owned or controlled by Coker University. Depending on the facts, this phrase may extend to off-campus Title IX Sexual Harassment incidents.

“Officials With Authority”—Includes any official designated by Coker University to have authority to institute corrective measures on behalf of the institution, specifically: President of the University, Provost, Vice President of Student Services

“Title IX Appellate Decisionmaker”—One or more individuals designated to conduct an appeal required by Title IX and this Title IX Sexual Harassment Grievance Process. The Title IX Decisionmaker cannot be the Title IX Coordinator or the Title IX Investigator or Decisionmaker assigned to the same Formal Complaint, must be free from conflicts of interest or bias against complainants and respondents generally and against an individual Title IX Complainant or Respondent, and must be trained to properly implement this Title IX Sexual Harassment Grievance Process and to serve impartially.

“Title IX Complainant”—An individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

“Title IX Formal Complaint”—A document filed by a Title IX Complainant or signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a Title IX Respondent and requesting that Coker University investigate the allegation. At the time of filing a Formal Title IX Complaint, a Title IX Complainant must be participating in or attempting to participate in Coker University’s Education Program or Activity within which the Formal Title IX Complaint is filed. A Formal Title IX Complaint may be filed with the Title IX Coordinator in person, by mail, or by email, by using the contact information required to be listed for the Title IX Coordinator in Coker University’s Nondiscrimination Policy and included in this Student Handbook. As used here, the phrase “document filed by a Title IX Complainant” means a document or electronic submission (such as by email or paper or electronic form provided for this purpose by Coker University) that contains the Title IX Complainant’s physical or digital signature, or otherwise indicates that the Title IX Complainant is the person filing the Formal Title IX Complaint. Where the Title IX Coordinator signs a Formal Title IX Complaint, the Title IX Coordinator is not a complainant or otherwise a party under this Title IX Sexual Harassment Grievance Process. The information will be kept confidential to the extent not prohibited by law from doing so. All publicly available recordkeeping, including Clery Act reporting and disclosures will be maintained without the inclusion of personally identifiable information about the complainant.

“Title IX Investigator”—An individual designated to investigate a Formal Title IX Complaint according to this Title IX Sexual Harassment Grievance Process. The Title IX Investigator cannot be the Title IX Decisionmaker or the Title IX Appellate Decisionmaker assigned to the same Formal Complaint, must be free from conflicts of interest or bias against complainants and respondents generally and against an individual Title IX Complainant or Respondent, and must be trained to properly implement this Title IX Sexual Harassment Grievance Process and to serve impartially.

“Title IX Respondent”—An individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment.

“Title IX Sexual Harassment”—Conduct on the basis of sex that satisfies one or more of the following:

1. An [Institution] employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Coker University’s education program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).
  1. *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI). 20 U.S.C. §1092(f)(6)(A)(v). For more information regarding the FBI UCR Program, [see www.fbi.gov/services/cjis/ucr/](http://www.fbi.gov/services/cjis/ucr/).
  2. *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
  3. *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, 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. 34 C.F.R. §12291(a)(8).
  4. *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 C.F.R. §12291(a)(30).

“Title IX Supportive Measures”—Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Title IX Complainant or Respondent before or after the filing of a Formal Title IX Complaint or where no Formal Title IX Complaint has been filed. Such measures are designed to restore or preserve equal access to Coker University’s Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Coker University’s educational environment and deter sexual harassment. Title IX Supportive Measures may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of

work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

“Title IX Team”—The group of individuals responsible for addressing reports and complaints of Title IX Sexual Harassment, including the Title IX Coordinator or designee, Title IX Investigators, Title IX Decisionmakers, Title IX Appellate Decisionmakers, and Title IX Informal Resolution Facilitators.

“Title IX Decisionmaker”—An individual designated by the Title IX Coordinator or designee to reach a determination regarding responsibility in a Formal Title IX Complaint by applying the preponderance of the evidence standard of proof. The Title IX Decisionmaker cannot be the Title IX Coordinator or the Title IX Investigator or Appellate Decisionmaker assigned to the same Formal Complaint, must be free from conflicts of interest or bias against complainants and respondents generally and against an individual Title IX Complainant or Respondent, and must be trained to properly implement this Title IX Sexual Harassment Grievance Process and to serve impartially.

### **Title IX Sexual Harassment Investigation Process**

If Coker University has Actual Knowledge of Title IX Sexual Harassment, the institution shall respond in a manner that is not clearly unreasonable in light of the known circumstances by using this Title IX Sexual Harassment Grievance Process. No person designated or serving as a Title IX Coordinator or designee, Title IX Investigator, Title IX Decision Maker, Title IX Appellate Decision Maker or Title IX Informal Resolution Facilitator will have a conflict of interest or bias for or against Title IX complainants or respondents generally or against an individual Title IX Complainant or Title IX Respondent. The institution’s response will include, at a minimum, the following:

**Whether or not a formal complaint alleging Title IX Sexual Harassment is filed**, at a minimum, the Title IX Coordinator or designee will comply with the following:

1. **Initial Meeting with the Complainant:** The Title IX Coordinator or designee must promptly contact the Title IX Complainant to:
  - Discuss the availability of Supportive Measures;
  - Inquire about and consider the Title IX Complainant’s wishes with respect to Supportive Measures;
  - Inform the Title IX Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint; and
  - Explain to the Title IX Complainant the process for filing a Formal Complaint as set forth in this Title IX Sexual Harassment Grievance Process.
2. **Supportive Measures:** Coker University will maintain as confidential any supportive measures provided to the Title IX Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of Coker University to provide the Supportive Measures. Coker University may not impose any disciplinary sanctions or other actions that are not Supportive Measures against a Title IX Respondent unless a Formal Complaint has been filed and a finding of responsibility has been issued against the Title IX Respondent under this Title IX Sexual Harassment Grievance Process.
  - **Emergency Removals/Leaves of Absence:** Coker University may, however, remove a student-Title IX Respondent from its education program or activity on an emergency basis, provided that Coker University makes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Title IX



Respondent with notice and an opportunity to challenge the decision immediately following the removal. Coker University also may place a non-student employee Title IX Respondent on paid administrative leave during the pendency of this Title IX Sexual Harassment Grievance Process. Such emergency removals/leaves of absence must comply with any other relevant laws, policies, administrative procedures, and agreements governing removals of students and/or employees from the institution's program or activity.

**If a Formal Complaint alleging Title IX Sexual Harassment is filed or initiated**, the Title IX Coordinator or designee will, at a minimum:

**Notice of Allegations:** Provide written notice to any known Title IX Complainants and Title IX Respondents including:

- A copy or link to this Title IX Sexual Harassment Grievance Process
- Notice of the allegations of Title IX Sexual Harassment in the formal complaint, including the identities of all known parties involved in the incident(s), the conduct allegedly constituting Title IX Sexual Harassment, the date and location of the alleged incident, and any other details necessary to prepare a response; such notice must be provided with sufficient time for the parties to prepare a response before any interview, which in no case shall be less than 24 hours
- A statement that the Title IX Respondent is presumed not responsible for the alleged conduct
- A statement that a determination regarding responsibility is made at the conclusion of the grievance process
- Notice to the parties that they may have an advisor of choice who may be, but is not required to be, an attorney
- Notice to the parties that they may inspect and review evidence obtained during the investigation
- Notice of any provision of Coker University's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process

If at any time during the course of the investigation additional allegations of Title IX Sexual Harassment arise that will be investigated and that were not included in the written notice, the Title IX Coordinator or designee will, within 5 Business Days of the decision to add the allegations to the investigation, provide notice of the additional allegations as described above to the parties whose identities are then known.

**Mandatory Dismissals:** Within 5 Business Days of receiving a formal complaint filed by a Complainant, dismiss under this Title IX Sexual Harassment Grievance Process any allegation in the Formal Complaint that would not constitute Title IX Sexual Harassment, even if true; that did not occur in Coker University's education program or activity; or that did not occur against a person in the United States. Nothing precludes action on any dismissed allegations under another policy, procedure, or rule of Coker University or school. Upon such dismissal, the Title IX Coordinator or designee will send written notice of the dismissal and reason(s) therefore simultaneously to the parties.

**Identification of Investigator:** Identify and document one or more qualified Title IX Investigator(s) who will investigate the Formal Complaint. The Title IX Investigator(s) will investigate the allegations of Title IX Sexual Harassment in a Formal Complaint.

**Informal Resolution:** Unless the Formal Complaint involves an allegation of sexual misconduct by a Coker University employee against a student, the Title IX Investigator will, within 5 Business Days of assignment to the Formal Complaint, notify the Title IX Complainant and the Title IX Respondent of the option to complete informal resolution. Coker University will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of Title IX Sexual Harassment consistent with this policy. Coker University also will not require parties to participate in an informal resolution process under this policy and may not offer an informal resolution process unless a Formal Complaint is filed. However, at any time prior to reaching a determination regarding responsibility, Coker University may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that Coker University:

1. Provides to the parties a written notice disclosing:
  1. the allegations;
  2. the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint; and
  3. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
0. Obtains the parties' voluntary, written consent to the informal resolution process, and
  1. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

If informal resolution is undertaken, the Title IX Coordinator or designee will assign an Informal Resolution Facilitator who will attempt to informally resolve the matter between the parties. During the informal resolution process, all timeframes under this Title IX Sexual Harassment Grievance Process will be tolled. If no resolution is reached within 20 Business Days of commencement of the informal resolution, unless such 20-day time period is extended by agreement of the parties, or if the parties do not elect to engage in informal resolution, the Title IX Investigator(s) will recommence the investigation and the timeframes under this Title IX Sexual Harassment Grievance Process will recommence.

**During the investigation of a Formal Complaint and throughout this Title IX Sexual Harassment Grievance Process**, the Title IX Team must:

**Burdens:** Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Coker University and not on the parties, provided that Coker University cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Coker University obtains the voluntary, written consent to do so from that party.

**Equal Treatment – Evidence Presentation:** Provide an equal opportunity for the parties to present any inculpatory or exculpatory evidence, including fact and expert witnesses. Coker University will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

**Equal Treatment – Advisors:** Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of an advisor for either the Title IX Complainant or Title IX Respondent in any meeting or grievance proceeding; however, Coker University may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if at all, as long as the restrictions apply equally to both parties.

**Written Notice of Meetings:** Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews and other meetings, with sufficient time for the party to prepare to participate.

**Equal Opportunity – Evidence Review:** Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which Coker University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the Title IX Investigator(s) must send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the Title IX Investigator(s) will consider prior to completion of the investigative report.

**Investigative Report:** Within 60 Business Days of receipt of the Formal Complaint, the Title IX Investigator will create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a live hearing or other time of determination regarding responsibility, send to each party and the party’s advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

**The process used to investigate and resolve a Formal Complaint will also meet the following additional requirements:**

1. The process used must treat Title IX Complainants and Title IX Respondents equitably in all manners, including by providing remedies to a Title IX Complainant where a determination of responsibility for Title IX Sexual Harassment has been made against the Title IX Respondent, and by following this Grievance Process before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Title IX Respondent.
2. No evidence that constitutes or seeks disclosure of information protected under a legally recognized privilege will be required, allowed, or relied on unless the person holding such privilege has waived the privilege.
3. The Title IX Investigator and the Title IX Decision Maker will objectively review all relevant evidence, including both inculpatory and exculpatory evidence, and credibility determinations will not be based on a person’s status as a Title IX Complainant, Title IX Respondent, or Witness.
4. All members of the Title IX Team will operate under a presumption that the Title IX Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of this Title IX Sexual Harassment Grievance Process.
5. Remedies may include, but are not limited to, the same individualized services described as Supportive Measures in this policy but need not be non-disciplinary or non-punitive and need not avoid burdening the Title IX Respondent. Student discipline can involve a range of consequences, which may include, but are not limited to, Supportive Measures, a warning, recommendation for suspension and expulsion, depending on the severity of the action and circumstances of the student(s) involved. The full range of

applicable sanctions is listed in the Student Handbook. Discipline for employees also includes a range of options, including, but not limited to, a letter of reprimand, reassignment, suspension with or without pay, discharge or recommendation for discharge, notifying appropriate legal authorities and/or taking legal action against the employee.

6. The Title IX Coordinator or designee may consolidate Formal Complaints as to allegations of Title IX Sexual Harassment against more than one Title IX Respondent, or by more than one Title IX Complainant against one or more Title IX Respondents, or by one party against the other party, where the allegations of Title IX Sexual Harassment arise out of the same facts or circumstances.

**After the investigation of a Formal Complaint**, the Title IX Coordinator or designee and the Title IX Decision Maker will comply with the following:

1. **Designation of Decisionmaker:** The Title IX Coordinator or designee will identify one or more Title IX Decision Makers for the Formal Complaint, which cannot include the Title IX Coordinator or designee or the Title IX Investigator assigned to the Formal Complaint.
2. **Live Hearing:** A live hearing will be provided as part of the grievance process. The live hearing will comply with the following requirements:
  1. The live hearing may, upon the request of either party, be held virtually, with parties located in separate rooms with technology enabling the Title IX Decision Maker(s) and parties to simultaneously see and hear the party or witness answering questions. Unless the live hearing is conducted virtually, all parties must be physically present in the same geographic location.
  2. All hearings will be documented through audio recording, audiovisual recording, or transcript, at the institution's discretion, and will be made available to the parties for inspection or review.
  3. At the hearing, the Title IX Decision Maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility. Only relevant cross-examination and other questions may be asked of a party or witness. With respect to cross-examination:
    1. Questions and evidence about the Title IX Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Title IX Complainant's prior sexual behavior are offered to prove that someone other than the Title IX Respondent committed the conduct alleged by the Title IX Complainant, or if the questions and evidence concern specific incidents of the Title IX Complainant's prior sexual behavior with respect to the Title IX Respondent and are offered to prove Consent.
    2. The Title IX Decision Maker must explain to the party proposing the questions any decision to exclude a question as not relevant. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by the party personally.
    0. Cross-examination must be conducted by the party's advisor, and never by the party. If a party does not have an advisor present at the live hearing, the Institution will provide an advisor of the Institution's choice, without charge to the party, who may be, but is not required to be, an attorney to conduct cross-examination on behalf of the party.
    0. If a party or witness does not submit to cross-examination at the live hearing, the Title IX Decision Maker(s) cannot rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Decision Maker(s)

cannot draw an inference about the determination regarding responsibility based solely on the party or witness's absence or refusal to answer cross-examination or other questions.

0. **Written Determination:** Within 20 Business Days of receipt of the final written responses and evidence from the parties, the Title IX Decision Maker(s) will issue a written determination regarding responsibility simultaneously to both parties. To reach this decision, the Title IX Decision Maker(s) must apply the preponderance of the evidence standard, regardless of whether the Title IX Respondent is a student or an employee. The written determination must include:
  1. Identification of the allegations potentially constituting Title IX Sexual Harassment
  2. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held
  3. Findings of fact supporting the determination
  4. Conclusions regarding the application of this Title IX Sexual Harassment Grievance Process to the facts
  5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions Coker University will impose on the Title IX Respondent, and whether remedies designed to restore or preserve equal access to Coker University's Education Program or Activity will be provided by Coker University to the Title IX Complainant, and
  6. Coker University's procedures and permissible bases for the Title IX Complainant and Title IX Respondent to appeal.
0. **Notice of Written Determination:** The Title IX Decision Maker(s) or a designee must provide the written determination to the parties simultaneously.
0. **Appeal:** Both parties may appeal from either a determination regarding responsibility or from Coker University's dismissal of a Formal Complaint or any allegations therein, on the following bases:
  1. Procedural irregularity or error that affected the outcome of the matter
  2. New evidence or information that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter, and
  3. Claims that the Title IX Coordinator or designee, Investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual Title IX Complainant or Title IX Respondent that affected the outcome of the matter.
  4. The sanction is disproportionate with the violation (applicable only to complaints of sexual violence, domestic violence, dating violence and stalking).<sup>[2]</sup>

A Title IX Complainant or Title IX Respondent who wishes to appeal must submit a notice of appeal to the Title IX Coordinator within 5 calendar days of the date of the Title IX Decision Maker(s)' decision. An appeal may be filed by email, mail, or hand delivery to the Title IX Coordinator. If delivered by mail, the notice of appeal must be postmarked by the 5th calendar day after the date of the Title IX Decision Maker(s)' decision.

**Upon receipt of an appeal**, the Title IX Coordinator or designee must do the following:

1. **Notice of Appeal:** Within 5 Business Days of receipt of the appeal, notify the other party in writing that an appeal was filed
2. **Equal Treatment – Appeal:** Implement appeal procedures equally for both parties
3. **Different Title IX Appellate Decision Maker:** Ensure that the Appellate Decision Maker(s) are not the same person(s) as the Title IX Decision Maker(s) that reached the determination regarding responsibility or dismissal, the Title IX Investigator(s) assigned to the formal complaint, or the Title IX Coordinator or designee.
4. **Appeal Standards Met:** Ensure that the Title IX Appellate Decision Maker(s) complies/comply with the standards set forth in this policy for appeals

Upon receipt of an appeal, the Title IX Appellate Decision Maker(s) must do the following:

1. **Equal Treatment – Written Statement:** Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
2. **Written Appeal Decision:** Issue a written decision describing the result of the appeal and the rationale for the result within 30 Business Days of receipt of the notice of appeal, and
3. **Notice of Written Appeal Decision:** Provide the written decision on appeal simultaneously to both parties.

If an appeal is successful, the Title IX Coordinator or designee will remand the matter back to the appropriate member of the Title IX Team to remedy the concern. A determination regarding responsibility becomes final on the date that (1) if an appeal is filed, the Title IX Appellate Decision Maker or designee provides the parties with the written determination of the result of the appeal upholding the determination; or (2) if an appeal is not filed, the date on which an appeal would no longer be considered timely. The Title IX Coordinator or designee is responsible for effective implementation of any remedies.

After the conclusion of the Title IX Sexual Harassment Grievance Process, Coker University or the parties may exercise any rights ancillary to this Title IX process as necessary, e.g. disciplinary processes for suspensions or expulsions of students; tenured faculty dismissal proceedings; employee terminations; any other pre-remedy process required by any applicable law, agreement, policy, or contract; etc.

#### Required Title IX Training

Any person serving as a Title IX Coordinator or designee, Title IX Investigator, Title IX Decisionmaker, Title IX Appellate Decisionmaker, or Title IX Informal Resolution Facilitator, as those terms are defined by this Title IX Sexual Harassment Grievance Process, will be trained regarding the definition of Title IX Sexual Harassment, the scope of Coker University’s Education Program or Activity, how to conduct this Title IX Sexual Harassment Grievance Process, including appeals and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Any person serving as a Title IX Appellate Decisionmaker or Title IX Appellate Decisionmaker under this Title IX Sexual Harassment Grievance Process will receive training on the issues of relevance of questions and evidence, including when questions and evidence about the Title IX Complainant’s sexual predisposition or prior sexual behavior are not relevant.

Any person serving as a Title IX Investigator under this Title IX Sexual Harassment Grievance Process will receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, their designees, Title IX Investigators, Title IX Decisionmakers, Title IX Appellate Decisionmakers, and Title IX Informal Resolution Facilitators must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints of Title

IX Sexual Harassment. Coker University will make all materials used to train Title IX Team members publicly available on its website.

#### Required Title IX Recordkeeping

The Title IX Coordinator or designee will maintain, for a period of at least 7 years, records of:

1. Any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of Title IX Sexual Harassment. In each instance, the Title IX Coordinator or designee must document the basis for the conclusion that Coker University's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to Coker University's Education Program or Activity. If no Supportive Measures are provided to the Title IX Complainant, then the Title IX Coordinator or designee must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit Coker University in the future from providing additional explanations or detailing additional measures taken,
2. Each Title IX Sexual Harassment investigation, including any determination regarding responsibility and any disciplinary sanctions imposed on the Title IX Respondent, and any remedies provided to the Title IX Complainant designed to restore or preserve equal access to Coker University's Education Program or Activity,
3. Any appeal and the result therefrom,
4. Any informal resolution and the result therefrom, and
5. All materials used to train Title IX Coordinators, their designees, Title IX Investigators, Title IX Decisionmakers, Title IX Appellate Decision Makers, and Title IX Informal Resolution Facilitators.

#### Confidentiality

Coker University must keep confidential the identity of any individual who has made a report or complaint of sexual discrimination, including Title IX Sexual Harassment; any person who has filed a Formal Complaint of sexual harassment; any Title IX Complainant; any individual who has been reported to be the perpetrator of sex discrimination; any Title IX Respondent; and any witness, except as may be permitted or required by law or to conduct any investigation, hearing, or judicial proceeding arising under this Title IX Sexual Harassment Grievance Process.

#### Retaliation Prohibited

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by the State or federal Constitution, State or federal statute, Coker University policy, this Title IX Sexual Harassment Grievance Process, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Title IX Sexual Harassment Grievance Process.

Charging an individual with a code of conduct violation for knowingly making a materially false statement or knowingly providing false information in the course of an investigation under this Title IX Sexual Harassment Grievance Process is not prohibited retaliation; provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement or knowingly provided false information. Complaints alleging retaliation may be filed under Student Code of Conduct Violations.

#### Right to Pursue Other Remedies Not Impaired

The right of a person to resolve a report or complaint under this policy shall not be impaired by the person's pursuit of other remedies, such as criminal complaints, civil actions, etc. Use of this policy and the grievance processes herein are not a prerequisite to the pursuit of other remedies and may not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this

policy, Coker University will conduct its own investigation, although in some cases delays due to another process may be warranted or required.

#### Deadlines

All timeframes under this Title IX Sexual Harassment Grievance Process may be temporarily extended for good cause by Title IX Coordinator or a designee. Good causes may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disability; and other circumstances outside of the institution's control. The Title IX Coordinator or a designee shall notify the parties in writing when a timeframe is extended.

#### Additional Information

Inquiries about this Title IX Sexual Harassment Grievance Process may be directed to the Title IX Coordinator or the United States Office for Civil Rights (contact information available online at: <https://www2.ed.gov/about/offices/list/ocr/addresses.html>).

#### Other Procedures

To the extent that they do not conflict with any requirements of this Title IX Sexual Harassment Grievance Process and are implemented equally and fairly as to the parties, the Title IX Team may use processes from Coker University sexual harassment and sexual misconduct processes outlined in this Student Handbook when processing Title IX Sexual Harassment reports and complaints. If Coker University intends to use any such processes in addressing Title IX Sexual Harassment reports or complaints, the Title IX Coordinator or designee will make available written administrative procedures supplementing this Title IX Sexual Harassment Grievance Process and detailing the additional procedures to be used.

## **GRIEVANCE PROCEDURES FOR HARASSMENT OTHER THAN TITLE IX SEXUAL HARASSMENT**

### **IV. FILING A COMPLAINT**

All grievances for harassment other than Title IX Sexual Harassment shall be handled using the Code of Student Conduct.

#### **(A) Filing a Complaint with Legal Authorities.**

Individuals may file a complaint directly with government law enforcement authorities by dialing 911. Individuals may discuss a matter involving sexual misconduct with a law enforcement officer without making a formal criminal complaint and/or without making a complaint to the University.

In addition, individuals may contact the Office of Campus Safety, twenty-four (24) hours a day, seven (7) days a week. The Office of Campus Safety is located at 311 East Carolina Avenue, Hartsville, South Carolina, telephone: 843-383-8140. The Office of Campus Safety will document the complaint and facilitate contact with a local government law enforcement agency.

If an individual chooses to report to government law enforcement and to the University, simultaneously, an ensuing criminal investigation will not preclude the University from conducting its own investigation. Additionally, a criminal investigation outcome is not determinative of whether sexual misconduct occurred under the terms of this Policy. If the University's investigation is temporarily delayed while criminal investigators gather evidence, the University may take interim measures, including disciplinary measures, to protect the reporting party (or victim, if not the reporting party) and/or the University community.

#### **(B) Filing a Sexual Harassment Complaint Other Than for Title IX Sexual Harassment.**



Individuals should use the University Reporting Form, found on the Student Rights and Responsibilities webpage ([coker.edu/osrr](http://coker.edu/osrr)) to file a harassment complaint. Students may choose to decline to report alleged sexual misconduct to campus officials. The University respects students who decide not to report. However, if information about sexual misconduct comes to the University's attention, it may: (1) start an investigation even in the absence of a filed complaint; and/or (2) notify appropriate law enforcement authorities if required by law or warranted by the nature of the information available to the University.

If a request not to pursue an investigation interferes with the University's ability to impose disciplinary sanctions against the responding party, the University may still investigate and take reasonable action to protect the University community in response to the information known to it. The complaint may also be subject to Clery Act reporting.

**(C) Procedures Followed After the University Receives a Complaint.**

In instances of alleged harassment other than Title IX Sexual Harassment, the University will follow the procedures outlined in the Code of Student Conduct.

**V. SUGGESTED ACTIONS AND ASSISTANCE FOR VICTIMS**

If you are the victim of sexual misconduct, the University's first priority is your safety, medical needs, and emotional well-being. Please seek help and assistance immediately regardless of whether you have decided to report to legal authorities or to University officials.

**(A) Ensure Your Physical Safety.**

For immediate help from local law enforcement agencies or emergency services dial 911 or contact the University's Office of Campus Safety, 311 East Carolina Avenue, Hartsville, South Carolina, telephone: 843-383-8140. The University's Office of Campus Safety can assist you with contacting local law enforcement and can help you obtain transportation to the local law enforcement office. Security personnel are on duty 24 hours a day, seven days a week.

You may apply at the Darlington County Courthouse (1 Public Square, Darlington, South Carolina, 29540) for an Injunction for Protection (a protective order), Monday through Friday, 8:30 a.m. until 5:00 p.m. Information regarding an Injunction for Protection is available at [www.darcosc.com](http://www.darcosc.com). You may apply for emergency protection after hours with the Darlington County Sheriff's Department.

**(B) Seek Medical Assistance and Treatment.**

Medical care is available on campus at Coker University Health Services, 843-383-8141, [healthservices@coker.edu](mailto:healthservices@coker.edu). In the local Hartsville community, Carolina Pines Regional Medical Center ("Medical Center") provides medical services. The Medical Center is located at 1304 W Bobo Newsom Highway, Hartsville, South Carolina. Contact the Medical Center by telephone at 843-339-2100. Obtain medical attention as soon as possible after a sexual assault to: (1) obtain treatment for any physical injury; (2) to prevent or obtain treatment for sexually transmitted disease(s); and (3) prevent pregnancy. Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs).

If you want an evidence collection kit ("rape kit") completed, you must act within 72 hours of an assault. Even if you have not decided to file criminal charges or a complaint to a University official, it is advisable to have the evidence collection kit completed in order to preserve the options of obtaining an Injunction for Protection and/or filing charges at a later date. The Medical Center administers evidence collection kits. Individuals may go directly to the Medical Center or get a referral to the Medical Center from Coker University Health Services. To best preserve evidence for an evidence collection kit, do not shower, bathe, go to the bathroom, or brush your teeth before the kit is completed. However, be advised that an evidence

collection kit may still be completed even after you shower, bathe, use bathroom facilities, and/ or brush your teeth. Finally, for purposes of obtaining an evidence collection kit, wear (or take with you in a paper – not plastic – bag) the same clothing to the Medical Center that you were wearing during the assault.

A friend or other support person may accompany you to the Medical Center. At the Medical Center, a physician will briefly screen you. A forensic nurse, trained in evidence collection procedures, will conduct an examination and collect hair, fluid, and tissue samples. If you obtain an evidence collection kit, you will have the option of filing a police report immediately or having a “Jane Doe” kit collected. A “Jane Doe” kit preserves the evidence but allows it to remain anonymous until you choose to make a police report.

### **(C) Obtain Emotional Support and Assistance.**

Coker University Counseling Center (843-383-8040) provides crisis intervention on a short-term, emergency basis. The Counseling Center also provides referral services to outside health care providers and law enforcement. The Counseling Center’s services are free to all Coker students. In limited instances, the law may require the disclosure of information shared by a student with a counselor(s). However, absent a legal mandate, counseling services: (i) are confidential; (ii) do not become a part of the student’s record with the University; and (iii) are not reported to other University personnel. The Counseling Center may also assist a student with selecting an advisor to help the student through a Sexual Harassment proceeding.

## **VI. RESOURCES AND ASSISTANCE FOR RESPONDING PARTIES AND OTHERS**

Coker University Counseling Center (843-383-8040) is available to any party, witness, or University student. The Counseling Center provides crisis intervention on a short-term, emergency basis. The Counseling Center also provides referral services to outside health care providers and law enforcement. The Counseling Center’s services are free to all Coker students. In limited instances, the law may require the disclosure of information shared by a student with a counselor(s). However, absent a legal mandate, counseling services: (i) are confidential; (ii) do not become a part of the student’s record with the University; and (iii) are not reported to other University personnel. The Counseling Center may also assist a responding party with selecting an advisor to help the student through a Sexual Harassment proceeding.

Similarly, services provided by Coker University Health Services, 843-383-8141, [healthservices@coker.edu](mailto:healthservices@coker.edu), are available to any party, witness, or University student. In addition, services provided by the University’s Office of Campus Safety, 311 East Carolina Avenue, Hartsville, South Carolina, telephone: 843-383-8140, are available to any party, witness, or University student.

## **VII. POLICY TERMS AND DEFINITIONS**

**(i) Clery Act.** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) is a federal statute, codified at 20 U.S.C. § 1092(f), with implementing regulations at 34 C.F.R. 668.46 *et al.* The Clery Act requires all universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

**(ii) Complaint.** A “Complaint” is a report of allegations of Sexual Misconduct asserted against another party and reported to or filed with the University.

**(iii) Consent.** “Consent” is informed, freely and actively given, and mutually understandable words or actions, which indicate a willingness to participate in mutually-agreed-upon sexual activity. Consent is mutually understandable if a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to engage in certain conduct with each other. Consent may not be gained by ignoring or acting in spite of another’s objection. Consent may not be inferred from:

1. Silence, passivity, acceptance, or lack of resistance alone;
2. A current or previous dating or sexual relationship (or the existence of such a relationship with anyone else);
3. Attire;
4. The buying of dinner or the spending of money on a date; or
5. Consent previously given, i.e., consenting to one sexual act does not imply consent to another sexual act.

Consent is not effective if obtained through physical force, violence, duress, intimidation, coercion, or an express or implied threat of bodily injury. The reasonable person standard will be used to determine if a party used intimidation or coercion in an effort to force consent.

Consent may never be given by:

- A. Minors, even if the other participant did not know the minor's age;
- B. Mentally disabled persons, if their disability was reasonably knowable to a sexual partner who is not mentally disabled;
- C. Persons, who are incapacitated (whether as a result of drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically helpless or mentally or physically unable to make informed, rational judgments. The use of alcohol or drugs does not negate one's responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Misconduct under this Policy.

If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness to continue and the other's capacity to consent. Neither party should make assumptions about the other's willingness to continue.

**(iv) Dating Violence.** "Dating Violence" means the use, attempted use, or threatened use of physical force against a victim by a person:

- a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. where the existence of such a relationship shall be determined based on: (a) the length of the relationship; (b) the type of relationship; and (c) the frequency of interaction between the persons involved in the relationship.

**(v) Day.** A "day" is a business day, unless otherwise specified.

**(vi) Domestic Violence.** "Domestic Violence" means the use, attempted use, or threatened use of physical force against a person: (1) by a current or former spouse; (2) by an individual with whom that person shares a child in common; or (3) by a person, who is cohabiting with, or has cohabited with, that person as an intimate partner, spouse, or someone similarly situated to a spouse and protected by the domestic or family violence laws of the State of South Carolina.

**(vii) FERPA.** The Family Educational Rights and Privacy Act ("FERPA") is a federal statute, codified at 20 U.S.C. § 1232g, with implementing regulations at 34 CFR Part 99. FERPA protects the privacy of student education records. FERPA grants to parents or eligible students the right to access, inspect, and review education records; the right to challenge the content of education records; and the right to consent to the disclosure of education records.

**(viii) Investigator.** An “Investigator” is a neutral fact-finder, designated by the Title IX Coordinator to investigate a Complaint. Typically, an Investigator will be a University safety officer or a member of University administration. Investigators are trained annually on: (1) reasonable and appropriate investigative techniques; (2) issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking; and (3) how to conduct an investigation.

**(ix) Reporting Party.** A “Reporting Party” is an individual, who reports or files a Complaint. The “Reporting Party” may be someone other than the person subjected to Sexual Misconduct.

**(x) Responding Party.** A “Responding Party” is an individual against whom a formal or informal Complaint of Sexual Misconduct has been reported.

**(xi) Retaliation.** “Retaliation” means any adverse action threatened or taken against a person, because he or she has filed, supported, or provided information in connection with a Title IX proceeding, including, but not limited to, intimidation, threats, and harassment.

**(xii) Sexual Assault.** “Sexual Assault” means any actual, attempted, or threatened sexual act with another person without that person’s Consent. A Sexual Assault may include, but is not limited to:

1. Sexual Battery and attempted Sexual Battery;
2. Intentional and unwelcome touching (including disrobing or exposure), however slight, with any body part or object, of the breasts, buttocks, groin, or genitals (or clothing covering such areas), of another individual without the effective Consent of that other individual;
3. Coercing, forcing, or attempting to coerce or force another to touch, however slight, with any body part or object, your, their, or a third person’s buttocks, groin, or genitals (or clothing covering such areas) when such touching would be reasonably and objectively offensive;
4. Any sexual act perpetrated when the victim is unable to give Consent; and
5. Sexual intimidation, which includes but is not limited to:
  - A. Threatening, expressly or impliedly, to commit a sexual act upon another person without his or her Consent;
  - B. Stalking or cyberstalking, and
  - C. Engaging in indecent exposure.

**(xiii) Sexual Battery.** “Sexual Battery” means the non-Consensual oral, anal, or vaginal penetration of another, however slight, by any body part or object.

**(xiv) Sexual Exploitation.** “Sexual Exploitation” means any act of taking non-Consensual, unjust, or abusive sexual advantage of another person for one’s own advantage or benefit or to benefit or advantage anyone other than the person being exploited. Sexual Exploitation includes, but is not limited to:

1. Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over that person;
2. Prostituting another person, i.e., personally gaining money, privilege, or power from the sexual activities of another;
3. Non-Consensual videotaping, photographing, or audiotaping of sexual activity and/or distribution of such materials via media, including, but not limited to, the Internet;
4. Exceeding the boundaries of Consent, e.g., allowing another person to observe Consensual sex without the knowledge of or Consent from all participants;
5. Voyeurism; and
6. Knowingly or recklessly transmitting a sexually transmitted disease (including, but not limited to, HIV) to another individual.

**(xv) Sexual Harassment.** “Sexual Harassment” is any unwelcome verbal, non-verbal, written, electronically-generated, or physical conduct of a sexual nature. Sexual Harassment includes, but is not limited to, instances in which:

1) Submission or consent to the unwelcomed behavior is reasonably believed to carry consequences for the individual’s education, employment, on-campus living environment, or participation in a University activity. Examples may include, but are not limited to:

- a) pressuring an individual to engage in sexual behavior for an educational or employment benefit; or
- b) making a real or perceived threat that rejecting sexual behavior will carry a negative educational or employment consequence.

2) The behavior is so severe or pervasive that it substantially interferes with an individual’s work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or participation in a University activity. Examples of this type of sexual harassment include, but are not limited to:

- a) one or more instance of Sexual Assault;
- b) persistent, unwelcome efforts to develop a romantic or sexual relationship;
- c) unwelcome sexual advances or requests for sexual favors;
- d) unwelcome commentary about an individual’s body or sexual activities;
- e) repeated, unwelcome sexually-oriented teasing, joking, or flirting; and/or
- f) verbal abuse of a sexual nature.

Sexual harassment also includes acts of intimidation, bullying, aggression, or hostility, based on gender or gender stereotyping, even if the acts do not involve conduct of a sexual nature.

**(xvi) Sexual Misconduct.** “Sexual Misconduct” means any conduct or act of a sexual nature perpetrated against an individual without Consent. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. The University encourages reporting of all Sexual Misconduct. Sexual Misconduct includes, but is not limited to:

- 1) Dating Violence;
- 2) Domestic Violence;
- 3) Non-forcible sex acts, which are unlawful sexual acts where Consent is not relevant, such as sexual contact with a minor, as defined by State law, or between persons related to each other within degrees such that marriage is prohibited by law;
- 4) Sexual Assault;
- 5) Sexual Exploitation;
- 6) Sexual Harassment; and/or
- 7) Stalking.

**(xvii) Stalking.** “Stalking” is a course of conduct, directed at a specific person, and that would cause a reasonable person to:

- 1) fear for his or her safety or the safety of another; or
- 2) suffer substantial emotional distress.

**(xviii) Student of the University.** A “Student of the University” is any person, registered to be enrolled or currently enrolled at the University at the time that a report under this Policy is made. An employee of the University may not be a “Student of the University” for purposes of this Policy. Solely for this Policy and definition, the term “employee of the University” does not include an individual employed by the University through a work-study or similar program.

**(xix) Title IX Coordinator.** The Title IX Coordinator oversees the handling of Title IX proceedings. The Title IX Coordinator meets with individuals, who are involved in Title IX proceedings or who have questions about the University’s Title IX policies, procedures, and processes. All allegations of Sexual Misconduct should be reported to the Title IX Coordinator.

### **Additional Title IX Information for Employees**

For alleged sex discrimination, sexual misconduct, or gender based violence complaints against or involving employees and/or student employees, as well as other aspects of the University’s equal opportunity or affirmative action or harassment policy inquiries or complaints may be made to:

Cole Heatherly, Title IX Coordinator, [cheatherly@coker.edu](mailto:cheatherly@coker.edu), 843-383-8171

Working in a harassment-free environment is the right of every Coker University employee. If an employee or student experiences any unlawful harassment, violence or discrimination, (s)he should promptly report it to a supervisor or department head, or to the individuals listed above. An investigation of the matter will be initiated and appropriate action taken. No employee may retaliate against someone who files a complaint of unlawful harassment; such retaliation will subject the offender to additional charges and sanctions under the policy. However, if the University determines that an intentionally false or malicious complaint has been made under this, disciplinary action will be taken against the individuals filing the complaint or providing false information regarding the complaint.

### **NON-RETALIATION**

Under law, you may not be punished or penalized in any way for reporting, complaining about, participating in an investigation of or filing a claim concerning discrimination or harassment, or for testifying in any proceeding brought by anyone else.

### **LEGAL RECOURSE THROUGH THE SOUTH CAROLINA HUMAN AFFAIRS COMMISSION**

Any employee who believes he or she has been subjected to discrimination or harassment may call or write the South Carolina Human Affairs Commission to register a complaint. The Commission may be contacted as follows:

South Carolina Human Affairs  
1026 Sumter St #101  
Columbia, SC 29201  
(800) 521-0725

Any complaint must be filed with the Commission within 300 days of the act of discrimination or harassment. Once the Commission has received a signed charge form, an investigation will be conducted and a determination will be made by the Commission of whether or not there are reasonable grounds to believe discrimination or harassment occurred.

If the Commission determines that discrimination or harassment did occur, it will attempt to resolve the situation between you and your employer through informal means. If informal means of resolution are unsuccessful, the Commission counsel may file a civil action on your behalf in the Superior Court, seeking appropriate relief.

## **SEX OFFENDER REGISTRY INFORMATION**

The Campus Sex Crimes Prevention Act of 2000 (section 1601 of Public Law 106-386), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration 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.

The Sex Offender Registration and Notification Act (SORNA) Title 1 of the Adam Walsh Child Protection and Safety Act of 2006 (AWCPSA) established a comprehensive, national sex offender registration system called the Sex Offender Registration and Notification Act (SORNA). SORNA aims to close the potential gaps and loopholes that existed under prior laws, and to strengthen the nationwide network of sex offender registration. All persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State police Registry within ten days of establishing residence within a state. Any persons required to register shall also be required to reregister within ten days following any change of residence, whether within or outside of the state.

Non-resident offenders entering the state of South Carolina for employment, to carry on a vocation, or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of the state shall, within ten days of accepting employment or enrolling in school in South Carolina, be required to register and re register pursuant to this section.

For purposes of this section “student” means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

The information in the South Carolina Registry is based upon conviction data and is, therefore, considered a public record. Information concerning offenders registered with the South Carolina registry may be disclosed to any person requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request from that may be submitted directly to the South Carolina State Police or the State Police through a local law-enforcement agency.

Direct access to the SC Sex Offender Registry can be found here:  
<http://scor.sled.sc.gov/ConditionsOfUse.aspx>