

Dunwoody College of Technology

Campus Safety and Security Compliance

Report

Reporting 2023 through 2025 Statistics

Annual Fire Safety Report for 2025

Student Housing Leased at The Quad on Delaware

Document Date: September 2026

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NOTICE OF NON-DISCRIMINATION

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, Dunwoody does not discriminate on the basis of sex, race, color, national origin, religion, age, disability, marital status, familial status, pregnancy, citizenship, creed, genetic information, veteran status, status with regard to public assistance, membership in a local human rights commission, or any other legally protected status in its education programs and activities, employment policies and practices, or any other areas of the College.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, which provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The College is required by Title IX and its regulations not to engage in sex discrimination in its education program or activity, including admissions and employment. Sex discrimination is conduct based upon an individual's sex that excludes an individual from participation in, denies the individual the benefits of, or treats the individual differently in, an education program or activity. Sexual harassment is a form of sex discrimination.

Dunwoody strictly prohibits sexual discrimination and sexual misconduct in any form. The College will promptly and equitably respond to all reports of sexual discrimination and sexual misconduct.

Questions or concerns about the application of Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be directed to the College's Title IX Coordinator.

Rachel Clennon
Title IX Coordinator
Residence Life Coordinator
612-381-3368
Office: Pinsky Center
rclennon@dunwoody.edu

Questions or concerns may also be directed to the U.S. Department of Education's Office for Civil Rights:

The Office of Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
TDD: (877) 521-2172
Email: OCR.chicago@ed.gov
<http://www.ed.gov/ocr>

Background

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act* and is in section 485(f) of the *HEA*.

On March 7, 2013, the *Violence against Women Reauthorization Act of 2013 (VAWA)* (Public Law 113-14) was signed into law. VAWA includes amendments to the *Clery Act*. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault, and stalking, among other changes.

Overview

The Dunwoody College of Technology Department of Public Safety is recognized as the primary campus department responsible for providing security services for students, faculty, staff, and campus visitors. The department is composed of full-time professional and part-time paraprofessional officers. Public Safety Officers are contracted officers **NOT** licensed police officers and do not possess the power of arrest as defined by Minnesota State Statute but have been granted the authority by the Institution's President to enforce institution policy, which is not inconsistent with federal, state, or local law, and to make citizens arrests when necessary.

Dunwoody College of Technology has a signed Memorandum of Understanding with the City of Minneapolis Police Department. Through this Memorandum of Understanding communication is facilitated between the police department and Department of Public Safety Supervisor. The Campus public safety staff makes requests of the Police Department for data on crimes reported within the geographic location around Dunwoody.

The Minneapolis Police Department provides fully licensed police protection for Dunwoody College of Technology. Dunwoody has developed a working relationship with the Minneapolis Police Department that allows for immediate response to all crimes, emergencies, or requests for service generated by the campus.

The Chief of Staff, Executive Director of Facilities, compiles all required information and statistics for this report. Statistics are collected using incident reports and from other reporting authorities including, but not limited to, local law enforcement agencies and officials of Dunwoody who have significant responsibility for student and campus activities. These college officials, known as Campus Security Authorities, include individuals in the following departments. Crimes can also be reported directly to:

Department of Public Safety..... 612-381-3328
Rachel Clennon – Residence Life Coordinator and Title IX Coordinator..... 612-381-3368

Craig Heinen – Chief Human Resources Officer.....	612-381-3344
Katie Malone – Chief of Staff, Executive Director of Facilities.....	612-381-3062
Dan DeZelar – Director of Facilities and Safety.....	612-381-3335

It is the policy of Dunwoody College of Technology to report all criminal activity to the Minneapolis Police Department by reporting incidents directly to their office or to the Department of Public Safety. Crimes or potential crimes that are reported to the campus Department of Public Safety will be forwarded to the Minneapolis Police Department. It is also Dunwoody College of Technology’s position that all campus community members are responsible for reporting any criminal activity they become aware of to the Department of Public Safety at the front desk inside the West Entrance of the Main Building, 612-381-3328 or the Minneapolis Police Department, 350 5th Street, Minneapolis, MN 612-673-3000 or if outside the city 612-348-2345 or emergency 911.

Dunwoody College of Technology urges all campus entities that are excluded from mandatory reporting, such as professional mental health counselors and pastoral counselors, to advise clients who are victims of crime to report those incidents to campus or local law enforcement authorities, and to report confidential information used strictly for statistical purposes to the Department of Public Safety.

Dunwoody College of Technology publishes the Annual Safety and Security Compliance Report each year by October 1. The report is posted on the Public Safety & Security page of the Dunwoody website and other sections of the website, such as the Employment at Dunwoody page contains links to that page. All current students, faculty and staff are sent an email that briefly describes the report and also contains the exact Internet address where it can be found at <https://dunwoody.edu/campus-life/public-safety/>. Printed copies of the report are available, at no cost, upon request from the Chief of Staff, Executive Director of Facilities.

Geography

The Chief of Staff, Executive Director of Facilities is responsible for collecting the Clery crime statistics on campus and disclosing them consistent with federal statutes.

Pursuant to the Act, the Department of Public Safety monitors criminal activity and publishes this report containing a three-year statistical history of select crimes or incidents that occur. The statistics are gathered from four specific geographic areas; 1) campus, 2) residence halls, 3) non-campus property or institution sanctioned buildings or property and 4) public property that is adjacent to campus. This crime data is submitted on an annual basis to the U.S. Department of Education.

The following definitions are taken from the Higher Education Act of 1965, 485(f) (20 U.S.C. 1092(f)), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” and are used to classify the locations listed in Dunwoody’s College of Technology Crime Statistics.

Campus: The term “campus” means 1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and 2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Campus property and Dunwoody Public Safety jurisdiction includes:

Dunwoody Clery Geography



Dunwoody’s Clery Geography Description

Dunwoody College of Technology’s Clery Geography includes the Dunwoody Campus as visualized above with the perimeters defined as:

To the South – Dunwoody Boulevard including the north and south sidewalks from the 394 (exit/onramp) over to Lyndale Avenue.

To the West – the on-ramp to 394.

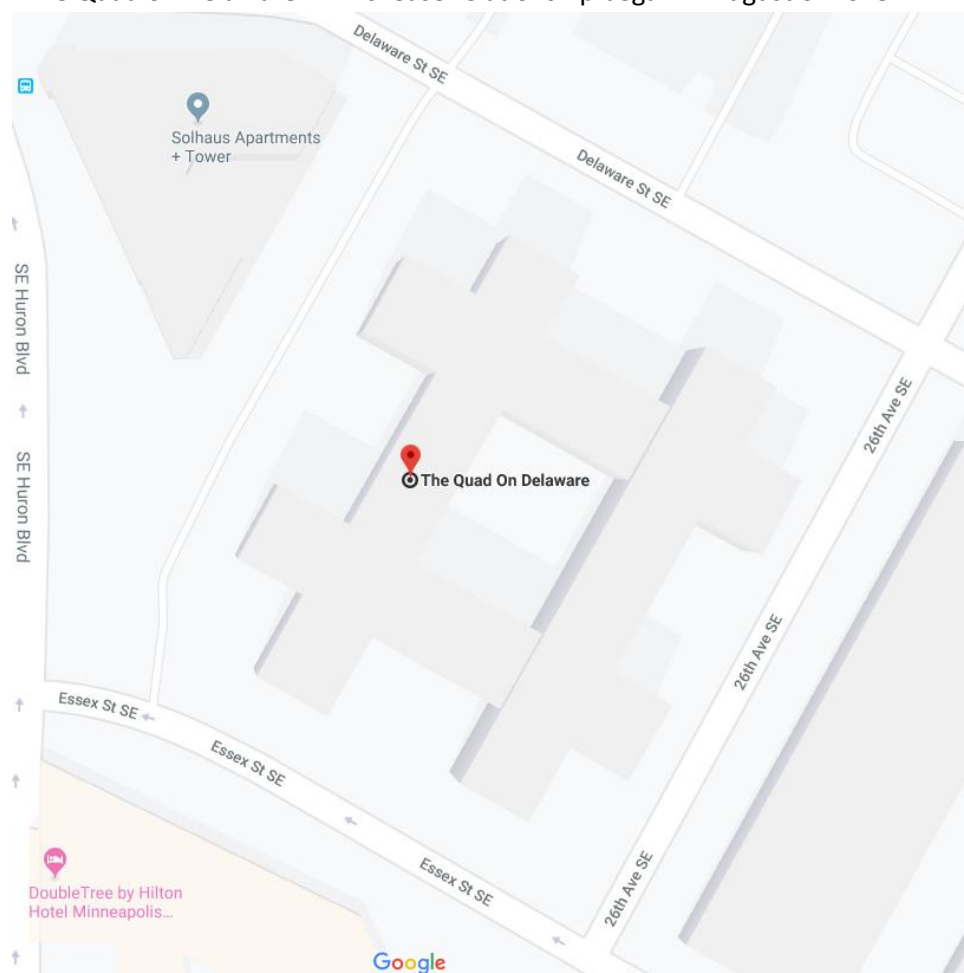
To the East – Lyndale Avenue including the sidewalk on both the east and west sides of the avenue from Dunwoody Boulevard up to the intersection with Ontario Street.

To the North – Dunwoody College of Technology’s parking lot is bordered by a fence to the north blocking public access. Ontario Street forms the northern border of the Warren Building and the geography would include Ontario Street and associated north and south sidewalks from North Aldrich Avenue to Lyndale Avenue.

Non-Campus Building or Property: The term “non-campus building or property” means 1) any building or property owned or controlled by an institution; and 2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Non-campus property includes:

Dunwoody College of Technology leases space for student housing in an apartment complex named “The Quad on Delaware.” This lease relationship began in August of 2018.



Dunwoody's Clery Geography Description

Dunwoody College of Technology Clery Geography includes the area/rooms and contiguous hallways that it leases. Along with these areas, Dunwoody's Clery Geography includes all common areas within the structure such as elevators, stairways, study rooms, meeting rooms, garages, etc.

Public Property: The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Dunwoody College of Technology public property includes adjacent streets, parking lots, sidewalks, stairwells.

TYPES OF CRIMES & DEFINITIONS

Dunwoody College of Technology collects statistics for reported crimes on your Clery geography. The statistics are disclosed in this annual security report and the annual Web-based data collection. Chief of Staff, Executive Director of Facilities is responsible for data collection. The document is kept in the Chief of Staff, Executive Director of Facilities office. Requests for records have been made to the City of Minneapolis, all remote locations where during the calendar year of 2025 students resided for two nights or more, and the crime logs maintained by Dunwoody College of Technology.

REPORTING DEFINITIONS

- **Criminal Homicide, Murder, & Non-Negligent Manslaughter** – the willful (non-negligent) killing of one human being by another.
- **Criminal Homicide, Manslaughter by Negligence** – the killing of another person through gross negligence.
- **Sexual Assault (Sex Offenses)** - any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent.
 - **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.
 - **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.
 - **Incest** – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **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** – 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, etc.
- **Hate Crimes** – criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Types of Bias:

- **Race** – a preformed negative attitude toward a group of persons who possess common physical characteristics, e.g. color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion** – a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation** – a preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- **Gender** – a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity** – a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- **Ethnicity** – a preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- **National Origin** – a preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** – a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Types of Hate Crimes:

- **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, sever laceration, or loss of consciousness.
 - **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.
 - **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.
- **Violence Against Women Act Crimes**
 - **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. The existence of such a relationship shall be determined based on the reporting part’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
 - **Domestic Violence** – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitated with, the victim as a spouse or intimate partners; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - **Stalking** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. Course of conduct defined as two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, device, or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person’s property. A reasonable person means a reasonable person under similar circumstances and with similar identifies to the victim. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
 - **Liquor Law Violations** – 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.

- **Drug Abuse/Controlled Substance Violations** – 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.
- **Weapons Possession** – 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.
- **Unfounded Crimes** – crimes for which a full investigation has been undertaken by sworn or commissioned law enforcement personnel and found to be false or baseless. Only the Minneapolis Police Department (or other sworn law enforcement agencies) have the authority to unfound a Clery crime reported at Dunwoody.

CRIME STATISTICS

Crime Statistics 2023 through 2025

Criminal Offenses - On Campus – Total Occurrences			
Criminal offense	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	1	1	0
Motor vehicle theft	8	4	0
Arson	0	0	0
Hazing	-	-	0
Criminal Offenses – Noncampus – Total Occurrences			
Criminal offense	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	1	0
Fondling	0	2	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	1

Aggravated assault	0	2	10
Burglary	0	0	1
Motor vehicle theft	9	9	16
Arson	0	0	0
Hazing	-	-	0
Criminal Offenses – Public Property – Total Occurrences			
Criminal offenses	2023	2024	2025
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	1	1	0
Burglary	0	0	0
Motor vehicle theft	1	1	1
Arson	0	0	0
Hazing	-	-	0

Hate Crimes – On Campus – Occurrence by Year and by Category of Bias for 2023 through 2025									
Criminal Offense	2023	2024	2025	Race	Religion	Sexual Orientation	Gender/ Gender Identity	Disability	Ethnicity/ National Origin
Murder /Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes – Noncampus – Occurrence by Year and by Category of Bias for 2023 through 2025									
Criminal Offense	2023	2024	2025	Race	Religion	Sexual Orientation	Gender/ Gender Identity	Disability	Ethnicity/ National Origin
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0	0
Hate Crimes –Public Property – Occurrence by Year and by Category of Bias for 2023 through 2025									
Criminal Offense	2023	2024	2025	Race	Religion	Sexual Orientation	Gender/ Gender Identity	Disability	Ethnicity/ National Origin
Murder/ Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage /vandalism of property	0	0	0	0	0	0	0	0	0

In the category of Hate Crimes in 2025, for all the reportable geographic areas, there were zero hate crimes reported.

Violence Against Women Act Offenses – On Campus – Total Occurrences for 2023 through 2025			
Criminal Offense	2023	2024	2025
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Violence Against Women Act Offenses – Noncampus – Total Occurrences for 2023 and 2025			
	2023	2024	2025
Domestic Violence	0	6	12
Dating Violence	0	0	0
Stalking	0	0	0
Violence Against Women Act Offenses – Public Property – Total Occurrences for 2023 through 2025			
	2023	2024	2025
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests – On Campus – Number of Arrests by Year			
Law Violations	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Arrests – Noncampus – Number of Arrests by Year			
Law Violations	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	2	0
Liquor law violations	0	0	0
Arrests – Public Property – Number of Arrests by Year			
Law Violations	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Actions – On Campus – Number of Persons Referred for Disciplinary Action by Year			
Law Violation	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

Disciplinary Action – Noncampus – Number of Persons Referred for Disciplinary Action by Year (First Collected 2018)			
Law Violation	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Disciplinary Actions – Public Property- Number of Persons Referred for Disciplinary Action by Year			
Law Violation	2023	2024	2025
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Unfounded Crimes – Those found to be false or baseless – Data Collection Initiated 2015			
	2023	2024	2025
Unfounded Crimes	0	0	0

Daily Crime Log

Dunwoody maintains a written daily crime log. The crime log records by date the crime was reported, any crime that occurred within the institution's designated Clery geography and that is reported to the Department of Public Safety. The information in the crime log contains the nature, date, time, and general location of each crime and disposition of the complaint, if known. Dunwoody MUST make an entry or an addition to an entry to the log within two business days of the report of the information to the Department of Public Safety unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

The institution may withhold information required if there is clear and convincing information that the release of the information would:

- 1) Jeopardize an ongoing criminal investigation or the safety of an individual,
- 2) Cause a suspect to flee or evade detection, or
- 3) Result in the destruction of evidence.

Dunwoody may disclose any information withheld once the adverse effect described above is no longer likely to occur. The institution can withhold only that information that would cause the adverse effect.

The Department of Public Safety makes the crime log for the most recent 60-day period open to public inspection during normal business hours. Dunwoody must also make any portion of the crime log, older than 60 days available within two business days or a request for inspection. Such requests can be addressed to the Director of Facilities and Safety at ddezelar@dunwoody.edu or 612-381-3335.

Emergency Response and Evacuation Procedures

EMERGENCY NOTIFICATION SYSTEM

Dunwoody College is committed to keeping students, faculty, and staff informed about critical campus safety issues. During an emergency, the College will utilize a strategic protocol to relay important information, and will use one or more of the following communication channels:

RAVE Notification System – This is an emergency notification system that allows the College to communicate quickly via text, phone, and email to students, faculty, staff, and pre-designated individuals. All students and employees are automatically enrolled in this system.

Public Address (PA) System – The campus is equipped with a PA system that is used to broadcast important information to the campus community.

Digital Signage – Digital displays are located around campus and can be used to communicate safety information.

Social Media – The College utilizes its Facebook, Instagram, and Threads accounts to relay emergency/school closing messages to its followers.

EMERGENCY RESPONSE & EVACUATION PROCEDURES

Emergency Procedures

Evacuation route information is found at the entrance to all stairways throughout campus. Students should take notice of the location of stairways and exits, to be properly oriented in the event of an emergency. If an evacuation is needed, notice will be provided through the emergency communication channels.

Emergency Training Conducted

During calendar year 2025, Dunwoody College of Technology conducted emergency operations planning exercises and distributed emergency response training to all campus community members. On April 7, 2025, the College initiated a campus-wide educational campaign in conjunction with Minnesota's Severe Weather Awareness Week, sending emergency procedure guidance and evacuation protocols to all students, faculty, and staff. As part of this initiative, the College conducted a announced test of the RAVE Emergency Notification System on April 10, 2025, at 1:45 p.m. and 6:45 p.m. to test system capabilities and instruct classroom and office occupants to review designated severe weather and building shelter locations. Additionally, key college leadership participated in planning exercises focused on building evacuations and incident command response in accordance with the institution's Emergency Operations Plan.

REPORTING AN EMERGENCY

All emergencies must be reported immediately to your supervisor, if available, and to the Department of Public Safety at 612-381-3328.

Provide the following information:

- Your name and telephone extension number
- Exact location of the incident (building and room number, if applicable)
- Description of what is happening
- Any other relevant information

Do not hang up the telephone until the other party has indicated that you have provided all the necessary information.

VIOLENT OR CRIMINAL BEHAVIOR

If you are a victim or observe a criminal act or a suspicious person on campus, immediately report the incident to the Department of Public Safety at 612-381-3328 and provide the following:

1. Nature of the incident.
2. Location of the incident.
3. Description of person(s) involved.
4. Description of property involved.
5. Your name and your location.

Should there be gunfire or explosives discharged, you should take cover immediately. After the disturbance, seek emergency first aid, if necessary, and notify the Department of Public Safety at 612-381-3328.

What to Do If You Are Taken Hostage

Public Safety provides the following tips to help you in surviving a situation where you are taken hostage.

1. Be patient. Time is on your side. Avoid drastic action.
2. The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is emotionally unbalanced. Don't make mistakes which could endanger your well-being.
3. Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times, if possible, but do not stare. Treat the captor like royalty.
4. Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected. Displaying a certain amount of fear can possibly work to your advantage.
5. Be observant. When you are released, or when you escape, the personal safety of others may depend on what you remember about the situation.

6. Be patient, wait. Attempt to establish rapport with the captor. If medications, first aid, or restroom privileges are needed by anyone, say so. The captor(s) in all probability does not want to harm the hostage(s). Such direct action further implicates the captor(s) in additional offenses.

INTRUDER

Definition: Intruder is defined as a person or persons intending to or who may do bodily harm to another person or persons.

Prior Notification of Intruder Coming to Dunwoody College of Technology

Any person who receives notice in any form that another person is coming to Dunwoody to harm or threaten another person shall immediately contact the Department of Public Safety at 612-381-3328.

A warning will be issued, as appropriate, over the emergency communication channels. The Operator will use the following announcement over the PA system:

“Lockup please, Lockup please, Lockup please.” (Repeated at frequent intervals.)

If any person witnesses a potentially life-threatening act of one person toward another, the Department of Public Safety should be notified immediately by dialing 612-381-3328. The Operator will use the same “Lockup please” announcement as above. Under both circumstances, the Department of Public Safety will immediately call 911 for emergency response.

When you hear “Lockup please” over the public address system, each faculty or staff member shall immediately lock the door(s) of their classrooms, shops, areas and move everyone in the area to a location furthest from any interior doors/windows. All other persons within the building shall immediately seek safety within rooms with lockable doors. If a lockable room is not readily found, find a smaller dark room, and seek cover under tables, chairs, etc. DO NOT COME OUT OF YOUR SAFE AREA UNTIL YOU HEAR AN “ALL CLEAR” IS PROVIDED.

EVACUATION PROCEDURES

A. Building Evacuation

1. You and all others must evacuate the building when an alarm sounds or upon notification.
2. When building evacuation notice is provided, leave in accordance with your specific area exit and alert others to do the same.

Faculty and supervisors are required to begin evacuation of the building whenever the fire alarm is sounded.

Faculty/supervisors will advise the people to:

- Remain calm. Do not run, panic, or cause others to panic.
- Identify the assembly area for occupants to meet.

- Quickly and orderly go to their designated exit. Do NOT use the elevators!
 - Stay together and exit the building to the assembly area.
3. Faculty and supervisors shall take additional care to ensure that individuals with known mobility, hearing, visual disability, or other concerns are assisted to the nearest exit. Faculty and supervisors shall be encouraged to be the last to leave their area.
 4. Shut off equipment, close windows, and doors, only if it can be done without risk.
 5. Once you have safely evacuated the building, promptly proceed to your assembly area, 300 feet from Dunwoody's buildings. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Faculty will, to the best of their ability, account for occupants.

It is important that you do not walk away from the assembly area until you have checked in with and have been accounted for by your faculty or supervisor. Assembly areas are as follows:

- Warren Building: proceed north on Aldrich Avenue to the turn-around area and into the Dunwoody parking lot.
- Main Building, East door: proceed north on Aldrich Avenue to the turn-around area and into the Dunwoody parking lot.
- Main Building, North door: proceed north to the fence along the parking lot.
- Main Building, West doors: proceed west 300 feet into the parking lot.

Search and rescue efforts shall be made ONLY by trained persons/first responders AND ONLY after they have checked in with the faculty/supervisors.

Employees shall aid in keeping emergency routes open so that emergency vehicles can reach the fire scene. Employees shall aid in keeping non-emergency personnel/students a safe distance from the fire scene, emergency vehicles, and equipment.

6. Do not return to the evacuated building until an "ALL CLEAR" notification has been received.

B. Campus area evacuation

1. Evacuation of all or part of the campus will be announced. You must immediately vacate the area in question.

C. Aftermath

1. The Director of Facilities and Safety will designate someone to review the area or building to ensure that it is safe to return. An "all clear" notification will occur when the building is safe to enter.
2. Hazards should be reported to your supervisor or the Director of Facilities and Safety. Do not attempt to make any repairs or enter an area in which hazards are present.

POWER FAILURE/UTILITY EMERGENCY

In the event a power outage should occur, the following procedures shall be followed by Dunwoody employees, unless directed differently by the Director of Facilities and Safety and/or the Emergency Management Team.

1. Individuals who become aware of a power failure in their area should call the Department of Public Safety at 612-381-3328 and provide the following information:
 - a. Name and telephone number
 - b. The exact location of the area(s) experiencing a loss of power (building and room number if applicable)
2. A member of the Facilities Department will respond and assess whether or not full or partial evacuation of the building is necessary.
3. All faculty experiencing a power outage in their areas will immediately shut down all operations and secure all chemicals in use requiring ventilation.
4. The area affected will be secured by the Director of Facilities and Safety until the problem is corrected.

Additional Utility Failure Information

The following information provides the initial response to other types of utility related emergencies. In each case, ALWAYS contact the Department of Public Safety at 612-381-3328 immediately from a safe location. Follow the evacuation procedures if evacuation of the area or building is required.

Electrical/Light Failure

Natural lighting in the Dunwoody buildings may not provide sufficient illumination in corridors, stairways, and inner offices. Having a flashlight for emergencies is recommended. Dunwoody buildings are equipped with emergency exit lighting for the purpose of assisting individuals in safely exiting the building.

Elevator Failure

If you become trapped in an elevator, use the elevator emergency telephone to notify the Operator. The emergency phone, located on the front control panel, will alert others of your need for help. If there is not a working telephone available within the elevator, activate the emergency alarm.

If you discover an elevator which is not working or discover someone trapped in an elevator, immediately notify the Department of Public Safety at 612-381-3328.

Plumbing/Flooding

If you discover a plumbing failure or flood, cease using electrical equipment. Immediately contact the Department of Public Safety at 612-381-3328. Facilities will swiftly secure the area. If necessary, the building may be evacuated and closed until the situation is controlled.

Gas Leaks

All gas leaks should be treated as SERIOUS. Cease operations and IMMEDIATELY contact the Department of Public Safety at 612-381-3328 who will immediately contact Facilities. Do NOT switch on lights or any other equipment. If lights are on, leave them on. Electrical arcing can cause ignition or explosion. If necessary, evacuate the area and/or building following the evacuation guidelines outlined earlier. Maintenance will immediately investigate the leak.

Ventilation Problems

Smoke or abnormal/irritating odors coming from the ventilation equipment should be immediately reported to the Department of Public Safety at 612-381-3328. If necessary, evacuate the area and/or building following the evacuation guidelines outlined earlier. Only trained and qualified individuals should attempt to service or repair electrical, HVAC, plumbing, PA, or fire protection equipment/systems that are involved in a utility related problem discussed in this section.

TORNADO AND SEVERE WEATHER EMERGENCIES

Definitions

- WATCHES are issued by the National Severe Storm Forecast Center to indicate when and where severe thunderstorms and/or tornadoes are most likely to occur. A severe thunderstorm watch implies that storms may develop to sufficient strength to produce large hail and/or damaging winds. A tornado watch means that conditions are favorable for the occurrence of both tornadoes and severe thunderstorms.
- WARNINGS are issued by the National Weather Service offices when severe thunderstorms or tornadoes are indicated by radar or reported by trained spotters or other reliable sources.
- SEVERE THUNDERSTORM is defined by the National Weather Service as a severe thunderstorm having winds of 58 M.P.H. or more, or hail $\frac{3}{4}$ of an inch in diameter or larger.

Monitoring Severe Weather

Information concerning severe weather which may require immediate action is obtained from the National Weather Service, or nearby city, community and/or governmental emergency service agencies. During times of unpredictable weather, Dunwoody will monitor weather broadcasts and announce weather information over the RAVE notification system as needed.

Campus Closing Due to SNOW or ICE Emergency

Decisions to close the campus due to snow or other severe weather are made by the President and/or Executive Director of Facilities and Safety. The decision to close school will be communicated through the RAVE notification system, on the website, social media, and Television Networks: WCCO-TV, KSTP-TV; and KARE11.

In the event a tornado or severe weather emergency should occur, the following procedures shall be followed by Dunwoody employees unless directed otherwise by the Executive Director of Facilities.

Tornado/Severe Weather WATCH Procedures

1. Should a severe weather WATCH (such as severe snow, electrical, rain or windstorm) occur, the Executive Director of Facilities and/or the Emergency Management Team will monitor the radio for weather conditions. If the WATCH is “upgraded” to a WARNING, the following section shall apply.

Tornado WARNING Procedures

1. If there is a Tornado WARNING, the Dunwoody RAVE notification system will be activated, notification will also be broadcast in all Dunwoody buildings using the public address (PA) system, or by some other effective means. Notification will be that a Tornado WARNING is in effect and that all persons should immediately move to the nearest shelter area.

The Department of Public Safety will:

- a. Warn people in all Dunwoody buildings.
 - b. Check that all persons within the Dunwoody buildings are in safe areas.
 - c. Report any persons injured or property damage to the Director of Facilities and Safety.
2. Faculty and supervisors shall take additional care to ensure individuals with known mobility, hearing, visual disability, or other concerns are assisted to the nearest shelter area. Faculty and supervisors shall be the last to leave their area. Please advise your group to remain calm, do not panic or cause others to panic, and to re-gather in a group within a safe area for headcount.
3. You shall remain in their shelter area until the “ALL CLEAR” notification is provided through the emergency communication channels.
4. The Director of Facilities and Safety and/or the Emergency Management Team will continue to monitor the National Weather Service information and local weather conditions, and will provide updates, when possible, as to the status of the severe weather warning.

Aftermath

1. As building and Dunwoody operations return to normal, you need to be aware of the following hazards which may exist upon return to your respective areas/classroom:
 - a. broken glass and other sharp objects

- b. electrical wiring
 - c. tripping hazards
 - d. partial power to equipment
 - e. chemical hazards
- 2. Hazards should be reported to the Department of Public Safety at 612-381-3328.
- 3. If necessary, a salvage team will be assembled to assess damage and coordinate salvage activities.

SEVERE WEATHER EMERGENCY SHELTER LOCATIONS

In the event severe weather requires relocating to a shelter area, the following list outlines areas preselected as safe havens. Door jams of shelter areas are marked with a SHELTER designation.

In the Warren Building

- Occupants on the lower level should seek shelter in rooms 104, 106, 108, and 127, as well as the inner most corridor.
- Occupants on the upper level should seek shelter in the corridors or rooms 300 and 301.

In the Main Building

- Occupants on the Brown Level should remain in their assigned classrooms.
- Occupants on the Red Level should seek refuge on the Brown Level or move down to the shelters on the Black Level.
- Occupants on the Silver Level should seek refuge in the men's or women's restrooms located within the Administration space or in the Women's lounge on this level in the Carlson Commons.
- Occupants on the Blue Level should seek refuge in the Human Resource area (room 54) or go down to the Black Level shelters
- Occupants on the Black Level should seek refuge in rooms 15, 25, 27, 31, 77, 79 or 81.
- Occupants on the Yellow Level should seek refuge in the Green Level shelters.
- Occupants on the Green Level should seek refuge in the 29, 37, 38, 66, 70, and all restrooms.

For responses to Other Emergency Situations, please refer to the Dunwoody Emergency Management Plan in the Safety and Security on the Campus section of the Dunwoody Website.

Emergency Response Notification: Dunwoody College of Technology will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty or staff occurring on campus. Dunwoody College of Technology has an electronic notification system for announcements such as campus closings, emergency alerts and facility updates. The system is provided through RAVE Mobile Safety and allows the College to send text, voice, and email alerts to the campus community. Emails from "Dunwoody Alert" are sent to the recipient's Dunwoody account. Voice messages from 612-381-3420, are sent to the phone number on file in My.Dunwoody for students and Workday for employees. A text message is

sent to the cell phone number on file in My.Dunwoody for students and Workday for employees. Dunwoody is committed to the safety and security of our campus community. Modes of emergency communication may include:

Active messaging: Dunwoody College of Technology has the ability to address the campus through a public address system that covers the all campus buildings interior campus offices, classrooms and public spaces.

Passive messaging: Dunwoody College of Technology will provide emergency information via the main web page. The administration will use campus wide mass email and any other available media such as signs and digital displays to disseminate emergency notifications to students, faculty and staff. Dunwoody social media pages Facebook, Instagram, and Treads will also be used to disseminate emergency notification either individually or through the text messaging system.

Individual messaging: Dunwoody College of Technology utilizes an emergency notification system as described above.

Dunwoody College of Technology, upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus:

1. A Dunwoody College of Technology official will verify that a legitimate emergency or dangerous situation exists, even if all the pertinent details are not known or are available at the time.
2. Dunwoody College of Technology officials, in coordination with and at the advice of local first responders, will determine the appropriate segment(s) of the campus community to receive notification.
3. Dunwoody College of Technology will, without delay, and considering the safety of the community, determine the content of the notification, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Dunwoody College of Technology, after ensuring that local first responders are notified, will activate the electronic notification system to provide information to the campus community. Other messaging will provide redundant and detailed emergency information as soon as reasonably possible.

Dunwoody College of Technology will test the electronic notification system and evacuation procedures annually in accordance with applicable state and federal regulations. Tests may be announced or unannounced and emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Results of each test will be documented and include a description of the exercise, the date, time, and whether it was announced or unannounced. This information will be maintained. Records for all Clery-related requirements are maintained for seven years and available upon request.

Timely Warning

Dunwoody College of Technology's Public Safety Department will issue a timely warning for all Clery Act crimes reported to Campus Security Authorities or local police agencies and considered by Dunwoody College of Technology officials to represent a serious or continuing threat to students, faculty, and staff. Timely warning will not be limited to violent crimes or crimes against persons and may include crimes against property or other types of serious or continuing threats.

Issuance of a Timely Warning is determined on a case-by-case basis. Factors included are the nature of the crime or threat, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Dunwoody College of Technology will consult with local law enforcement and other officials when determining the need and content of any Timely Warning.

The intent of a Timely Warning is to enable the campus community to protect themselves and will include all information that would promote safety and aid in the prevention of similar crimes or protection from specific threats. Timely Warnings will be disseminated using the emergency text messaging system and email features, campus email system, or any other passive or individual method of notification to students, faculty, and staff.

Campus Security Policies and Statements

Any Dunwoody College of Technology student, faculty or staff member should call 911 from campus phone or 911 from a cell phone to report an emergency or crime.

All criminal activity occurring on campus should be reported immediately to Dunwoody College of Technology Department of Public Safety or others listed above, in person at the Department of Public Safety or others listed above, at the security desk at the West Entrance, or by telephone at 612-381-3328. If the victim chooses, an additional report can be filed with the appropriate local law enforcement agency. Dunwoody College of Technology Department of Public Safety or others listed above can assist the complainant in completing reports. Internal reports may be shared with other departments on campus as necessary to complete an investigation and/ or to ensure the safety of the campus community. The Department of Public Safety or others listed above will assist the Police Department(s) with investigations as required. Depending on many factors Dunwoody College of Technology may or may not hold reports of crime in confidence and may be required by law to release information based on the events or nature of the crime. Dunwoody College of Technology will protect the identity of crime victims.

Dunwoody has a confidential method by which to report crimes, in particular those involving Title IX offenses and that is through the College website. The URL for anonymous submission is:

<https://dunwoody.edu/campus-life/public-safety/title-ix/>

The anonymous report is submitted to the Title IX Coordinator and Dean of Student Affairs.

Dunwoody is not required to report statistics for crimes reported to a pastoral or professional counselor. Pastoral and professional counselors, when they deem appropriate, are encouraged to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Dunwoody security personnel and officials ARE NOT certified or sworn peace officers and do not possess law enforcement (arrest) authority. Dunwoody personnel may utilize private person arrest authority pursuant to Minnesota State Statute 629.37 when appropriate.

Dunwoody works closely with Minneapolis Police, State Patrol, Bureau of Criminal Apprehension, and other state and federal law enforcement agencies as required.

Dunwoody encourages students, faculty and staff to accurately and promptly report all crimes to one of the above listed agencies and offices.

Dunwoody **continuously or annually** reviews the physical security infrastructure to ensure appropriate steps are taken to maintain and enhance the safety and security of the campus. Landscaping and lighting are checked, and discrepancies are addressed immediately.

The campus and all facilities are open during the following hours for academic year 24-25:

Main & CEE Buildings:	M-Th	6:00 a.m. to 10:00 p.m.
	F	6:00 a.m. to 9:00 p.m.
	Sa	7:00 a.m. to 3:00 p.m.
Warren Building	M-F	6:00 a.m. to 6:00 p.m.
		No Saturday hours

Campus (both buildings) closed Sundays and Campus Holidays

Campus facilities, offices, classrooms and other spaces use a combination of keyless entry, keys issued to authorized personnel and manually operated locks. Typically, security opens and/or grants access and secures all facility access points after hours.

Dunwoody encourages students, faculty and staff to be responsible for their own security and the security of others by following the tips provided:

Protect your office or classroom:

- Lock your door – even if you are only going out for a short time. It only takes 8 seconds to walk into an open room and steal your valuables.
- Do not prop open locked exterior building doors. These doors are locked for your protection and the protection of other community members.

- Never open exterior doors of the building for strangers or non-community members. Always escort guests to and from the main entrance doors.
- Do not loan your keys or ID card swipe to anyone – even a classmate or friend. They may not be careful with them and may misplace them, giving the wrong person access.
- Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.
- Smoke detectors are provided in each building for your safety. AT NO TIME SHOULD THEY BE DISCONNECTED OR REMOVED (or a fee may be imposed).

Protect your property:

- Personal property (purses, backpacks, calculators, cell phones, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom, or your residence.
- Park your bike where you can keep an eye on it if possible. Always lock your bike.

Protect your automobile:

- Always lock your car doors and never leave your keys or valuable items such as cameras, wallets, etc. in plain sight or on the seats in the vehicle.
- Try to park your car in a well-lit area.

Protect yourself at night:

- Avoid walking alone at night.
- Refrain from taking shortcuts; walk where there is plenty of light and traffic.
- Call for an escort in advance

Protect yourself walking and jogging:

- Avoid walking and jogging alone after dark. If you must travel alone at night, call for someone to escort you to your on-campus destination.
- Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.
- Have your keys ready when returning to your residence or apartment and keep your personal or valuable items concealed and close to your body.

Help us protect you:

- Watch for suspicious people in and around college buildings and in parking lots. Do not pursue them. Call 911 first and then 612-381-3328

- (a) If you see any suspicious activity or people on or near campus, call law enforcement. Do not assume that what you observe is an innocent activity or that it has already been reported.
- (b) Do not assume the person is a visitor or college staff member that you have not seen before.
- 2. Suspicious people may be:
 - (a) Loitering about at unusual hours and locations; running, especially if something of value is being carried.
 - (b) Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
 - (c) Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.

Report all thefts and property loss immediately to the Department of Public Safety at 612-381-3328.

Always be security conscious.

SEX OFFENDER REGISTRY

The federal Campus Crime Prevention Act, enacted on October 28, 2000, went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the 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 a person is employed, carries on a vocation, volunteer's services or is a student.

The Federal Campus Sex Crimes Prevention Act provides for the tracking of convicted, registered sex offenders who are enrolled as students, employed or volunteering on college campuses. Information regarding registered Level 3 sex offenders who may be on campus may be accessed from the [Minnesota Dept. of Corrections website](#).

SEX DISCRIMINATION POLICY

Introduction

Dunwoody (also referred to as "the College") is committed to maintaining a learning and working environment free from discrimination and intimidation, including Sex Discrimination. The College's mission is best accomplished in an atmosphere of professionalism which, in turn, is supported by mutual respect and trust. Dunwoody expects all students and employees and others doing business with Dunwoody to work toward this goal.

This Policy outlines the College's community expectations to ensure a campus free from Sex Discrimination, the steps for recourse for those individuals who have been subject to Sex Discrimination, and the procedures for determining whether a violation of College policy has occurred. This Policy

applies to the following forms of Sex Discrimination: Non-Harassment Discrimination (Differential Treatment, Retaliation, and Failure to Provide a Student Reasonable Modifications for Pregnancy and Related Conditions) and Sex-Based Harassment (Quid Pro Quo Harassment, Hostile Environment Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, and Sexual Exploitation), as those terms are defined in this Policy. For Dunwoody's nondiscrimination policy regarding other protected class statuses, see [Equal Employment Opportunity & Non-Discrimination](#). Where the content of this Policy conflicts with other similar policies set forth in the student and/or Faculty and Employee handbooks, the requirements of this Policy shall prevail.

This Policy supersedes any previous policies regarding sex discrimination, sexual misconduct and/or retaliation under Title IX and will be reviewed and updated, as needed, by the Title IX Coordinator. Dunwoody reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect, and shall be applicable immediately to faculty, staff and students, with or without notice. If government laws or regulations change, or court decisions alter the requirements in a way that impacts this document, this document will be constructed to comply with the most recent government regulations or holdings.

Scope of Policy

This Policy applies to all Dunwoody community members, including but not limited to, students, employees, faculty, administrators, staff, applicants for admission or employment, and third parties, such as trustees, volunteers, vendors, independent contractors, visitors, and any individuals or entities that do business with Dunwoody or are regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with Dunwoody or on Dunwoody property. This Policy may also apply to individuals who interact with College community members under certain circumstances. All Dunwoody community members are required to follow Dunwoody policies and local, state, and federal law.

This Policy applies to Sex Discrimination committed by or against a Dunwoody community member, including conduct occurring on campus or Dunwoody property, conduct that occurs at Dunwoody-sanctioned events or programs that take place off campus, such as study abroad and internships, and off campus conduct that may (1) have continuing adverse effects on campus, Dunwoody property, or in a Dunwoody program or activity, (2) substantially and unreasonably interfere with a community member's employment, education or environment on campus, Dunwoody property, or in a Dunwoody program or activity, or (3) create a hostile environment for community members on campus, Dunwoody property, or in a Dunwoody program or activity.

This Policy applies regardless of the sexual orientation or gender identity of any of the parties.

Responsibilities of the Title IX Coordinator and Title IX Team

The Title IX Coordinator is responsible for the coordination of Dunwoody's Title IX compliance efforts, including Dunwoody's efforts to end Sex Discrimination, prevent its recurrence, and address its effects. The Title IX Coordinator oversees and monitors Dunwoody's overall compliance with Title IX-related

policies and developments and the administration of this Policy; the implementation of complaint resolution processes, including investigation and adjudication of complaints of Sex Discrimination; the provision of educational materials and training for the campus community; and all other aspects of the College's Title IX compliance. These responsibilities include, but are not limited to:

- Coordinating specific actions to prevent Sex Discrimination and ensure equal access to Dunwoody's education program or activity;
- Ensuring Dunwoody policies and procedures and relevant state and federal laws are followed;
- Informing any individual, including a complainant, a respondent or another individual, about the procedural options and processes used by Dunwoody and about resources available at the College and in the community;
- Monitoring Dunwoody's education program or activity for barriers to reporting information about conduct that reasonably may constitute Sex Discrimination and taking steps reasonably calculated to address such barriers;
- Training and assisting Dunwoody employees regarding how to respond appropriately to a report of Sex Discrimination;
- Monitoring full compliance with all procedural requirements and time frames outlined in this Policy;
- Evaluating allegations of bias or conflict of interest relating to this Policy;
- Determining whether grounds for appeal under this Policy have been stated;
- Ensuring that appropriate training, prevention and education efforts, and periodic reviews of Dunwoody's climate and culture take place;
- Coordinating Dunwoody's efforts to identify and address any patterns or systemic problems revealed by reports and complaints;
- Recordkeeping of all incidents reported to the Title IX Coordinator;
- Complying with written notice requirements of the Violence Against Women Act; and
- Assisting in answering any other questions related to this Policy.

Dunwoody's Title IX Team includes: Rachel Clennon, Residence Life Coordinator and Title IX Coordinator and Craig Heinen, Chief Human Resources Officer. These team members have a shared responsibility for consulting with, and supporting, the Title IX Coordinator and may serve as the Title IX Coordinator's designee. When this Policy refers to actions of the Title IX Coordinator, these actions may be fulfilled by the Title IX Coordinator or the Title IX Coordinator's designee. Members of the team may also be called upon to investigate or adjudicate complaints of Sex Discrimination, decide appeals, and/or facilitate informal resolutions. The Title IX Coordinator has authority to consult with each individual appointed to serve in a role in the complaint resolution process to ensure compliance with the law and this Policy and to promote consistency in the College's processes.

Dunwoody also reserves the right to outsource actions under this Policy to third parties, including actions of the Title IX Coordinator, investigator, decisionmaker, and appeal officer.

Definitions

Complainant refers to an individual who is alleged to have been subjected to conduct that could violate this Policy.

Respondent refers to an individual who is alleged to have violated this Policy.

A **report** is an account of Sex Discrimination that has allegedly occurred that has been provided to the College by the complainant, a third party, or an anonymous source.

A **complaint** is an oral or written request to Dunwoody that objectively can be understood as a request for Dunwoody to investigate and make a determination about an alleged violation of this Policy. A complaint generally begins the complaint resolution process as set forth in Section 0. General Provisions for Complaint Resolution Process below.

Sex Discrimination as used in this Policy means the following forms of misconduct: Non-Harassment Sex Discrimination (Differential Treatment, Retaliation, and Failure to Provide a Student Reasonable Modifications for Pregnancy and Related Conditions) and Sex-Based Harassment (Quid Pro Quo Harassment, Hostile Environment Harassment, Sexual Exploitation, Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as each of those terms is defined below in Section 0. Prohibited Conduct.

Non-Harassment Sex Discrimination as used in this Policy means the following forms of misconduct: Differential Treatment, Retaliation, and Failure to Provide a Student Reasonable Modifications for Pregnancy and Related Conditions, as each of those terms is defined below in Section 0. Prohibited Conduct.

Sex-Based Harassment as used in this Policy means the following forms of misconduct: Quid Pro Quo Harassment, Hostile Environment Harassment, Sexual Exploitation, Sexual Assault, Domestic Violence, Dating Violence, and Stalking, as each of those terms is defined below in Section 0. Prohibited Conduct.

On the basis of sex as used in this Policy means when conduct is sexual in nature or is referencing or aimed at a particular sex. On the basis of sex includes on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Consent means words or overt actions by a person in advance clearly communicating a freely given present agreement to participate in a particular sexual contact or activity. Words or overt actions clearly communicate consent when a reasonable person in the circumstances would believe those words or actions indicate a willingness to participate in a mutually agreed-upon sexual contact or activity. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent. It is the responsibility of the person initiating the specific sexual contact or activity to obtain consent for that contact or activity.

The definition of consent is subject to the following:

- The use or threatened use of force or other forms of **coercion**, as defined by this Policy, take away a person's ability to give consent to sexual contact.
- Consent is not present simply because a party was silent or failed to resist a particular sexual act. Consent is active, not passive. Silence or the absence of resistance or saying "no," in and of themselves, cannot be interpreted as consent.
- An individual known to be—or who should be known to be—**incapacitated**, as defined by this Policy, cannot consent to sexual activity initiated by another individual. This is true regardless of whether the person voluntarily or involuntarily consumed the drugs or alcohol.
- Consent to one sexual act does not, by itself, constitute consent to another. Consent has to be specific to the act.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- An existing sexual, romantic, or marital relationship does not, by itself, constitute consent.
- Previous relationships or previous consent do not, by themselves, constitute consent to future sexual acts. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may be factors in determining whether there was consent.
- Whether an individual actively and willingly participates in conduct may be a factor in determining whether there was consent.
- Consent can be withdrawn at any time. When consent is withdrawn, the sexual activity for which consent was initially provided must stop.
- A person who is not of legal age (16 in Minnesota) cannot consent to sexual activity.

Coercion is conduct or intimidation that would compel an individual to do something against their will by: (1) the use of physical force, (2) threats of severely damaging consequences, or (3) pressure that would reasonably place an individual in fear of severely damaging consequences. Coercion is more than an effort to persuade or attract another person to engage in sexual activity. Coercive behavior differs from seductive behavior based on the degree and type of pressure someone uses to obtain consent from another.

Incapacitation is the physical and/or mental inability to understand the fact, nature, or extent of the sexual situation. Incapacitation may result from mental or physical disability, sleep, unconsciousness,

involuntary physical restraint, or from the influence of drugs or alcohol. With respect to incapacitation due to the ingestion of alcohol or other drugs, incapacitation requires more than being under the influence of alcohol or other drugs; a person is not incapacitated just because they have been drinking or using other drugs. Where alcohol and other drugs are involved, incapacitation is determined based on the facts and circumstances of the particular situation, looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation; whether the individual was able to communicate decisions regarding consent, non-consent, or the withdrawal of consent; and whether such condition was known or reasonably should have been known to the respondent or a reasonable, sober person in the respondent's position.

Use of drugs or alcohol by the respondent is not a defense against allegations of Sex Discrimination. Regardless of their own level of intoxication, individuals who are initiating sexual contact are always responsible for obtaining consent before proceeding with sexual activity.

Unwelcome conduct occurs when the individual did not request or invite and regarded it as undesirable or offensive. The fact that an individual may have accepted the conduct does not mean that they welcomed it. On the other hand, if an individual actively participates in conduct and gives no indication that they object, then the evidence generally will not support a conclusion that the conduct was unwelcome. That a person welcomes some conduct does not necessarily mean that person welcomes other conduct. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion. Whether conduct was unwelcome may be determined based on the context and circumstances of the encounter or incident.

A reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant, considering the ages, abilities, and relative positions of authority of the individuals involved in an incident.

Course of conduct means two or more acts, including, but not limited to, acts in which the respondent directly, indirectly, or through others (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 means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.

Relevant evidence means evidence related to the allegations of Sex Discrimination under investigation in a complaint resolution process under this Policy. Questions are relevant when they seek evidence that may aid in showing whether the alleged Sex Discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged Sex Discrimination occurred.

Impermissible evidence means the following types of evidence: (1) evidence that is protected under a privilege as recognized by Federal or state law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or

confidentiality; (2) a party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Dunwoody obtains that party's or witness's voluntary, written consent for use in the complaint resolution process; and (3) evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to provide consent to the alleged Sex-Based Harassment.

Credibility is in dispute when the decisionmaker must choose between competing narratives to resolve a complaint.

Inculpatory evidence is a statement or other evidence which tends to establish that a respondent has engaged in Sex Discrimination in violation of this Policy.

Exculpatory evidence is a statement or other evidence which tends to establish that a respondent has not engaged in Sex Discrimination in violation of this Policy.

Prohibited Conduct

Dunwoody prohibits the following forms of Sex Discrimination: Non-Harassment Sex Discrimination (Differential Treatment, Retaliation, and Failure to Provide a Student Reasonable Modifications for Pregnancy and Related Conditions) and Sex-Based Harassment (Quid Pro Quo Harassment, Hostile Environment Harassment, Sexual Exploitation, Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as each term is defined below. Aiding others in acts of Sex Discrimination also violates this Policy.

When the terms in Section IV. Definitions are used as part of the Prohibited Conduct definitions below; the above definitions apply.

A. Non-Harassment Sex Discrimination

i *Differential Treatment*

Differential Treatment is conduct on the basis of sex that excludes an individual from participation, denies the individual the benefits of, treats the individual less favorably, or otherwise adversely affects a term or condition of an individual's employment, education, living environment, or participation in a program or activity.

Examples of Differential Treatment include:

- Giving prohibited consideration to an individual's sex in deciding whether to offer an applicant a job interview or an employee a promotion;
- Requiring that members of a particular sex meet higher standards for advancement or promotion;

- Denying a student the opportunity to participate in an educational activity because of their sex.

Differential Treatment includes discrimination on the basis of sex stereotypes, pregnancy or related conditions, sexual orientation, and gender identity.

ii *Retaliation*

Retaliation is any act of intimidation, threat, coercion, or discrimination or any other adverse action or threat thereof against any individual for the purpose of interfering with any right or privilege secured by Title IX, its regulations, or this Policy 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 Policy. Encouraging or assisting others to engage in Retaliation or to interfere with the process are also considered Retaliation and violate this Policy.

The following acts are examples of conduct that may constitute Retaliation if done for the purpose of interfering with a right or privilege secured by Title IX or this Policy or because an individual has made a report or complaint or participated or refused to participate in a complaint resolution process: acts or comments that are intended to discourage a person from engaging in activity protected under this Policy or that would discourage a reasonable person from engaging in activity protected under this Policy; acts or comments that are intended to influence whether someone participates in the complaint resolution process, including a live hearing; acts or comments intended to embarrass the individual; adverse changes in employment status or opportunities; adverse academic action; and adverse changes to academic, educational, and extra-curricular opportunities. Retaliation may be in person, through social media, email, text, and other forms of communication, representatives, or any other person. Retaliation may be present against a person even when the person's allegations of Sex Discrimination are unsubstantiated.

iii *Failure to Provide a Student Reasonable Modifications for Pregnancy and Related Conditions*

Failure to Provide a Student Reasonable Modifications for Pregnancy and Related Conditions means failure to make reasonable modifications to Dunwoody policies, practices, or procedures for a student's pregnancy or related condition as necessary to prevent Sex Discrimination and ensure equal access to the College's education program or activity.

Reasonable modifications are based on a student's individualized needs. Modifications that would fundamentally alter the nature of Dunwoody's education program or activity are not reasonable. Certain modifications may be reasonable in some circumstances but unreasonable in others depending on the particular course and other relevant circumstances.

B. Sex-Based Harassment

Sex-Based Harassment means sexual harassment and other harassment on the basis of sex, including on the bases of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that satisfies one or more of the following definitions:

i *Quid Pro Quo Harassment*

Quid Pro Quo Harassment occurs when an employee, agent, or other person authorized by Dunwoody to provide an aid, benefit, or service under Dunwoody's education program or activity, including a student-employee, explicitly or implicitly conditions the provision of an aid, benefit, or service of Dunwoody on an individual's participation in unwelcome sexual conduct. Such unwelcome sexual conduct could include, but is not limited to, sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal, nonverbal, or physical conduct or communication of a sexual nature.

ii *Hostile Environment Harassment*

Hostile Environment Harassment is unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from Dunwoody's education program or activity.

The following conduct, or other unwelcome sex-based conduct, may constitute Hostile Environment Harassment:

- Sexual flirtations, advances, or propositions;
- Requests for sexual favors;
- Verbal abuse of a sexual nature, obscene language, gender- or sexually-oriented jokes, verbal commentary about an individual's body, sexual innuendo, and gossip about sexual relations;
- The display of derogatory or sexually suggestive posters, cartoons, drawings, or objects, or suggestive notes or letters or e-mails or text messages or in a public space;
- Visual conduct such as leering or making gestures;
- Sexually suggestive comments about an individual's body or body parts, or sexual degrading words to describe an individual;
- Unwanted kissing;
- Touching of a sexual nature such as patting, pinching or brushing against another's body;
- Cyber or electronic harassment of a sexual nature;
- Degrading comments about a particular sex.

The circumstances that may be considered when determining whether conduct was so severe or pervasive that it limits or denies a person's ability to participate in or benefit from Dunwoody's education program or activity include, but are not limited to:

- The degree to which the conduct affected the complainant's ability to access the College's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within Dunwoody's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred;
- Other Sex-Based Harassment in the College's education program or activity;

- Whether the conduct was merely a discourteous, rude, or insensitive statement; and
- Whether the speech or conduct deserves the protection of academic freedom.

iii *Sexual Exploitation*

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another person for the benefit of anyone other than the one being exploited. Examples of Sexual Exploitation may include, but are not limited to:

- Intentional and repeated invasion of sexual privacy without consent (e.g., walking into the other person's room or private space without consent);
- Prostituting another person;
- Taking of or distribution of photographs/images, video or audio recording, or electronically broadcasting (e.g., with a web cam) a sexual activity without consent;
- Intentional removal or attempted removal of clothing that exposes an individual's bra, underwear, genitals, buttocks, or breasts, or that is otherwise sexual in nature, without consent;
- Intentionally allowing others to view/hear a sexual encounter (such as letting individuals hide in the closet or watch consensual sex) without consent;
- Viewing or permitting someone else to view another's sexual activity or intimate body parts, in a place where that person would have a reasonable expectation of privacy, without consent;
- Engaging in voyeurism without consent;
- Exposing one's genitals, buttocks, or breasts in non-consensual circumstances;
- Inducing another to expose their genitals, buttocks, or breasts in non-consensual circumstances;
- Knowingly transmitting a sexually transmitted disease or sexually transmitted infection to another person without their knowledge and consent;
- Ejaculating on another person without consent;
- Distributing or displaying pornography to another in non-consensual or unwelcomed circumstances.

While conduct may meet the definition of Sexual Exploitation and also be part of a finding of Hostile Environment Harassment, if the decisionmaker finds that conduct meets the definition of Sexual Exploitation or Hostile Environment Harassment, the decisionmaker generally will not separately analyze the same conduct under the other definition.

iv *Sexual Assault*

Sexual Assault is any actual or attempted sexual contact, including penetration and contact with any object, with another person without that person's consent. As used in this Policy, sexual contact includes intentional contact by the accused with the victim's genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed; touching another with any of these body parts, whether clothed or unclothed; coerced touching by the victim of another's genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed; or forcing another to touch oneself with or on any of these body parts. Sexual Assault includes but is not limited to an offense that meets any of the following definitions:

- Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, oral penetration by a sex organ of another person, or oral contact with the sex organ of another person, without the consent of the victim.
- Fondling: the touching of the intimate parts (including the genital area, groin, inner thigh, buttocks, or breast) of another person for the purpose of sexual gratification, without the consent of the victim.
- Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: sexual intercourse with a person who is under the statutory age of consent; in Minnesota, the age of consent is 16.

Sexual Assault is also prohibited by Minnesota law. See Section 0. State Law Definitions below for applicable criminal law definitions.

v *Domestic Violence*

Domestic Violence includes a felony or misdemeanor crime committed by a person who (a) is a current or former spouse or intimate partner of the victim under the Minnesota family or domestic violence laws (or if the crime occurred outside of Minnesota, the jurisdiction in which the crime occurred), or a person similarly situated to a spouse of the victim, (b) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner, (c) shares a child in common with the victim, or (d) commits acts against a victim who is protected from those acts under the Minnesota family or domestic laws.

While not exhaustive, the following are examples of conduct that can constitute Domestic Violence when committed by a current or former spouse or intimate partner of the victim or a person similarly situated to a spouse of the victim: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.

For purposes of this Domestic Violence definition, consent will not be a defense to a complaint of physical abuse.

Domestic Violence is also prohibited by Minnesota law. See Section 0. State Law Definitions below for applicable criminal law definitions related to Domestic Violence.

vi *Dating Violence*

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined with consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse, such as physical harm, bodily injury, or criminal assault, or the threat of such abuse. For purposes of this Dating Violence definition, consent will not be a

defense to a complaint of physical abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.

Dating Violence is also prohibited by Minnesota law. See Section 0. State Law Definitions below for applicable criminal law definitions relating to Dating Violence.

vii *Stalking*

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for their safety or the safety of others; or (2) suffer substantial emotional distress.¹

Stalking behavior may include, but is not limited to:

- Repeated, unwanted and intrusive communications by phone, mail, text message, and/or email or other electronic communications, including social media;
- Repeatedly leaving or sending the victim unwanted items, presents, or flowers;
- Following or lying in wait for the victim at places such as home, school, work, or recreational facilities;
- Making direct or indirect threats to harm the victim, or the victim's children, relatives, friends, or pets;
- Damaging or threatening to damage the victim's property;
- Repeatedly posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth, that would cause a person to feel threatened or intimidated;
- Unreasonably obtaining personal information about the victim.

For the purposes of this Stalking definition, not all communication about a person will be considered to be directed at that person.

Stalking is also prohibited by Minnesota law. See Section 0. State Law Definitions below for applicable definitions of criminal stalking.

STUDENT REQUESTING REASONABLE MODIFICATIONS FOR PREGNANCY AND RELATED CONDITIONS

Dunwoody will make reasonable modifications to Dunwoody's policies, practices, or procedures for a student's pregnancy and related conditions as necessary to prevent Sex Discrimination and ensure equal access to Dunwoody's program or activity. Students who want to request a reasonable modification due to pregnancy or a related condition should contact the Title IX Coordinator who will coordinate with the appropriate faculty or staff to evaluate and implement reasonable modifications. The Title IX Coordinator, appropriate faculty or staff and the student will engage in a good faith interactive process to identify appropriate reasonable modifications. Reasonable modifications are based on a student's individualized

¹ Some instances of Stalking may not be on the basis of sex. This Policy prohibits all forms of Stalking, regardless of whether it is based on sex.

needs. Modifications that would fundamentally alter the nature of Dunwoody's education program or activity are not reasonable. Certain modifications may be reasonable in some circumstances but unreasonable in others depending on the particular course and other relevant circumstances.

Given the time sensitive nature of requests for reasonable modifications, a student must reach out to the Title IX Coordinator to request a reasonable modification and engage in a good faith interactive process to identify and implement reasonable modifications before seeking action under this Policy. If, after participating in a good faith interactive process with the Title IX Coordinator and the appropriate faculty or staff member, a student believes they have been denied reasonable modifications necessary to prevent Sex Discrimination and ensure equal access to Dunwoody's program or activity, they may file a complaint under this Policy.]

CONFIDENTIALITY

Dunwoody encourages individuals who have experienced Sex Discrimination to talk to someone about what happened. Privacy and confidentiality have distinct meanings under this Policy. Different people on campus have different legal reporting responsibilities, and different abilities to maintain privacy or confidentiality, depending on their roles at Dunwoody.

In making a decision about whom to contact for support and information, it is important to understand that Dunwoody employees are not confidential employees, and are therefore obligated to report to Dunwoody any information they receive about Sex Discrimination. Persons who have experienced Sex Discrimination are encouraged to consider the following information in choosing whom to contact for information and support, and are encouraged to ask about a person's ability to maintain confidentiality before offering any information about alleged Sex Discrimination.

C. Confidential Employees and External Confidential Resources

Dunwoody recognizes that some individuals may wish to keep their concerns confidential. Confidential communications are those communications which cannot be disclosed to another person, without the reporter's consent, except under very limited circumstances such as allegations involving the physical abuse, sexual abuse, or neglect of a child (under the age of 18) or vulnerable adult or an imminent threat to the life of any person. Individuals who desire the details of Sex Discrimination to be kept confidential should speak with a medical professional, professional counselor, minister or other pastoral counselor, or trained victims' advocate.

Individuals that desire the details of the incident be kept confidential should contact any of the following external confidential resources:

External Confidential Resources

RAINN (Rape, Assault, and Incest National Network)

<https://www.rainn.org/>

(800) 656-HOPE
24-hour hotline; free and confidential

Sexual Offense Services

St. Paul, Minnesota

<https://www.ramseycounty.us/residents/health-medical/clinics-services/sos-sexual-violence-services>

(651) 266-1000

24-hour hotline; free and confidential

Sexual Violence Center

Minneapolis, Minnesota

www.sexualviolencecenter.org

(612) 871-5111

24-hour hotline; free and confidential

Domestic Abuse Service Center*

<http://www.mncourts.gov/district/4/?page=369>

Hennepin County Government Center

Rm. #A-0650 (lower level)

300 S. 6th Street

Minneapolis, MN 55487

(612)348-5073

* The Domestic Abuse Service Center is available to help victims of domestic abuse (abuse by a family or household member) obtain orders for protection. In addition, harassment restraining orders are available for other types of harassment and assault. <http://www.mncourts.gov/district/4/?page=763> Victims do not have to report conduct to police to obtain a harassment restraining order. Dunwoody requires all students and employees whose conduct is subject to an order for protection or harassment restraining order to comply with such orders.

Minnesota Office of Justice, Crime Victims Programs

<https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/default.aspx>

(Monday - Friday, 8:00 AM – 4:30 PM)

651-201-7300 or 888-622-8799, ext. 1 for financial help

800-247-0390, ext. 3 for information and referral

651-205-4827 TTY

Resource list for victims:

<https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/resource-list-victims.aspx>

Hennepin County Victim Services

Hennepin County Attorney's Office

<http://www.hennepinattorney.org/get-help/crime/victim-services>

(612) 348-4003

Lawhelpmn.org (Legal information on a variety of Sexual Assault issues)

<http://www.lawhelpmn.org/issues/abuse-violence-crime-victims-rights/sexual-assault-and-other-crime-victims>

Walk-In Counseling Center

(Free Mental health Counseling)

<http://www.walkin.org/>(check website for hours)

2421 Chicago Avenue S

Minneapolis, MN 55404

612-870-0565 x 100

Health Care Options

Hennepin County Medical Center

Sexual Assault Resources Service

612-873-5832

701 Park Avenue

Orange Building, 2.220

Minneapolis, MN 55415

Please note that if a concern is reported only to an external confidential resource and not to a non-confidential employee at Dunwoody, Dunwoody will be unable to provide certain supportive measures that would require involvement from Dunwoody (such as issuing a no-contact directive), conduct an investigation into the particular incident, or pursue disciplinary action.

Non-Confidential Communications

All Dunwoody employees who become aware of information about conduct that reasonably may constitute Sex Discrimination are required to report the matter to the Title IX Coordinator. Dunwoody employees will strive to remind an individual of their reporting obligations before the individual has disclosed a situation that requires reporting to the Title IX Coordinator.

Although most College employees cannot promise confidentiality, the College is committed to protecting the privacy of individuals involved in a report of Sex Discrimination and will take reasonable steps to protect the privacy of the parties and witnesses during the complaint resolution process. Dunwoody will not disclose personally identifiable information related to a report or complaint of Sex Discrimination, except in the following circumstances:

- To carry out Dunwoody's obligations under Title IX, including action taken to address conduct that may reasonably constitute Sex Discrimination and to carry out the complaint resolution process;
- When Dunwoody has obtained prior written consent from a person with the legal right to consent to the disclosure;

- When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
- As required by Federal law, Federal regulations, or the terms and conditions of a federal award; and
- As required by state or local law, when permitted by FERPA.

Allegations of policy violations will be considered private and will only be shared with other Dunwoody employees on a need-to-know basis, as permitted by law. The allegations will not be shared with law enforcement without the consent of the individual who has alleged the Sex Discrimination, unless the allegations relate to physical abuse, sexual abuse, or neglect of a child under the age of 18 (see Section I.H.iii. Mandatory Reporting Concerning Minors and Vulnerable Adults below for more information) or unless compelled to do so pursuant to a subpoena or court order.

In addition, although Dunwoody will strive to protect the privacy of all individuals involved to the extent possible consistent with Dunwoody's legal obligations, Dunwoody may be required to share information with individuals or organizations outside the College under reporting or other obligations under federal and state law, such as reporting of Clery Act crime statistics and mandatory reporting of child abuse and neglect. In addition, if there is a criminal investigation or civil lawsuit related to the alleged misconduct, the College may be subject to a subpoena or court order requiring Dunwoody to disclose information to law enforcement and/or the parties to a lawsuit. In these cases, personally identifying information will not be reported to the extent allowed by law and, if reported, affected students will be notified consistent with Dunwoody's responsibilities under FERPA, as allowed by law.

D. Requests for Confidentiality or Non-Action

When Dunwoody receives a report of Sex Discrimination, it has a legal obligation to respond in a timely and appropriate manner. Making a report to the College does not require an individual to begin or participate in a complaint resolution process or to report to local law enforcement. However, based on the information gathered, Dunwoody may determine that it has a responsibility to move forward with a complaint resolution process (even without the participation of the complainant).

In a situation in which the complainant requests that their name or other personally identifiable information not be shared with the respondent or that no action be taken against the respondent, or otherwise does not make a complaint of Sex Discrimination, the Title IX Coordinator will make a fact-specific determination considering the following factors:

- the complainant's request not to proceed with initiation of a complaint;
- the complainant's reasonable safety concerns regarding initiation of a complaint;
- the risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- the severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;

- the age and relationship of the parties, including whether the respondent is an employee of the College;
- the scope of the alleged discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- the availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- whether Dunwoody could end the alleged sex discrimination and prevent its recurrence without initiating its complaint resolution process; and
- other relevant factors.

If, after considering these factors, the Title IX Coordinator determines that: (1) the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or (2) the conduct as alleged prevents Dunwoody from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator will generally initiate a complaint. The Title IX Coordinator initiating a complaint does not make the Title IX Coordinator a party to the complaint resolution process or adverse to the respondent.

If the Title IX Coordinator will be initiating a complaint, the Title IX Coordinator will notify the complainant before proceeding and will appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures. At the complainant's request, the Title IX Coordinator may communicate to the respondent that the complainant asked Dunwoody not to investigate and that Dunwoody determined it needed to do so. A complainant can choose not to participate in any complaint resolution process. In instances where Dunwoody moves forward with a complaint resolution process without the participation of the complainant, the complainant will have the same rights as provided to a complainant under this Policy.

Regardless of whether the Title IX Coordinator initiates a complaint, the College will take other appropriate prompt and effective steps to ensure that Sex Discrimination does not continue or recur within Dunwoody's education program or activity. However, the scope of the response by Dunwoody may be impacted or limited based on the nature of the complainant's request. Dunwoody will likely be unable to conduct an investigation into the particular incident or to pursue disciplinary action against the respondent and also maintain confidentiality.

E. Statistical Reporting and Clery Act Warning

Pursuant to the Clery Act, Dunwoody includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education and the Minnesota Office of Higher Education in a manner that does not include any personally identifying information about individual involved in an incident.

In addition, the Clery Act requires Dunwoody to issue a crime alert (timely warning) to the campus community about certain reported offenses which may represent a serious or continuing threat to students and employees. The timely warning may include that an incident has been reported, general

information surrounding the incident, and how incidents of a similar nature might be prevented in the future. The timely warning will not include any identifying information about the complainant.

Publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and daily crime log, will not include names or other information that may personally identify either party, to the extent permitted by law. To ensure that a complainant's personally identifying information will not be included in publicly available recordkeeping, the Title IX Coordinator will describe the alleged incidents by removing the complainant's and respondent's names and any other identifiers that would enable the public to identify the complainant or respondent in the context of the incident report.

Minnesota law requires institutions to collect statistics, without inclusion of **any** personally-identifying information, regarding the number of reports of Sexual Assault received by an institution and the number of types of resolutions. Data collected for purposes of submitting annual reports containing those statistics to the Minnesota Office of Higher Education under Minn. Stat. 135A.15 shall only be disclosed to the complainant, persons whose work assignments reasonably require access, and, at the complainant's request, police conducting a criminal investigation. Nothing in this paragraph is intended to conflict with or limits the authority of Dunwoody to comply with other applicable state or federal laws.

F. Public Awareness Events

From time-to-time Dunwoody may hold public events to raise awareness about Sex-Based Harassment. Employees who attend a public awareness event on Dunwoody campus or through an online platform are legally required to report information regarding Sex Discrimination, including Sex-Based Harassment, to the Title IX Coordinator. Because of this reporting requirement and to facilitate open discussion during public awareness events, Dunwoody employees are not permitted to attend public awareness events held on campus or through an online platform sponsored by Dunwoody.

If the Title IX Coordinator is notified of conduct that reasonably may constitute Sex-Based Harassment that was shared at such a public awareness event, Dunwoody generally will not respond to the information, unless the Title IX Coordinator, in consultation with other appropriate Dunwoody officials, determines the information indicates an imminent and serious threat to the health or safety of a complainant, any students, employees, or other persons. Regardless, the College will use the information to inform its efforts to prevent Sex-Based Harassment.

G. Steps to Protect Privacy of Parties and Witnesses

Dunwoody does not prohibit the parties from obtaining and presenting evidence (including by speaking to witnesses), consulting with family members, confidential employees or external confidential resources, or advisors, or otherwise preparing for or participating in the complaint resolution process. However, the College is legally required to take reasonable steps to protect the privacy of the parties and witnesses during the complaint resolution process. Pursuant to this legal obligation, Dunwoody takes the steps described throughout this Policy to protect the privacy of the process. These steps include:

Prior to receiving access to the relevant and not otherwise impermissible evidence and investigation report, the parties and advisors (if any) are required to sign a non-disclosure agreement agreeing to use the evidence and investigation report only for purposes of participating in the complaint resolution process and not to disseminate or otherwise share the evidence or investigation report with any other individual. See Section I.II.iii. Access to Relevant Evidence and Investigation Report below for more information.

Dunwoody prohibits parties and witnesses in a complaint resolution process from making widespread disclosures via social media or other media regarding the allegations or the complaint resolution process while the process is pending.

Dunwoody will take steps to address any unauthorized disclosure of information or evidence, including but not limited to taking disciplinary action. An allegation of a violation of this Section will be handled pursuant to Section O. Complaints of Related Misconduct below.

Immediate and Ongoing Assistance Following an Incident of Sex Discrimination

Dunwoody seeks to support any person adversely impacted by Sex Discrimination. Both Dunwoody and the local community provide a variety of resources to assist and support individuals who have experienced Sex Discrimination or are affected by allegations of Sex Discrimination. These resources, both immediate and ongoing, are available to all persons irrespective of their decision to report to Dunwoody or to law enforcement.

Support services that may be available include, but are not limited to, connecting the individual with appropriate on-campus and off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and support services; making changes to academic, living, transportation, and/or working arrangements; assistance in filing a criminal complaint; and providing information about restraining orders and other available protections and services. Additional information about ongoing assistance is in Section I.U. Supportive Measures below. To receive information about obtaining support services, individuals should contact the Title IX Coordinator.

Dunwoody will provide written notification to affected individuals about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within Dunwoody and in the community.

A complete description of Dunwoody and community resources, both confidential and non-confidential, and additional information regarding what to do if you experience Sex Discrimination is provided in Section O. Resources at the end of this Policy and on Dunwoody's website. Individuals who believe they have been subjected to any form of Sex Discrimination are encouraged to seek support from these resources.

Reporting Sex Discrimination

H. Reporting to the College

The College encourages anyone who has experienced or knows of Sex Discrimination to report the incident to the College. An individual may report Sex Discrimination to the College by contacting the following:

Rachel Clennon
Residence Life Coordinator
Title IX Coordinator
Office: Pinska Center
Direct: (612)381-3368
rclennon@dunwoody.edu

Students: Residence Life Coordinator and Title IX Coordinator, Rachel Clennon (612) 381-3368, Office: Pinska Center, rclennon@dunwoody.edu
Employees: Chief Human Resources Officer, Craig Heinen (612) 381-3344, Office: Blue 54, cheinen@dunwoody.edu

Reports can be made by telephone, via email, via mail, or in person. Reports may be made at any time, including non-business hours by phone, email, mail, or the [College's website](#).

Reports to the College should include as much information as possible, including the names of the complainant, respondent, and other involved individuals, and the date, time, place, and circumstances of the incidents, to enable the College to respond appropriately.

Upon receiving a report of Sex Discrimination, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures and to explain the process of making a complaint and the complaint resolution process. In addition, when a student or employee reports to the College that they have been a victim of Sexual Assault, Dating Violence, Domestic Violence, or Stalking, whether the offense occurred on or off campus, the College will provide the student or employee with a written explanation of the student's or employee's rights and options, along with the procedures victims should follow.

If an individual has made a report to a college employee who is not a confidential employee and has not yet heard from the Title IX Coordinator, please report directly to the Title IX Coordinator.

i Employee Reporting Obligations

All Dunwoody employees who are not confidential employees and who obtain or receive information about conduct that reasonably may constitute Sex Discrimination must report that information to the Title IX Coordinator. Student employees who receive such information in the course of their work position or duties also must report the information to the Title IX Coordinator.

Incidents that must be reported by Dunwoody employees include:

- Incidents personally observed;
- Incidents/allegations that are reported to the employee; and
- Incidents/allegations of which the employee otherwise becomes aware.

Such reports should be made as soon as possible and should include all relevant details needed to assess the situation. This includes, to the extent known, the names of the complainant, respondent, and others involved in the incident, as well as relevant facts, including the date, time, and location of any incident.

Employees who receive such reports of Sex Discrimination should not attempt to “investigate” the allegation or require the complainant/reporting individual to provide all of the details surrounding the alleged misconduct. To the extent the complainant/reporting individual provides details, that information should be provided to the Title IX Coordinator. Upon receiving a report of alleged or possible Sex Discrimination, the Title IX Coordinator will evaluate the information received and determine what further actions should be taken, consistent with the complaint resolution process and this Policy.

College employees who are not confidential employees and receive a report of Sex Discrimination should bring the report directly to the Title IX Coordinator and should not share information about the report with any other individual. If the employee is uncertain whether the information should be reported to the Title IX Coordinator, the employee should seek guidance from the Title IX Coordinator before providing the Title IX Coordinator with any identifiable information regarding the report.

Failure of a Dunwoody employee who is not a confidential employee to report allegations of Sex Discrimination to the Title IX Coordinator may result in disciplinary action.

ii *Anonymous Reports*

The College will accept anonymous reports of Sex Discrimination. Reports may be filed anonymously using the College’s anonymous reporting form: <https://dunwoody.edu/campus-life/public-safety/title-ix/>. Dunwoody will likely be limited in its ability to investigate an anonymous report or take responsive action unless sufficient information is provided to enable the College to conduct a meaningful investigation. The individual making the report is encouraged to provide as much detailed information as possible.

iii *Mandatory Reporting Concerning Minors and Vulnerable Adults*

Any Dunwoody employee who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years on campus or Dunwoody property or in connection with any Dunwoody event, program, or activity must report it immediately to the Title IX Coordinator. In addition, as a mandatory reporter under Minnesota law, such individual must also immediately report the abuse or neglect to the local welfare agency or police department. Additional information regarding county offices can be found here: <https://mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/contact-us/>. Additionally, any Dunwoody employee who becomes aware of the abuse or neglect of a vulnerable adult on campus or College property or in connection with

any College event, program, or activity must report it immediately to the Title IX Coordinator and to the state Adult Abuse Reporting Center at 1-844-880-1574.

I. Reporting to Law Enforcement

Some types of Sex Discrimination prohibited by this Policy, such as Sexual Assault, Domestic Violence, Dating Violence, Stalking, and certain forms of Sexual Exploitation, also may constitute criminal conduct. Individuals who believe they may have been subjected to criminal sexual conduct are strongly encouraged to notify local law enforcement authorities. If the individual requests, campus authorities will assist in notifying law enforcement authorities. Dunwoody will, at the direction of law enforcement, provide complete and prompt assistance in obtaining, securing, and maintaining evidence in connection with criminal conduct that violates this Policy. Individuals also have the option to decline to notify law enforcement.

Individuals may file a criminal complaint and make a complaint under this Policy simultaneously. Reporting to law enforcement is not necessary for Dunwoody to proceed with a complaint resolution process.

If you would like to report sexual violence to law enforcement, the Minneapolis Police Department can be contacted by calling 911 or (612) 673-5701. This phone number is a call directly to the Police Department. You will be asked the nature of your call and be connected with specific law enforcement officers who are trained to interact with Sexual Assault victims.

J. Orders for Protection, Criminal No-Contact Orders, and Dunwoody No-Contact Directives

Individuals who would like to avoid contact with another individual have several options available to them, including seeking a protective order from a civil court or requesting a no-contact order from Dunwoody.

Orders for Protection

Orders for protection, sometimes called protective orders or restraining orders, are legal orders issued by a state court that provide protection from domestic or family violence, stalking, harassment, or a sex offense. The Minnesota Judicial Branch is responsible for issuing orders for protection. A victim may seek an order for protection by going to the District Court in their county. See Minnesota Statutes Section 518B.01 (4).

Additional information regarding seeking an order for protection can be found at: <https://www.mncourts.gov/Help-Topics/Domestic-Abuse-and-Harassment.aspx> Additionally, Violence Free Minnesota has a directory of domestic violence services and programs statewide at <https://www.vfmn.org/find-a-program>. The organization also has a 24-hour hotline for voice calls at 866-223-1111, or for texts at 612-399-9995.

Criminal No-Contact Orders

Criminal no-contact orders are legal orders issued by a court against a defendant in a criminal proceeding, including for domestic battery, a violent crime, a sex offense, or other crimes involving domestic or family violence. A criminal no-contact order is requested by the prosecutor and may be issued before the end of the criminal case or following a conviction.

College No-Contact Orders

A no-contact order is a College-issued directive that prohibits one or both parties from communication or contact with another. No-contact orders may be mutual or one-sided. Generally, no-contact orders issued prior to the conclusion of a complaint resolution process will be mutual and serve as notice to both parties that they must not have verbal, electronic, written, or third-party communication with one another. To request a no-contact directive order the College, individuals should contact the Title IX Coordinator.

The College is responsible for honoring requests for information about available options for orders for protection and Dunwoody no-contact order and has a responsibility to comply with and enforce such orders. To request additional information about available options for orders for protection and Dunwoody no-contact orders, contact the Title IX Coordinator. An order for protection or criminal no-contact order can be enforced by contacting local law enforcement. A Dunwoody no-contact order may be enforced by contacting Dunwoody Campus Security or the Title IX Coordinator. The College will fully cooperate with any protective order issued by criminal, civil, or tribal court.

K. Crime Victims Bill of Rights

Pursuant to state law, victims of crime must be informed of their rights under the Crime Victims Bill of Rights. The following is a summary of crime victims' rights under Minnesota law.

When a crime is reported to law enforcement, victims have the right to:

- Request that their identity be kept private in reports available to the public;
- Be notified of crime victim rights and information on the nearest crime victim assistance program or resource;
- Apply for financial assistance for non-property losses related to a crime;
- Participate in prosecution of the case, including the right to be informed of a prosecutor's decision to decline prosecution or dismiss their case;
- Protection from harm, including information about seeking a protective or harassment order at no cost;
- Protection against employer retaliation for taking time off to attend protection or harassment restraining order proceedings; and
- Assistance from the Crime Victims Reparations Board and the Commissioner of Public Safety.

Victims of domestic abuse also have the right to terminate a lease without penalty. Victims of Sexual Assault have the right to undergo a confidential Sexual Assault examination at no cost, make a confidential request for HIV testing of a convicted felon, and are not required to undergo a polygraph examination in order for an investigation or prosecution to proceed. In cases of domestic abuse and

violent crime where an arrest has been made, victims also have the right to be provided notice of the release of the offender, including information on the release conditions and supervising agency.

Complete information about crime victims' rights can be found at:

<https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/crime-victims-rights.aspx>

Information about victims' rights is also available from the Title IX Coordinator or from the Minnesota Department of Public Safety, Office of Justice Programs, and in Minnesota Statutes Chapter 611A.

L. Waiver of Drug/Alcohol Violations

Dunwoody strongly encourages reporting instances of Sex Discrimination. Consequently, individuals who make a good faith report of such information, and individuals who participate in a Sex Discrimination complaint resolution process, will not be disciplined by Dunwoody for any violation of its drug and alcohol policies in which they might have engaged in connection with the reported incident, except as outlined in this section. Dunwoody, however, reserves the right to require individuals to participate in training or educational programming designed to reduce risk and promote health and wellbeing. The participation in such training or educational programming will not be reflected on a community member's official records. In addition, Dunwoody may still pursue disciplinary action for the alleged violation of Dunwoody drug and alcohol policies in instances where any other individual is harmed by the conduct constituting a violation of Dunwoody drug and alcohol policies, where an employee who engaged in a violation of College policy holds a leadership role on campus, including a leadership role over students or employees, or where an employee is engaged in a violation of College policy with a student. In those cases the College may still pursue disciplinary action for the alleged violation of other College policies.

M. Emergency Removal

The College reserves the right to remove a student respondent, in whole or in part, from the College's education program or activity on an emergency basis. Prior to removing the student respondent on an emergency basis, the College will undertake an individualized safety and risk analysis and will determine that an imminent and serious threat to the health or safety of any student, employee or other individual arising from the allegations of Sex Discrimination justifies removal. If a student respondent is removed on an emergency basis, the College will provide the student respondent with notice and an opportunity to challenge the decision immediately following the removal.

N. Administrative Leave

The College reserves the right to place an employee respondent on administrative leave during the pendency of the complaint resolution process.

An employee may also be assigned other duties during the pendency of the complaint resolution process.

General Provisions for Complaint Resolution Process

When Dunwoody receives a complaint of an alleged violation of this Policy, Dunwoody will promptly and equitably respond to the complaint in accordance with the provisions and procedures set forth below. The College will provide a prompt, fair and impartial complaint resolution process. A fair process is one that treats the parties equitably, provides complainant an opportunity to file a complaint alleging a violation of this Policy and an opportunity to present evidence of the allegations prior to a decision on responsibility, provides respondent notice of the allegations and an opportunity to respond to and present evidence related to those allegations prior to a decision on responsibility, and, when credibility is in dispute and relevant to evaluating the allegations, provides a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility. In matters when credibility is in dispute and relevant to evaluating the allegations, the process for enabling the decisionmaker to assess a party's or witness's credibility differs depending on the allegations and identities of the parties, as is further described below.

Each complaint resolution process will require an objective evaluation of all relevant and not otherwise impermissible evidence, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. The burden to conduct an investigation that gathers sufficient evidence to determine whether Sex Discrimination occurred rests on the College and not on the parties.

Dunwoody will not use impermissible evidence or questions seeking impermissible evidence, as defined above.

This Policy provides different procedures depending on the particular circumstances of a case, including the type of Sex Discrimination that is alleged and the status of the parties involved. The General Grievance Procedure described below applies to: (1) allegations of Non-Harassment Discrimination involving one or more individuals as the respondent and (2) allegations of Sex-Based Harassment where neither party is a student. The Heightened Grievance Procedure described below applies to allegations of Sex-Based Harassment involving at least one student party. In matters involving a student-employee, whether an individual is considered a student or an employee for the purpose of determining which grievance procedure applies will be determined on a case-by-case basis considering: (1) whether the party's primary relationship with the College is to receive an education; (2) whether the alleged Sex-Based Harassment occurred while the party was performing employment-related work; and (3) other relevant factors at the College's discretion. When a complaint of Sex Discrimination alleges that a Dunwoody policy or practice discriminates on the basis of sex, Dunwoody is not considered a respondent and Dunwoody has discretion to follow a different process as determined appropriate at Dunwoody's discretion.

If a complaint includes both an allegation that implicates the General Grievance Procedure and an allegation that implicates the Heightened Grievance Procedure, Dunwoody reserves the right to process the allegations in the same complaint resolution process or to separate the allegations into separate complaint resolution processes.

O. Trained Officials

Each complaint resolution process will be conducted by individuals, including coordinators, investigators, decisionmakers, any person who facilitates an informal resolution process, persons with authority to modify or terminate supportive measures, and any other person responsible for implementing the grievance procedure, who do not have a conflict of interest or bias for or against complainants or respondents generally or for or against the individual complainant or respondent. Additionally, all individuals involved in the complaint resolution process will receive training as described below in Section I.JJ. Training for Individuals with Heightened Responsibilities.

P. Equal Rights of the Complainant and Respondent

In all Sex Discrimination complaint resolution processes under this Policy, the complainant and respondent are entitled to:

- Respect, sensitivity, and dignity;
- Appropriate support from the College;
- Privacy to the extent possible based on applicable law and College policy;
- Information regarding all applicable policies and procedures;
- Written explanation of available resources;
- The right to participate or decline to participate in the complaint resolution process, with the acknowledgement that not participating, either totally or in part, may not prevent the process from proceeding with the information available;
- Equitable procedures that provide both parties with a prompt and impartial complaint resolution process conducted by officials who receive annual training on conduct prohibited by this Policy;
- Notice of the allegations and defenses and an opportunity to respond;
- Written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings at which the party's participation is invited or expected, with sufficient time for the party to prepare to participate;
- Timely notice of meetings that are part of the complaint resolution process at which the complainant or respondent may be present;
- An equal opportunity to identify relevant witnesses and other evidence and to suggest possible topics to be covered with witnesses during the complaint resolution process;
- For the complainant, not to be questioned or have evidence considered regarding the complainant's prior sexual conduct with anyone other than the respondent, unless such questions or evidence are to prove that someone other than the respondent committed the alleged Sex Discrimination;
- An equal opportunity to access the evidence that is relevant to the allegations of Sex Discrimination and not otherwise impermissible, as set forth in Section I.II.iii. Access to Relevant Evidence and Investigation Report below;
- The right to notification, in writing, of the resolution, including the outcome of any appeal;

- For the complainant, the right to report the incident to law enforcement at any time or to decline to do so;
- The right to be free from Retaliation as defined in this Policy;
- For the respondent, the right to not be subject to discipline for Sex Discrimination prior to the conclusion of a formal or informal resolution process as set forth in this Policy;
- The right to assistance of campus personnel (during and after the complaint process), in cooperation with the appropriate law enforcement authorities, in shielding the complainant or respondent, at their request, from unwanted contact with the complainant or respondent, including but not limited to a no-contact order issued by Dunwoody, transfer to alternative classes or to alternative Dunwoody-owned housing (if alternative classes or housing are available and feasible), change in work location or schedule, or reassignment (if available and feasible); and to receive assistance with academic issues;
- The right to the assistance of campus authorities in preserving materials relevant to a campus complaint proceeding; and
- The right to be provided access to their description of the incident, as it was reported to the College, including if the individual transfers to another post-secondary institution, subject to compliance with FERPA, the Clery Act, Title IX, and other federal or state law. Requests for an individual's description of the incident should be made to the Title IX Coordinator.

Q. Additional Rights in Cases Implicating the Heightened Grievance Procedure

In cases under the Heightened Grievance Procedure (allegations of Sex-Based Harassment involving at least one student party), the following additional rights will be afforded to the complainant and the respondent:

- The parties have the right to be accompanied to any complaint resolution process meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. Dunwoody will not limit the choice or presence of an advisor for either the complainant or respondent in any meeting related to the complaint resolution process. See Section 7. Right to an Advisor below for additional information and requirements regarding the conduct of advisors.
- The parties will have the same opportunities, if any, to have persons other than the advisor of the parties' choice present during any meeting or proceeding. Additional persons will only be permitted to be present if required by law.
- The complaint resolution process will include a live hearing, at which each party may propose questions and follow-up questions the party wants asked of any party or witness. At the live hearing, the decisionmaker will consider the proposed questions and follow-up questions and will ask any relevant and not otherwise impermissible questions of the parties and witnesses, as set forth in Section I.II.iv. Live Hearing below.
- The complainant has the right to decide when to repeat a description of an incident of Sex-Based Harassment, and the respondent has the right to decide when to repeat a description of a defense to such allegations.

In addition, a complainant who alleges Sex-Based Harassment, has the following rights:

- To be informed by the College of options to notify proper law enforcement authorities of an incident of Sex-Based Harassment, and the right to report to law enforcement at any time or to decline to notify such authorities;
- To the complete and prompt assistance of campus authorities, at the complainant's request, in notifying the appropriate law enforcement officials and Dunwoody officials of a Sex-Based Harassment incident and filing criminal charges with local law enforcement officials in criminal Sex-Based Harassment cases;
- The right to the complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a Sexual Assault incident;
- Not to be treated by campus authorities in a manner that suggests that they are at fault for the Sexual Assault or that they should have acted in a different manner to avoid the Sexual Assault;
- To be offered fair and respectful health care, counseling services, or referrals to such services and notice of the availability of campus or local programs providing Sexual Assault advocacy, Dating Violence, Domestic Violence, or Stalking services;
- To be offered assistance from the Crime Victim Reparations Board and the Commissioner of Public Safety; and
- For students who choose to transfer to another post-secondary institution, at the student's request, the right to receive information about resources for victims of Sex-Based Harassment at the institution to which the student is transferring.

R. Additional Rights in Cases Involving Allegations of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Where Neither Party Is a Student

In cases involving allegations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking, where neither party is a student, the following additional right will be afforded to the complainant and the respondent:

- The parties have the right to be accompanied to any complaint resolution process meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The College will not limit the choice or presence of an advisor for either the complainant or respondent in any meeting related to the complaint resolution process. See Section 7. Right to an Advisor below for additional information and requirements regarding the conduct of advisors.
- The complainant has the right to decide when to repeat a description of an incident of Sexual Assault, Domestic Violence, Dating Violence, or Stalking, and the respondent has the right to decide when to repeat a description of a defense to such allegations.

In addition, a complainant who alleges Sexual Assault, Domestic Violence, Dating Violence, and Stalking where neither party is a student, has the following rights:

- To be informed by the College of options to notify proper law enforcement authorities of an incident of Sexual Assault, Domestic Violence, Dating Violence, or Stalking, and the right to report to law enforcement at any time or to decline to notify such authorities;
- To the complete and prompt assistance of campus authorities, at the complainant's request, in notifying the appropriate law enforcement officials and Dunwoody officials of a Sexual Assault, Domestic Violence, Dating Violence, or Stalking incident and filing criminal charges with local law enforcement officials in Sexual Assault, Domestic Violence, Dating Violence, and Stalking cases;
- The right to the complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a Sexual Assault incident;
- Not to be treated by campus authorities in a manner that suggests that they are at fault for the Sexual Assault or that they should have acted in a different manner to avoid the Sexual Assault;
- To be offered fair and respectful health care, counseling services, or referrals to such services and notice of the availability of campus or local programs providing Sexual Assault advocacy, Dating Violence, Domestic Violence, or Stalking services; and
- To be offered assistance from the Crime Victim Reparations Board and the Commissioner of Public Safety.

S. Right to an Advisor

The complainant and the respondent in a complaint resolution process involving allegations of (1) Sex-Based Harassment with at least one student party (the Heightened Grievance Procedure) or (2) Sexual Assault, Dating Violence, Domestic Violence, and Stalking where neither party is a student, have the right to be accompanied to meetings by an advisor of their choice, who may be, but is not required to be, an attorney. If a member of the Dunwoody community is serving as an advisor, the advisor should generally be free of conflicts in their position in the community. An individual has the right to decline a request to serve as an advisor in Dunwoody's complaint resolution process.

Guidelines and requirements for advisors are:

- The purpose of the advisor is to support an individual during the complaint resolution process. An advisor is permitted to accompany the individual to interviews or other meetings or proceedings throughout the complaint resolution process. In selecting an advisor, each party should consider the potential advisor's availability to attend interviews and meetings, which may occur in-person. As a general matter, the College will not delay its process to accommodate the schedules of advisors.
- Advisors may confer with their advisee but advisors may not actively participate in the complaint resolution process. The advisor may accompany the complainant or respondent to all meetings relating to the complaint resolution process. The advisor may not appear in lieu of the complainant or respondent or speak on their behalf in either in-person or written communications to the College. The advisor may not communicate directly with the investigator, decisionmaker, appeal officer, the Title IX Coordinator, or any other school official involved in the

complaint resolution process and may not interrupt or otherwise delay the complaint resolution process.

- Advisors may have access to information as is described further below in Section I.II.iii. Access to Relevant Evidence and Investigation Report.
- Individuals involved in the process other than a complainant or respondent, such as witnesses, generally will not be allowed to have an advisor present absent special circumstances as allowed by law.
- If a party selects an attorney as an advisor, the advisor's participation in the complaint process is in the role of an advisor and not as an attorney representing a party. The advisor will have access to highly confidential information and is prohibited from sharing information obtained as an advisor during the complaint process with anyone, including other individuals who may be part of an attorney-client relationship with the party.
- Parties must notify the Title IX Coordinator who they have selected as their advisor. Advisors will be required to sign an Advisor Agreement acknowledging receipt and understanding of these requirements. Failure to comply with these requirements, including violations of confidentiality, or other forms of interference with the complaint resolution process by the advisor may result in disqualification of an advisor. The College reserves the right to dismiss an advisor.
- The College will notify a party to a complaint resolution process if another party involved in the complaint resolution process has obtained an advisor and will indicate whether the other party's advisor is an attorney.

T. Requests for Reasonable Accommodations

Individuals who need reasonable accommodation should contact the Title IX Coordinator. The College will consider requests for reasonable accommodations submitted to the Title IX Coordinator on a case-by-case basis. Accommodations the College may provide include:

- Providing reasonable accommodations as required by law to an individual with a disability who requests an accommodation necessary to participate in the complaint resolution process.
- Providing an interpreter for individuals who are limited English-language proficient.

U. Supportive Measures

After receiving a report of alleged Sex Discrimination, the Title IX Coordinator will consider whether supportive measures are appropriate to (1) restore or preserve a party's access to the College's education program or activity, including measures designed to protect the safety of the parties or the College's educational environment; or (2) provide support during the College's formal or informal resolution process. Such supportive measures will be available without fee or charge to the complainant, respondent, and others adversely impacted by the complaint resolution process, if requested and reasonably available. Such measures will not unreasonably burden the complainant or respondent and will not be for punitive or disciplinary reasons.

The College will provide written notification to affected individuals about options for, available assistance in, and how to request changes to academic, living, transportation and working situations, or protective measures. The College will comply with a student's reasonable request for a living and/or academic situation change following an alleged incident of Sex Discrimination. The College will make such accommodations and provide such protective measures, with or without a complaint, even when an individual asks to keep a reported violation of this Policy confidential or requests that Dunwoody not investigate the matter, and regardless of whether an individual chooses to report to law enforcement.

Examples of possible supportive measures may include, without limitation:

- Establishing a no-contact order prohibiting the parties involved from communicating with each other.
- Changing an individual's dining arrangements.
- Assistance in finding alternative housing.
- Special parking arrangements.
- Changing an individual's student or employee status or job responsibilities.
- Changing an individual's work or class schedule.
- Providing academic accommodations or providing assistance with academic issues.
- Providing security escorts.
- Providing a temporary cellphone.
- Access to counseling and medical services.
- Making information about orders for protection and harassment restraining orders available to a complainant.
- Assistance identifying an advocate to help secure additional resources or assistance, including off-campus and community advocacy, support, and services.
- For students who choose to transfer to another institution: At the student's request, providing information about resources for victims of Sexual Assault at the institution to which the student is transferring.

The College determines which measures are appropriate for a particular individual on a case-by-case basis. Such measures will vary based on the particular facts and circumstances, including, but not limited to, the specific need expressed by the individual, the age of the individuals involved, the severity or pervasiveness of the allegations, any continuing effects on the individual, whether the complainant and respondent share the same dining hall, class, transportation, or job location, and whether other judicial measures have been taken to protect the individual. The Title IX Coordinator will be responsible for determining what measures will be put in place.

To request an accommodation or supportive measure, individuals should contact the Title IX Coordinator. Individuals also should contact the Title IX Coordinator to request modification or termination to an accommodation or supportive measure if circumstances change materially.

The College will maintain as confidential any supportive measures provided to an individual, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the

accommodations or protective measures. The College will only disclose information necessary to provide the accommodations or protective measures in a timely manner to individuals who need to know the information in order to effectively provide the accommodations or protective measures. The Title IX Coordinator will determine what information about an individual should be disclosed and to whom this information will be disclosed based on the facts and circumstances of the specific situation and the accommodation to be provided. The College will inform the individual before sharing personally identifying information that the College believes is necessary to provide an accommodation or protective measure. The College will tell the individual which information will be shared, with whom it will be shared, and why it will be shared. If the individual is a student with a disability, the Title IX Coordinator may consult, as appropriate, with the Associate Dean of Student Affairs to determine how to comply with Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

The College may, as it determines appropriate, continue, modify, or terminate supportive measures at the conclusion of the formal or informal resolution process or following other material changes in circumstance.

Additional services are available on campus and/or in the community, as described in Section 0. Resources at the end of this Policy and on Dunwoody's website.

Any concern about a violation of a supportive measure should be reported to the Title IX Coordinator promptly. Complaints of a violation of a supportive measure will be handled as discussed in Section 0. Complaints of Related Misconduct below.

Opportunity to Seek Modification of Supportive Measures

A complainant or respondent may seek modification or reversal of the Title IX Coordinator's decision to provide, deny, modify, or terminate supportive measures available to that party. To seek modification or reversal, the party must submit an objection, in writing, to Craig Heinen, Chief Human Resources Officer, within two (2) calendar days of the Title IX Coordinator communicating the applicable decision regarding the supportive measure.

Craig Heinen, Chief Human Resources Officer, will review the party's concern and determine whether the Title IX Coordinator's decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures.

V. Non-Participation and Silence

Either party may decline, at any time, to provide information or participate further in the complaint resolution process. If, at any time during the complaint resolution process, a party decides not to participate, the College may still proceed with the complaint resolution process and make a determination based upon the information available. If at any time the complainant declines to participate in the process, the College's ability to meaningfully investigate and adjudicate a complaint may be limited. In such cases, the College may proceed with the complaint resolution process and make a determination based upon

the information available. The respondent also has the right to decline to participate in the complaint resolution process. In such cases, the College may proceed with the complaint resolution process and make a determination based upon the information available. A complainant's silence in response to a respondent's denials or defenses will not necessarily be viewed as an admission of the denials or defenses, but may leave the respondent's denials or defenses undisputed. Similarly, a respondent's silence in response to a complainant's allegation will not necessarily be viewed as an admission of the allegation, but may leave the complainant's allegations undisputed.

Even if a party decides not to participate or chooses to stop participating at a phase of the process, the party will still be given the option to participate during additional phases of the process.

The decisionmaker will not draw an inference about the determination regarding responsibility based solely on a party's lack of participation or refusal to answer questions during the complaint resolution process. However, the decisionmaker may consider a party's or witness's refusal to answer one or more questions when determining how much weight to give the party's or witness's statements.

W. Obligation to Act in Good Faith

Reports and complaints of alleged Sex Discrimination should be made only in good faith.

An allegation that a person has violated the obligation to act in good faith will be handled through the procedures identified below in Section 0. Complaints of Related Misconduct.

X. Obligation to Be Truthful

All parties and witnesses have an obligation to be truthful in this process. Comments or actions intended to influence other individuals to not be truthful in the complaint resolution process also violate this Policy. A determination as to whether Sex Discrimination occurred, alone, is not a sufficient basis to find that a party, witness, or others participating in the complaint resolution process violated the obligation to be truthful. An allegation that a person has violated the obligation to be truthful will be handled through the procedures identified in Section 0. Complaints of Related Misconduct below.

Y. Conflicts of Interest and Bias

If a complainant or respondent has any concern that any individual acting for Dunwoody under this Policy has a conflict of interest or bias, for or against complainants or respondents generally or for or against the individual complainant or respondent, such concern should be reported in writing to the Title IX Coordinator. Any concern regarding a conflict of interest or bias must be submitted within two (2) calendar days after receiving notice of the person's involvement in the process. The Title IX Coordinator will review the concerns and take appropriate steps to ensure that no conflicts of interest or bias exist on the part of anyone investigating or adjudicating a complaint under this Policy.

If a complainant or respondent has any concern that the Title IX Coordinator has a conflict of interest or bias, such concern should be reported in writing to Craig Heinen, Chief Human Resources Officer. If the

Title IX Coordinator has a conflict of interest with respect to a complaint, the College's Chief Human Resources Officer shall appoint an alternate person to oversee adherence to the this Policy with respect to the complaint at issue. If the Title IX Coordinator and Chief Human Resources Officer have a conflict of interest with respect to a complaint, the Dean of Students shall ensure that the College puts in place appropriate safeguards under the circumstances to ensure that the institution promptly and equitably responds to the complaint, including, but not limited to, appointment of alternate individuals to oversee adherence to this Policy.

The parties should be mindful that the College has a small and close-knit campus community. That a party simply knows an individual acting for the College under this Policy or has had some limited interaction with such individual generally will not be deemed a disqualifying conflict of interest or bias in most instances. However, the College encourages the parties to bring any concern of conflict of interest or bias to the Title IX Coordinator's attention for consideration.

Z. Time Frames for Resolution

The College is committed to the prompt and equitable resolution of allegations of Sex Discrimination. As is discussed in more detail above and below, this Policy provides different procedures depending on the particular circumstances of a case, including the type of Sex Discrimination that is alleged and the status of the parties involved. The time frames for each phase of the different procedures are as follows:

i *General Grievance Procedure (Allegations of Non-Harassment Sex Discrimination and Allegations of Sex-Based Harassment Where Neither Party Is a Student)*

Specific time frames for each phase of the complaint resolution process for complaints involving allegations of Non-Harassment Sex Discrimination and allegations of Sex-Based Harassment where neither party is a student are set forth in Section O. Procedures for Sex Discrimination Complaint Resolution below. Each phase of the process will generally be as follows:

- Review of complaint and notice of allegations to the parties: ten (10) calendar days
- Investigation: fifty (50) calendar days
- Decisionmaker review of preliminary investigation report, meetings with parties and witnesses (if applicable), and issuance of investigation report: twenty-one (21) calendar days
- Review of relevant and not otherwise impermissible evidence and investigation report and written response: appropriate timeframe is determined on a case-by-case basis
- Determination: twenty-five (25) calendar days
- Appeal: twenty (20) calendar days

ii *Heightened Grievance Procedure (Allegations of Sex-Based Harassment Involving At Least One Student Party)*

Specific time frames for each phase of the complaint resolution process for complaints involving allegations of Sex-Based Harassment involving at least one student party are set forth in Section O.

Procedures for Sex Discrimination Complaint Resolution below. Each phase of the process will generally be as follows:

- Review of complaint and notice of allegations to the parties: ten (10) calendar days
- Investigation: fifty (50) calendar days
- Review of relevant and not otherwise impermissible evidence and investigation report and written response: appropriate timeframe is determined on a case-by-case basis
- Live Hearing (if applicable) and Determination: twenty-five (25) calendar days
- Appeal: twenty (20) calendar days

In any Sex Discrimination complaint resolution process, the process may include additional days between these phases as the College transitions from one phase to another.

Circumstances may arise that require the extension of time frames based on the complexity of the allegations, the number of witnesses involved, the availability of the parties involved, the addition of new parties or new allegations to an amended notice of allegations, the availability of witnesses, the effect of a concurrent criminal investigation, unsuccessful attempts at informal resolution, any intervening school break, the need for language assistance or accommodation of disabilities, or other unforeseen circumstance.

In cases where an alleged incident has also been reported to law enforcement, the College will not delay its complaint resolution process in order to wait for the conclusion of a criminal investigation or proceeding. The College will, however, comply with valid requests by law enforcement for cooperation in a criminal investigation. As such, the College may need to delay temporarily an investigation under this Policy while law enforcement is in the process of gathering evidence. This process typically takes seven (7) to ten (10) calendar days. Once law enforcement has completed its gathering of evidence, the College will promptly resume and complete its investigation and resolution procedures.

To the extent additional time is needed during any of the phases of the process discussed above and further below, Dunwoody will notify all parties of the delay and the reasons for it. When a time frame for a specific phase of the process, as set forth below, is less than five (5) calendar days, Dunwoody may, in its discretion, use business days to calculate the time frame deadline. Efforts will be made to complete the process in a timely manner balancing principles of thoroughness, fundamental fairness, and promptness.

Complainants are encouraged to begin the complaint resolution process as soon as possible following an alleged Sex Discrimination incident. There is no statute of limitation for reporting prohibited conduct to Dunwoody under this Policy; however, Dunwoody's ability to respond may diminish over time, as evidence may erode, memories may fade, and respondents may no longer be affiliated with the College. If a complaint is brought forward more than four (4) calendar years after an alleged incident, the College, in its discretion, may decline to process a complaint under these procedures, but reserves the right to take other administrative action as appropriate depending on the specific circumstances of the complaint, and will provide reasonably appropriate supportive measures, assist the complainant in identifying external

reporting options, and take reasonable steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. If the respondent is still a member of the Dunwoody community as a student or employee, the complaint generally will be processed under these procedures.

AA. Presumption of Non-Responsibility

The presumption is that the respondent is not responsible for a policy violation. The respondent is presumed not responsible until a determination regarding responsibility is made at the conclusion of the complaint resolution process. The respondent will be deemed responsible for a policy violation only if the appointed decisionmaker concludes that there is sufficient evidence, by a “preponderance of evidence,” to support a finding that the respondent more likely than not engaged in Sex Discrimination.

BB. Application of Policy

When the College receives a complaint of a violation of this Policy, the College will generally apply the prohibited conduct definitions from the policy that was in effect at the time of the alleged prohibited conduct.

For prohibited conduct alleged to have occurred from August 14, 2020 to July 31, 2024, the College will conduct a grievance procedure that complies with the regulatory requirements in place during that time period. For conduct alleged to have occurred outside of that time period, Dunwoody will generally apply the complaint resolution procedures that are in effect at the time the complaint is made.

CC. Reservation of Flexibility

The procedures set forth in this Policy reflect Dunwoody’s desire to respond to complaints in good faith and in compliance with legal requirements. Dunwoody recognizes that each case is unique and that circumstances may arise which require that it reserve some flexibility in responding to the particular circumstances of the matter. Dunwoody reserves the right to modify the procedures or to take other administrative action as appropriate under the circumstances.

In instances where a complaint is made against an individual who is not a student or employee of the College, in instances when the alleged conduct took place outside of the United States, and in instances when the conduct alleged, if true, would meet only the Sexual Exploitation definition and not any other Prohibited Conduct definitions in this Policy, the College reserves discretion to use a process or procedures other than those outlined below, as appropriate under the circumstances.

Procedures for Sex Discrimination Complaint Resolution

When the College receives a complaint of potential Sex Discrimination, the College will promptly and equitably respond pursuant to the guidelines and procedures set forth below.

As discussed above in Section 0. General Provisions for Complaint Resolution Process different procedures apply to the complaint resolution process depending on the particular circumstances of a case, including

the type of Sex Discrimination that is alleged and the status of the individuals involved. Further information about the different procedures is provided below.

DD. Initial Meeting Between Complainant and Title IX Coordinator

In most cases, the first step of the complaint resolution process is a preliminary meeting between the complainant and the Title IX Coordinator. The purpose of the preliminary meeting is to allow the Title IX Coordinator to gain a basic understanding of the nature and circumstances of the report or complaint; it is not intended to be an investigation interview.

As part of the initial meeting with the complainant, the Title IX Coordinator will:

- Assess the nature and circumstances of the allegation;
- Address immediate needs of the complainant and the campus, in consultation with appropriate campus officials;
- Notify the complainant of the right to contact law enforcement and seek medical treatment, if applicable;
- Notify the complainant of the importance of preservation of evidence;
- Provide the complainant with information about on- and off-campus resources;
- Notify the complainant of available supportive measures with or without filing a complaint;
- Provide the complainant with an explanation of the procedural options, including how to file a complaint (if the complainant has not already done so) and the complaint resolution process, including the informal resolution process and, as applicable, the General Grievance Procedure or Heightened Grievance Procedure;
- Advise the complainant of the right to have an advisor of choice, as applicable under this Policy;
- Discuss the complainant's expressed preference for the manner of resolution and any barriers to proceeding; and
- Explain Dunwoody's policy prohibiting Retaliation.

The Title IX Coordinator will assess any report or complaint received to determine the applicable Dunwoody policy, if any. If the alleged conduct, if true, would not be a violation of this Policy, but would violate another Dunwoody policy, the Title IX Coordinator will generally refer the matter to another applicable disciplinary procedure. The Title IX Coordinator also has discretion to take no further action if it is determined that the alleged conduct, if true, would not violate any Dunwoody policy.

EE. Complaint and Notice of the Allegations

The filing of a complaint typically begins the complaint resolution process under this Policy. Generally, the complainant files a complaint with the Title IX Coordinator. However, as is discussed further above in Section I.D. Requests for Confidentiality or Non-Action, in some cases, the College may move forward with a complaint resolution process even if the complainant chooses not to make or move forward with a complaint. Additionally, complaints of Non-Harassment Sex Discrimination may be brought by any

student, employee, or other person who was participating or attempting to participate in Dunwoody's education program or activity at the time of the alleged discrimination.

Complaints of Sex Discrimination should be made through the Title IX Coordinator.

As discussed above, when the Title IX Coordinator has received a complaint, the Title IX Coordinator will assess the complaint to determine if it states any allegations of Sex Discrimination. If the complaint alleges Sex Discrimination, the Title IX Coordinator will provide a written notice of allegations to the parties who are known. The written notice will include:

- Notice of the College's complaint resolution process, including the informal resolution process;
- Notice of the allegations, including the identities of the parties involved in the incident(s), if known, the conduct allegedly constituting Sex Discrimination, and the date and location of the alleged incident, if known;
- A statement that Retaliation is prohibited;
- A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence;
- A statement that the respondent is presumed not responsible for the alleged conduct until a determination is made at the conclusion of the complaint resolution process;
- A statement that prior to the determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker;
- In matters where each party is permitted to have an advisor as described in Section 2. Right to an Advisor above, a statement that parties may have an advisor of choice and that advisor may be, but is not required to be, an attorney;
- Notice of policy provisions that prohibit knowingly making false statements or knowingly submitting false information during the complaint resolution process, including in Section I.X. Obligation to Be Truthful above.

If the College decides to investigate allegations about the complainant or respondent that are not included in the notice provided, the notice will be updated to provide notice of the additional allegations to the parties whose identities are known.

In addition, upon receiving a complaint, the Title IX Coordinator will make a preliminary determination of the procedures that will apply to the complaint resolution process.

When the Title IX Coordinator has received a complaint of Sex Discrimination, the Title IX Coordinator will also meet with the respondent and will:

- Notify the respondent of the complaint and alleged policy violations;
- Provide the respondent an explanation of the complaint resolution process, including the informal resolution process and, as applicable, the General Grievance Procedures or Heightened Grievance Procedures;
- Notify the respondent of the importance of preservation of evidence;

- Notify the respondent of any supportive measures that have been put in place that directly relate to the respondent (i.e., no-contact directive);
- Notify the respondent of available supportive measures;
- Provide the respondent with information about on- and off-campus resources;
- Advise the respondent of the right to have an advisor of choice, as applicable under this Policy; and
- Explain Dunwoody's policy prohibiting Retaliation.

This stage of initial review of the complaint by the Title IX Coordinator and initial notice of the allegations to the parties generally will take no more than ten (10) calendar days. In some cases, more time may be required. If Dunwoody has reasonable concerns for the safety of any person as a result of providing the notice of allegations to the parties, Dunwoody may reasonably delay providing written notice of the allegations in order to address the safety concern appropriately.

FF. Investigation of Other Dunwoody Policy Violations

If a complaint of Sex Discrimination also implicates alleged violations of other Dunwoody policies, the Title IX Coordinator, in coordination with other appropriate school officials, will evaluate the allegations to determine whether the investigation of the alleged Sex Discrimination and the other alleged policy violations may be appropriately investigated together without unduly delaying the resolution of the Sex Discrimination complaint. Where the Title IX Coordinator, in coordination with other appropriate school officials, determines that a single investigation is appropriate, the determination of responsibility for each of the alleged policy violation will be evaluated under the applicable policy. The adjudication may be conducted in accordance with this Policy or the adjudication of the other policy violation may be conducted separately from the adjudication of the alleged Sex Discrimination.

Note that individuals who make a good faith report of Sex Discrimination, and individuals who participate in a Sex Discrimination complaint resolution process, will not be disciplined by Dunwoody for certain violations of Dunwoody policies in which they might have engaged in connection with the reported incident, consistent with Section I.L. Amnesty above.

GG. Consolidation of Complaints

The College reserves the right to consolidate complaints into one complaint resolution process as to allegations of Sex Discrimination against more than one respondent, by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Sex Discrimination arise out of the same facts or circumstances. If one of the complaints to be consolidated is a complaint implicating the Heightened Grievance Procedure, the Heightened Grievance Procedure will apply to the consolidated complaint resolution process. When more than one complainant or more than one respondent is involved in a matter, references in this Policy to a party, complainant, or respondent include the plural, as applicable.

HH. Informal Resolution Process

At any time prior to reaching a determination regarding responsibility, the College may facilitate an informal resolution process. In cases involving allegations of Sexual Assault or more serious Sex Discrimination, informal resolution may not be appropriate.

If the complainant, the respondent, and the College all agree to pursue an informal resolution, the Title IX Coordinator will attempt to facilitate a resolution that is agreeable to all parties. The Title IX Coordinator will not be an advocate for either the complainant or the respondent in the informal resolution process, but, rather, will aid in the resolution of the complaint in a non-adversarial manner. Under the informal process, the College will only conduct such fact-gathering as is useful to resolve the complaint and as is necessary to protect the interests of the parties, the College, and the College community.

The College will not compel a complainant or respondent to engage in mediation, to directly confront the other party, or to participate in any particular form of informal resolution. Participation in informal resolution is voluntary, and the complainant and respondent have the option to discontinue the informal process and request a formal resolution process at any time prior to reaching an agreed upon resolution. In addition, the College also always has the discretion to discontinue the informal process and move forward with a formal resolution process. If at any point during the informal resolution process prior to reaching an agreed upon resolution, the complainant or respondent or the College wishes to cease the informal resolution process and to proceed through the formal resolution process, the informal resolution process will stop and the formal resolution process outlined below will be invoked.

Prior to engaging in an informal resolution process, the College will provide the parties with a written notice disclosing: the allegations; the requirements of the informal resolution process; that, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the formal resolution process; that the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming a formal resolution process arising from the same allegations; the potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and what information the College will maintain and whether and how the College could disclose such information for use in the complaint resolution process if those procedures are initiated or resumed. In addition, the College will obtain the parties' voluntary, written consent to the informal resolution process.

Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of the College to stop, remedy, and prevent policy violations. Informal resolution may involve the imposition of individual and community remedies designed to maximize the complainant's access to the educational and extracurricular activities of the College. Examples of potential remedies are provided above in Section I.U. Supportive Measures. The proposed resolution may also include other institutional responses, requirements, or sanctions imposed on the

respondent, including but not limited to restrictions on contact and restrictions on the respondent's participation in one or more of Dunwoody's programs or activities or attendance at specific events.

The informal resolution process ends when a resolution has been reached or when the complainant, the respondent, or the College terminates the process. A successful informal resolution results in a binding agreement between the parties. If the parties to the complaint and the College agree in writing to the terms and conditions of a proposed resolution within five (5) calendar days of the Title IX Coordinator presenting the proposed resolution to the parties, the case will be resolved without further process under this procedure. If all parties to the complaint and the College do not agree in writing to the terms and conditions of the proposed resolution within five (5) calendar days of the Title IX Coordinator presenting the proposed resolution to the parties, the complaint will generally be referred to the formal resolution process.

Appeals are not allowed in cases where the parties have agreed to an informal resolution of the matter.

The informal resolution process generally will take no more than fifteen (15) calendar days. In some cases, more time may be required.

If the College facilitates an informal resolution process, the Title IX Coordinator will also take other appropriate prompt and effective steps to ensure that Sex Discrimination does not continue or recur within the College's education program or activity.

II. Formal Resolution Process

If the complaint is not processed or resolved through the informal resolution process discussed above, the complaint will be processed according to the formal resolution process outlined below.

i Investigation

The Title IX Coordinator will designate one or more investigators to conduct an adequate, reliable, and impartial investigation. When more than one investigator is appointed, references in this Policy to an investigator include the plural, as applicable.

Dunwoody will ensure that the investigator has received the appropriate training, is impartial, and is free of any conflict of interest or bias for or against complainants and respondents generally and for or against the complainant and respondent in the case. Dunwoody reserves the right to appoint any trained investigator who is free of conflict of interest or bias, including a third-party investigator. The parties will receive written notice of the investigator appointed. If any party has a concern that the investigator has a conflict of interest or bias, the party should report the concern in writing as indicated in Section I.Y. Conflicts of Interest and Bias above.

The investigator will conduct the investigation in a manner appropriate to the circumstances of the case, which will typically include audio-recorded interviews with the complainant, the respondent, and any witnesses. The complainant and respondent will have an equal opportunity to advise the investigator of

any witnesses they believe should be interviewed, other inculpatory and exculpatory evidence they believe should be reviewed by the investigator, and questions they believe the investigator should ask the other party or witnesses, including questions challenging credibility. In cases under the Heightened Grievance Procedure (allegations of Sex-Based Harassment involving at least one student party), any witness that a party wishes to call at a hearing must be suggested as part of the investigation process, prior to the issuing of the investigation report, unless extraordinary circumstances exist as determined by the decisionmaker, in consultation with the Title IX Coordinator.

The investigator, in consultation with the Title IX Coordinator, has discretion to assess the relevancy of any proposed witnesses, evidence, and questions, and to determine which interviews to conduct, including the discretion to conduct interviews of individuals not identified by the parties. The investigator may also decline to ask a question or questions suggested by the parties. The interviews will be supplemented by the gathering of any physical, documentary, or other evidence, as appropriate and available.

The parties will be informed of a close of evidence date. The parties must submit any and all information and evidence they would like considered as part of the investigation by the close of evidence date. After the close of evidence date, the parties will not be permitted to submit new or additional evidence that existed prior to the close of evidence date, unless the investigator, in consultation with the Title IX Coordinator, determine(s) otherwise. In cases under the Heightened Grievance Procedure (allegations of Sex-Based Harassment involving at least one student party), all evidence a party wishes to offer or refer to at the hearing must have been provided as part of the investigation process, prior to the close of evidence, unless extraordinary circumstances exist as determined by the decisionmaker, in consultation with the Title IX Coordinator.

General Grievance Procedure: For matters under the General Grievance Procedure, the investigator generally will compile a preliminary investigation report for the decisionmaker's review in determining whether credibility is in dispute and relevant to evaluating one or more allegations in the complaint. The preliminary investigation report will fairly summarize the relevant and not otherwise impermissible evidence and, at the investigator's discretion, may include, as applicable: the complaint; the notice of allegations; any other relevant and not otherwise impermissible evidence obtained during the investigation; and the investigator's report of the investigation.

Heightened Grievance Procedure: For matters under the Heightened Grievance Procedure, the investigator generally will compile an investigation report that fairly summarizes the relevant and not otherwise impermissible and, at the investigator's discretion, may include, as applicable: the complaint; the notice of allegations; any other relevant and not otherwise impermissible evidence obtained during the investigation; and the investigator's report of the investigation.

The preliminary investigation report, if applicable, and investigation report will be forwarded to the Title IX Coordinator. The Title IX Coordinator will review and has the discretion to ask the investigator for clarification, additional investigation, and/or to have information added, removed, or redacted from the preliminary investigation report and/or investigation report.

Dunwoody will strive to complete the investigation within (i) fifty (50) calendar days from the date the investigator is appointed or (ii) if, after the date the investigator is appointed, the parties receive an amended notice of allegations that includes new allegations or new parties, fifty (50) calendar days from the date of the amended notice of allegations. This time frame may be extended depending on the circumstances of each case.

ii *Decisionmaker Review and Individual Meetings (General Grievance Procedure Only)*

In cases under the General Grievance Procedure (allegations of Non-Harassment Sex Discrimination and allegations of Sex-Based Harassment where neither party is a student), at the conclusion of the investigation, the Title IX Coordinator will designate a decisionmaker to complete a prompt and equitable adjudication. Typically, a single decisionmaker will be appointed to each case but the College reserves the right to appoint additional decisionmakers. References in this Policy to a decisionmaker include the plural, as applicable. Dunwoody reserves the right to appoint any trained decisionmaker who is free from conflict of interest or bias, including third-party decisionmakers. If any party has a concern that the decisionmaker has a conflict of interest or bias, the party should report the concern in writing as indicated in Section I.Y. Conflicts of Interest and Bias above.

The decisionmaker will review the preliminary investigation report to determine whether credibility is in dispute and relevant to evaluating one or more allegations in the complaint.

If the decisionmaker determines credibility is not in dispute or is not relevant to evaluating any allegations in the complaint, the matter will proceed to the next phase as described below in Section I.II.iii. Access to Relevant Evidence and Investigation Report.

If the decisionmaker determines credibility is in dispute and relevant to evaluating one or more allegations in the complaint, the decisionmaker will conduct individual meetings with each party and witness whose credibility is relevant and will ask questions to adequately assess each individual's credibility.

In cases where the decisionmaker conducts individual meetings, the preliminary investigation report will be updated to reflect the information obtained during those meetings. The Title IX Coordinator will review the investigation report and has the discretion to ask the investigator for clarification, additional investigation, and/or to have information added, removed, or redacted from the investigation report.

Dunwoody generally will strive to complete the decisionmaker review of the preliminary investigation report, questioning of parties and witnesses (if applicable), and issuing the investigation report within twenty-one (21) calendar days from the date the decisionmaker receives the preliminary investigation report. This time frame may be extended depending on the circumstances of each case.

iii *Access to Relevant Evidence and Investigation Report*

The parties will have an equal opportunity to access: (1) the evidence that is relevant to the allegations of Sex Discrimination and not otherwise impermissible and (2) the investigation report. In cases involving

allegations of (1) Sex-Based Harassment with at least one student party (the Heightened Grievance Procedure) or (2) Sexual Assault, Dating Violence, Domestic Violence, and Stalking where neither party is a student, each party's advisor will also receive access to the evidence that is relevant to the allegations and not otherwise impermissible and to the investigation report. The Title IX Coordinator will provide access to such evidence and the investigation report to each party and advisor, if applicable, in electronic format. The parties will have a period to review the evidence and investigation report and prepare a written response to the evidence (the "Written Response Statement"). The Title IX Coordinator will determine a reasonable time period for the review and response period and a reasonable word limit for the Written Response Statement on a case-by-case basis considering the complexity of the allegations and volume of the evidence and investigation report, among other relevant factors. The Title IX Coordinator will communicate the deadline and word limit for the Written Response Statement when the parties receive access to the evidence and the investigation report.

The Written Response Statement may be used as an opportunity to clarify information contained in the relevant and not otherwise impermissible evidence and investigation report, to identify evidence previously provided to the investigator that was not included in the relevant and not otherwise impermissible evidence or investigation report which the party believes is relevant, and to respond to evidence submitted by the other party or witnesses. While the parties in a Heightened Grievance Procedure and employees in a case involving allegations of Sexual Assault, Domestic Violence, Dating Violence, and Stalking may be assisted by their advisors in preparation of the Written Response Statement, the Written Response Statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. The parties may not address each other in the Written Response Statement.

The parties and parties' advisors (if applicable) may use the evidence and investigation report reviewed at this step only for purposes of participating in the complaint resolution process and are prohibited from disseminating or otherwise sharing the evidence or investigation report with any other individual. Prior to being provided the relevant and not otherwise impermissible evidence and investigation report, the parties and parties' advisors (if applicable) will be required to sign a non-disclosure agreement agreeing to such terms. The College will take steps to address any unauthorized disclosure of information or evidence obtained solely through the complaint resolution process which may include but is not limited to disciplinary action. See Section O. Complaints of Related Misconduct below.

The Title IX Coordinator and/or the investigator will review the parties' Written Response Statements. Based on the statements, the Title IX Coordinator has the discretion to ask the investigator for clarification, additional investigation, and/or to have information removed or redacted from the investigation report. In addition, the Title IX Coordinator may remove or redact any portions of the parties' Written Response Statements that exceed the word limit of the statements or that otherwise exceed the permitted scope of information that may be considered in the complaint resolution process (such as treatment records without consent, information subject to a legal privilege without a waiver, or evidence relating to the complainant's sexual interest or prior sexual conduct if an exception does not apply).

iv *Live Hearing (Heightened Grievance Procedure Only)*

In matters under the Heightened Grievance Procedure (allegations of Sex-Based Harassment involving at least one student party), the Title IX Coordinator will generally designate a panel of three individuals to serve as the decisionmaker. References in this Policy to a decisionmaker include the plural, as applicable. The College reserves the right to appoint any trained individual who is without conflict or bias as decisionmaker, including third-party decisionmakers. If any party has a concern that a decisionmaker has a conflict of interest or bias, the party should report the concern in writing as indicated in Section I.Y. Conflicts of Interest and Bias above.

The Title IX Coordinator will compile the adjudication file including the investigation report and attachments and other information at the Title IX Coordinator's discretion.

The decisionmaker will review the adjudication file to determine whether credibility is in dispute and relevant to evaluating one or more allegations in the complaint.

If the decisionmaker determines credibility is not in dispute or is not relevant to evaluating any allegations in the complaint, the matter will proceed to the determination phase described below in Section I.II.v. Determination.

If the decisionmaker determines credibility is in dispute and relevant to evaluating one or more allegations in the complaint, the decisionmaker will conduct a live hearing.

At the live hearing, each party may propose questions the party wants asked of any party or witness. The decisionmaker will determine whether each proposed question is relevant and not otherwise impermissible. If the question is relevant and not otherwise impermissible, the decisionmaker will ask the question of the party or witness, unless the question is unclear or harassing of the party or witness being questioned. The decisionmaker will explain any decision to exclude a question as not relevant or otherwise impermissible. If the decisionmaker determines a question is unclear or harassing, the decisionmaker will give the party an opportunity to clarify or revise the question. If the party sufficiently clarifies or revises a question so that the question is relevant and not otherwise impermissible and not unclear or harassing, the decisionmaker will ask the question.

The hearing will generally be held by videoconference with the parties, witnesses, and decisionmaker located in separate locations and technology enabling the decisionmaker and parties to simultaneously see and hear the party or the witness who is speaking. The College reserves the right to determine that a hearing will instead be conducted with all participants, including the parties, witnesses, and the decisionmaker physically present in the same location. In the event that the live hearing is held with the participants in the same location, at the request of either party, the College will provide for the parties to be located in separate rooms with technology enabling the decisionmaker and parties to simultaneously see and hear the party or witness who is speaking.

The College will create an audio or audiovisual recording, or transcript, of any live hearing and, upon request, will make it available to the parties for inspection and review.

Additional procedures for the live hearing will be provided to the parties in advance of a live hearing. Please contact the Title IX Coordinator for more information.

V *Determination*

The decisionmaker will evaluate the relevant and not otherwise impermissible evidence for its persuasiveness. In matters under the General Grievance Procedure, this will include the investigation report and attachments, including information gathered at the decisionmaker meetings (if any), and other information at the Title IX Coordinator's discretion provided to the decisionmaker. In matters under the Heightened Grievance Procedure, this will include the investigation report and attachments, the information gathered during the live hearing (if any), and other information at the Title IX Coordinator's discretion provided to the decisionmaker. The decisionmaker may, in their discretion, request additional information from the investigator or another appropriate individual, request additional investigation by the investigator, schedule additional decisionmaker meetings with one or more parties or witnesses for the purpose of assessing credibility (if applicable), or schedule an additional live hearing for the purpose of assessing credibility (if applicable). If additional information is shared with or gathered by the decisionmaker, the parties will be notified and provided access to that information.

The decisionmaker will apply the preponderance of the evidence standard to determine whether it is more likely than not that the respondent engaged in a violation of the policy. The presumption is that the respondent is not responsible for a policy violation. The respondent will be deemed responsible for a policy violation only if the decisionmaker concludes that there is sufficient evidence, by a "preponderance of evidence," to support a finding that the respondent engaged in Sex Discrimination.

The decisionmaker will not draw an inference about the determination regarding responsibility based solely on a party's lack of participation or refusal to answer questions in the complaint resolution process. However, the decisionmaker may consider a party's or witness's refusal to answer one or more questions when determining how much weight to give the party's or witness's statements.

Lie detector test results will not be considered credible by the decisionmaker in the decision-making process. Character evidence and allegations of prior bad acts by a party without a finding of responsibility by Dunwoody or a court of law will generally be given little weight, if any, by the decisionmaker in the decision-making process.

If the decisionmaker determines that the respondent is responsible for a policy violation, the decisionmaker typically will then determine what sanctions and remedies are warranted. The Title IX Coordinator has discretion to appoint a different sanctioning officer as they determine appropriate. Dunwoody reserves the right to appoint any trained sanctioning officer who is free from conflict of interest or bias, including third-party sanctioning officers. As part of that determination of sanctions/remedies, the Title IX Coordinator may, in their discretion, provide the decisionmaker/sanctioning officer with

information regarding previous violations of this Policy or other Dunwoody policies by the respondent, if any. If such information is shared with the decisionmaker/sanctioning officer, the parties will be notified and provided access to that information.

When a respondent is found not responsible for a Policy violation, but nevertheless is found to have engaged in inappropriate conduct—for example, inappropriate remarks that do not rise to the level of a violation of this Policy—Dunwoody may, in its discretion, require the respondent to receive appropriate education and/or training. Dunwoody may also recommend counseling or other support services for the respondent.

vi *Sanctions and Remedies*

The decisionmaker or sanctioning officer will impose sanctions and/or remedies as necessary to end the misconduct, prevent its recurrence, and address its effects. The College reserves the right to take whatever measures it deems necessary in response to an allegation of Sex Discrimination in order to protect the rights and personal safety of the complainant, students, faculty, staff, and other Dunwoody community members and to ensure that Sex Discrimination does not continue or recur within the education program or activity. These measures may be both remedial (designed to address a complainant's safety and well-being and continued access to educational or workplace opportunities) and/or sanctions (involving action against a respondent). Not all forms of Sex Discrimination will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions depending on the severity of the offense. The College also reserves the right to impose different sanctions if the respondent has previously been found responsible for a violation of Dunwoody policy.

Individuals who are found responsible under this Policy may face sanctions as appropriate for students, employees, visitors, or others, including, but not limited to the following sanctions. Each of these sanctions and other sanctions may be imposed alone or in combination for a respondent found responsible for Sex Discrimination:

- verbal warning;
- written warning;
- probation;
- suspension, with reinstatement requirements that could include behavioral contracts, required attendance at educational programs, required assessment or counseling, and other potential conditions on reinstatement;
- expulsion;
- withholding of diploma or degree for a defined period of time or until the completion of assigned sanctions;
- temporary or permanent revocation of degree;
- revocation of admission to Dunwoody;
- temporary or permanent restricted access to areas of campus, and campus events, activities, organizations or courses;
- temporary or permanent removal from class or living or housing assignment;

- conditions upon presence on campus or at college events;
- no trespass or no-contact orders;
- required attendance at an educational training or meetings;
- writing a reflection paper;
- behavioral contracts;
- required assessment or counseling;
- community service hours;
- loss of salary or benefit such as travel funding;
- suspension of promotion and salary increments, with reinstatement requirements that could include behavioral contracts, required attendance at educational programs, required assessment or counseling, and other potential conditions on reinstatement;
- removal or non-renewal of scholarships or honors;
- transfer or change of job or responsibilities;
- demotion;
- termination of employment;
- payment of restitution or costs incurred.

When an investigation reveals that a campus organization (such as a student club, athletic team, campus academic department, or staff/faculty committee) has committed or promoted behavior involving Sex Discrimination, the organization may be sanctioned. Sanctions to the organization may include, but are not limited to, loss of Dunwoody privileges (including, but not limited to, prohibition on the organization's participation in certain activities and the use of Dunwoody facilities), educational requirements for organization members, required additional oversight of organization activities, temporary loss of funding and/or loss of recognition by Dunwoody, and permanent loss of organization recognition, in addition to individual members of the organization who are determined responsible for a Policy violation being subject to the sanctions listed above. All campus organizations/departments are responsible for the actions of its members when they are operating on behalf of the organization/department.

Any concern about a violation of an imposed sanction should be reported to the Title IX Coordinator.

Remedies for the complainant are designed to restore or preserve equal access to Dunwoody's education program or activity. Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. Remedies, accommodations, and protective measures for the complainant include implementing or extending all or some of the following actions, without limitation:

- A mutual or one-sided no-contact order.
- Prohibiting an individual involved from being on Dunwoody property.
- Prohibiting an individual involved from participating in Dunwoody-sponsored events.
- Changing an individual's living or housing, or dining arrangements.
- Special parking arrangements.
- Changing an individual's student or employee status or job responsibilities.
- Changing an individual's work or class schedule.

- Providing academic accommodations or providing assistance with academic issues.
- Providing security escorts.
- Providing a temporary cell phone.
- Access to counseling.
- Making information about orders for protection and harassment restraining orders available to a complainant.
- Assistance identifying an advocate to help secure additional resources or assistance, including off-campus and community advocacy, support, and services.

Remedies designed to address the Dunwoody community include but are not limited to increased monitoring, supervision, and/or security at locations or in connection with activities where the prohibited conduct occurred or is likely to reoccur and targeted or broad-based educational programming or training for relevant persons or groups.

The Title IX Coordinator is responsible for effective implementation of any remedies.

vii *Notice of Determination*

The College will simultaneously send a written notice of the determination of the complaint to the complainant and respondent.

For complaints under the General Grievance Procedure (allegations of Non-Harassment Sex Discrimination and allegations of Sex-Based Harassment where neither party is a student): The written notice will include the determination as to whether Sex Discrimination occurred; the rationale for such determination; any disciplinary sanctions (if applicable); and the College's procedures for the complainant and respondent to appeal.

For complaints under the Heightened Grievance Procedure (allegations of Sex-Based Harassment involving at least one student party): The written notice will include a description of the alleged Sex-Based Harassment; information about the policies and procedures that Dunwoody used to evaluate the allegations; the decisionmaker's evaluation of the relevant and not otherwise impermissible evidence; the determination of whether Sex-Based Harassment occurred; the rationale for such determination; any disciplinary sanctions (if applicable); whether remedies will be provided to the complainant or any other students; and the College's procedures for the complainant and respondent to appeal.

In cases under the General Grievance Procedure, the written notice of determination will generally be received within twenty-five (25) calendar days from the date the decisionmaker received the adjudication file. In cases under the Heightened Grievance Procedure, the written notice of determination will generally be received within twenty-five (25) calendar days from the date the live hearing concluded or the date the decisionmaker received the adjudication file in the event that no live hearing is conducted. In some cases, more time may be required. The determination of the decisionmaker may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final and the sanctions, if any, will be effective.

viii *Dismissal of Complaint Prior to Adjudication*

The College may dismiss a complaint of Sex Discrimination for any of the following reasons:

- The College is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the College's education program or activity and is not employed by the College;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the College determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute Sex Discrimination; or
- The College determines the conduct alleged in the complaint, even if proven, would not constitute Sex Discrimination. Prior to dismissing on this ground, the College will make reasonable efforts to clarify the allegations with the complainant.

If dismissing an allegation of Sex-Based Harassment involving at least one student party based on the complainant's withdrawal of the complaint or allegations, the College will obtain the complainant's withdrawal in writing.

If the College dismisses a complaint, the College will promptly send written notice of the dismissal and the reasons for the dismissal to the complainant. If the dismissal occurs after the respondent has been notified of the allegations, then the College will also send written notice of the dismissal and the reasons for the dismissal to the respondent simultaneously.

The complainant and, if applicable, respondent, will also be notified of the opportunity to appeal the dismissal, as set forth in Section I.II.ix. Appeal below.

In the event that the College dismisses a complaint, the College will offer supportive measures to the complainant and to the respondent, if the respondent has been notified of the allegations. Additionally, the Title IX Coordinator will take other appropriate prompt and effective steps to ensure that Sex Discrimination does not continue or recur within the College's education program or activity.

ix *Appeal*

The parties may appeal in the following circumstances:

- Either the complainant or the respondent, if the respondent has received notice of the allegations, may appeal Dunwoody's decision to dismiss a complaint of Sex Discrimination.
- Under the General Grievance Procedure and Heightened Grievance Procedure, either the complainant or the respondent may appeal the decisionmaker's decision regarding responsibility.

Grounds for appeals are as follows:

- Procedural irregularity that would change the outcome;

- New evidence that would change the outcome and that was not reasonably available when the determination of responsibility or dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

a) *Submitting an Appeal*

A party may request an appeal by submitting a written appeal statement, not to exceed 2,000 words, challenging the outcome of the complaint resolution process. The written appeal statement must explain which of the grounds above the party is invoking for the appeal and how those grounds are met and must be received by the Title IX Coordinator within two (2) calendar days following the date that the notice of determination or dismissal was sent to the complainant and respondent. While the parties may be assisted by their advisors, if any, in preparation of the appeal, the appeal statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. Failure to file a timely appeal constitutes a waiver of any right to an appeal.

The Title IX Coordinator will review the appeal statement to determine whether the appeal states a permissible ground for appeal (as set forth above), such that the appeal will be considered. The Title IX Coordinator may remove or redact any portions of the appeal statement that exceed the word limit or that otherwise exceed the scope of information that may be considered in the complaint resolution process (such as treatment records without consent, information subject to a legal privilege without a waiver, or evidence relating to the complainant's sexual interest or prior sexual conduct if an exception does not apply).

If the Title IX Coordinator determines that the appeal states a permissible ground for appeal, the non-appealing party will be notified of the appeal and provided an opportunity to review the appeal statement and submit a written response in support of the outcome. In the case of an appeal of a dismissal made prior to notifying the respondent of the allegations, the respondent will also receive the notice of allegations. Any written response from the non-appealing party in support of the outcome must not exceed 2,000 words and must be submitted to the Title IX Coordinator within two (2) calendar days of receiving notice of the appeal. While the party may be assisted by their advisors, if any, in preparation of the responsive appeal statement, the responsive appeal statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf.

The Title IX Coordinator will review any responsive appeal statement and may remove or redact any portions of the statement that exceed the word limit or that otherwise exceed the scope of information that may be considered in the complaint resolution process (such as treatment records without consent, information subject to a legal privilege without a waiver, or evidence relating to the complainant's sexual interest or prior sexual conduct if an exception does not apply).

The Title IX Coordinator generally will compile an appeal file, which may consist of any information, documents, or other evidence that is provided to the appeal officer. Such information may include, the written appeal statement, the responsive appeal statement, the notice of determination, the adjudication file in its entirety or in part, any previously undiscovered evidence (if discovery of new evidence is a ground for the appeal), and any other information determined to be necessary for the appeal officer's decision, at the Title IX Coordinator's discretion.

The appeal file will be made available for review by the complainant and respondent. The Title IX Coordinator will provide a two (2) calendar day period for the complainant and respondent to have access to review the appeal file.

The parties and parties' advisors, if any, may use the appeal file reviewed at this step and any additional information reviewed during the consideration of the appeal (see below), only for purposes of participating in the complaint resolution process and are prohibited from disseminating or otherwise sharing the appeal file or additional information with any other individual. Prior to being provided access to the appeal file or any additional information, the parties and parties' advisors, if any, will be required to sign a non-disclosure agreement agreeing to such terms. Dunwoody will take steps to address any unauthorized disclosure of information or evidence obtained solely through the complaint resolution process which may include but is not limited to disciplinary action. See Section O. Complaints of Related Misconduct below.

Appeals generally will be considered by one appointed appeal officer designated by the Title IX Coordinator. Dunwoody reserves the right to appoint any trained appeal officer who is free of conflict of interest or bias, including a third-party appeal officer. The parties will receive written notice of the appeal officer appointed. If any party has a concern that an appeal officer has a conflict of interest, the party should report the concern in writing as indicated in Section I.Y Conflicts of Interest and Bias above. The appeal officer will not be the Title IX Coordinator nor one of the decisionmakers or the investigator on the same matter.

b) *Consideration of Appeal*

The appeal officer will not rehear the case, but will review the appeal file and consider whether it is more likely than not that the above-listed grounds for appeal have been satisfied. The appeal officer may, in their discretion, seek additional information from the Title IX Coordinator, investigator, or another appropriate individual. If the appeal officer receives any additional information, the parties shall have an opportunity to review the additional information.

The appeal officer has the authority to affirm the findings or remand the findings for reconsideration. If the appeal officer determines there is sufficient evidence to conclude that it is more likely than not that one of the above grounds for appeal is satisfied, the matter will generally be remanded for further investigation and/or deliberations by the decisionmaker, and/or an additional live hearing, as determined by the appeal officer.

If remanded, the appeal officer, in consultation with the Title IX Coordinator, will determine whether the matter should be remanded to the original decisionmaker or whether a new decisionmaker should review the matter. The appeal officer may not change the decisionmaker's determination of whether the respondent was responsible or not responsible for a Policy violation. Only the decisionmaker reviewing the matter on remand from an appeal may change the determination of the original decisionmaker of whether the respondent was responsible or not responsible for a Policy violation. If the reasons for remand relate to the investigation or warrant additional investigation, the appeal officer in consultation with the Title IX Coordinator, will determine whether the matter should be remanded to the previous investigator or whether a new investigator should be appointed.

Upon remand, the investigator and decisionmaker shall utilize the same process as required for all complaint processes under this Policy. If the matter is remanded, the determination made on remand will be appealable under the procedures discussed in this Section.

If the appeal officer determines there is insufficient evidence to conclude that it is more likely than not that one or more grounds for appeal have been satisfied, the appeal officer will dismiss the appeal. This dismissal decision is final and is not appealable. If the appeal officer dismisses the appeal, the sanctions, if any, will be effective on the date the appeal officer's decision is provided to the parties.

The appeal officer will simultaneously issue a written decision to the parties describing the result of the appeal and the appeal officer's rationale for the result. Dunwoody will strive to complete the appeal within twenty (20) calendar days following the appeal officer's receipt of the appeal file from the Title IX Coordinator; however, in some cases, more time may be required.

Appeals arising out of alleged violations of this Policy must be made under this appeal process and are not eligible for consideration under faculty, staff, or student grievance policies or processes.

Recordkeeping Related to Sex Discrimination

The Title IX Coordinator is responsible for maintaining records relating to Sex Discrimination reports and complaints. This includes records documenting the informal resolution process, the General Grievance Procedure, the Heightened Grievance Procedure, and the resulting outcome. Additionally, for each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute Sex Discrimination, the Title IX Coordinator will maintain records documenting the actions Dunwoody took to meet its obligations under Title IX. The Title IX Coordinator will also maintain all materials used to provide training under this Policy.

When a complaint is pending, each official having a role in the complaint resolution process is responsible for handling records appropriate to their role. When the process is complete, the official records relating to the complaint will be provided to the Title IX Coordinator, who will maintain such records in accordance with Dunwoody's record retention requirements and applicable law.

Training

All Dunwoody employees will receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX and annually thereafter. The training does not rely on sex stereotypes and training regarding the complaint resolution process promotes impartial investigations and adjudications. Dunwoody will make the training materials available upon request.

All Employee Training

All employees will receive training on (1) Dunwoody's obligation to address Sex Discrimination in its education program or activity; (2) the scope of conduct that constitutes Sex Discrimination under Title IX, including the definition of Sex-Based Harassment; and (3) all applicable notification and information requirements, including reporting obligations and/or confidential employee obligations discussed above in Section I.H.i. Employee Reporting Obligations, Section I.H.iii. Mandatory Reporting Concerning Minors and Vulnerable Adults, and information obligations related to pregnant students.

JJ. Training for Individuals with Heightened Responsibilities

Investigators, decisionmakers, persons with authority to modify or terminate supportive measures, and any other person responsible for implementing the grievance procedure, will receive training on the following topics, to the extent each topic is related to the person's responsibilities: Dunwoody's obligations under 34 CFR § 106.44; Dunwoody's General Grievance Procedure; Dunwoody's Heightened Grievance Procedure; how to serve impartially, including by avoiding prejudgment of the facts at interest, conflicts of interest, and bias; the meaning and application of the term "relevant" in relation to questions and evidence and the types of evidence that are impermissible regardless of relevance; issues related to Quid Pro Quo Harassment, Hostile Environment Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking; and how to conduct an investigation and decision-making process that protects the safety of all and promotes accountability.

Facilitators of informal resolution processes will receive training on the rules and practices associated with Dunwoody's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

The Title IX Coordinator and any designee of the Title IX Coordinator will receive training on all topics discussed in this Section and their responsibilities under Title IX, Dunwoody's recordkeeping system, and any other training necessary to coordinate Dunwoody's compliance with Title IX.

Complaints of Related Misconduct

Any complaint relating to violations of supportive measures, violation of the obligation to act in good faith, violation of the obligation to be truthful, violation of the prohibition on widespread social media or other media disclosures, violations of sanctions, violations of an informal resolution agreement, or violations of a non-disclosure agreement should be reported promptly to the Title IX Coordinator. Dunwoody will provide a prompt and equitable process for the resolution of such complaints. Dunwoody will take

appropriate action against any individual who violates supportive measures, the obligation to act in good faith, the obligation to be truthful, sanctions, an informal resolution agreement, or a non-disclosure agreement.

When Dunwoody receives a complaint of violations of supportive measures, the obligation to act in good faith, the obligation to be truthful, violation of the prohibition on widespread social media or other media disclosures, sanctions, an informal resolution agreement, or a non-disclosure agreement, the Title IX Coordinator may exercise discretion to determine an appropriate responsive process based on the facts and circumstances. At the Title IX Coordinator's discretion, options for resolution include, but are not limited to, informal discussions and resolution facilitated by the Title IX Coordinator, investigation and/or determination by the Title IX Coordinator, or assignment of a designated individual to investigate the complaint and/or determine an appropriate response. This process will be separate and distinct from the complaint resolution process outlined above for addressing Sex Discrimination complaints. The Title IX Coordinator will document the complaint received, the process used, and the outcome. Dunwoody will notify the parties of the outcome of the complaint. In instances where the outcome of the process results in a suspension longer than one semester, expulsion, or termination of employment, the impacted individual may appeal the decision in accordance with the appeal rights as set forth in this Policy.

Alternative Procedures

Nothing in this Policy is intended to interfere with the right of any individual to pursue other avenues of recourse which may include, but are not limited to, filing a complaint with the United States Department of Education's Office for Civil Rights (OCR). The OCR office for institutions located in [state] is:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago IL 60661-4544

Tel: (312) 730-1560
TDD: (877) 521-2172
Email: OCR.Chicago@ed.gov

Resources

RAINN (Rape, Assault, and Incest National Network)

<https://www.rainn.org/>

(800) 656-HOPE

24-hour hotline; free and confidential

Sexual Offense Services

St. Paul, Minnesota

<https://www.ramseycounty.us/residents/health-medical/clinics-services/sos-sexual-violence-services>

(651) 266-1000

24-hour hotline; free and confidential

Sexual Violence Center

Minneapolis, Minnesota

www.sexualviolencecenter.org

(612) 871-5111

24-hour hotline; free and confidential

Domestic Abuse Service Center*

<http://www.mncourts.gov/district/4/?page=369>

Hennepin County Government Center

Rm. #A-0650 (lower level)

300 S. 6th Street

Minneapolis, MN 55487

(612)348-5073

* The Domestic Abuse Service Center is available to help victims of domestic abuse (abuse by a family or household member) obtain orders for protection. In addition, harassment restraining orders are available for other types of harassment and assault. <http://www.mncourts.gov/district/4/?page=763> Victims do not have to report conduct to police to obtain a harassment restraining order. Dunwoody requires all students and employees whose conduct is subject to an order for protection or harassment restraining order to comply with such orders.

Minnesota Office of Justice, Crime Victims Programs

<https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/default.aspx>

(Monday - Friday, 8:00 AM – 4:30 PM)

651-201-7300 or 888-622-8799, ext. 1 for financial help

800-247-0390, ext. 3 for information and referral

651-205-4827 TTY

Resource list for victims:

<https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/resource-list-victims.aspx>

Hennepin County Victim Services

Hennepin County Attorney's Office

<http://www.hennepinattorney.org/get-help/crime/victim-services>

(612) 348-4003

Lawhelpmn.org (Legal information on a variety of Sexual Assault issues)

<http://www.lawhelpmn.org/issues/abuse-violence-crime-victims-rights/sexual-assault-and-other-crime-victims>

Walk-In Counseling Center

(Free Mental health Counseling)

<http://www.walkin.org/> (check website for hours)

2421 Chicago Avenue S

Minneapolis, MN 55404

612-870-0565 x 100

Health Care Options

Hennepin County Medical Center

Sexual Assault Resources Service

612-873-5832

701 Park Avenue

Orange Building, 2.220

Minneapolis, MN 55415

Hennepin County Medical Center Sexual Assault Resources Service (SARS) provides assistance to victims of rape and Sexual Assault through area hospital emergency departments 24 hours a day. SARS counselors meet with victims and their families at HCMC and other participating hospitals to complete the evidentiary exam and to help them cope with the trauma and consequences of the assault.

Sexual Assault Nurse Examiners (SANEs) perform a special exam and collect evidence in a “rape kit.” There is no charge for the SANE exam.

You can have a SANE exam within 120 hours after the rape or Sexual Assault. The purpose of the SANE exam is to collect forensic evidence, receive preventative health care, and see if you have any physical injuries that need tending. The exam will take place at the Sexual Assault exam site, in a confidential room with trained staff and volunteers. During the exam, the SANE will collect evidence such as your clothing, DNA swabs, etc. Prior to the exam, preserve all evidence and do not shower, bathe, change clothes, douche, brush teeth, drink or eat, or throw away any clothing until police or medical personnel say it is okay. If you have done any of the above, it is still possible to do an exam, but it is not as effective. So if possible, please try to avoid any of these actions. Completing a SANE exam does not require you to file a police report. But, it does help preserve evidence in case you decide to file a police report at a later date.

Visa and Immigration Assistance

US Citizenship and Immigration Services

2901 Metro Drive

Suite 100

Bloomington, MN 55425

Student Financial Aid

Financial Aid Office: 612-381-3347

State Law Definitions

Some of the conduct prohibited by this Policy may be crimes. Links to relevant Minnesota criminal law definitions are provided below. The Minnesota criminal law citations are provided for informational purposes only. The definitions set forth in Section 0. Prohibited Conduct above will be used for all purposes under this Policy.

Sexual Assault:

See [Minnesota Statutes Section 609.341](#) et seq. for applicable criminal law definitions relating to sexual assault. Minnesota law prohibits criminal sexual conduct in the first through fifth degrees as set forth in [Minnesota Statutes Sections 609.342-609.3451](#); criminal sexual conduct includes non-consensual sexual contact and non-consensual sexual penetration as those terms are defined in [Minnesota Statutes Section 609.341](#).

Dating Violence:

See [Minnesota Statutes Sections 518B.01; 609.2242](#) for applicable criminal law definitions relating to dating violence. Minnesota law does not specifically define dating violence; however, Minnesota law prohibiting domestic abuse includes physical harm, bodily injury, or assault committed between persons involved in a significant romantic or sexual relationship.

Domestic Violence:

See [Minnesota Statutes Sections 518B.01; 609.2242](#) for applicable criminal law definitions relating to domestic violence. Minnesota law prohibits domestic abuse committed against a family or household member by a family or householder member, as those terms are defined in [Minnesota Statutes Section 518B.01](#)

Stalking:

See [Minnesota Statutes Section 609.749](#) for applicable criminal law definitions relating to stalking. Minnesota law prohibits stalking as defined in Minnesota Statutes Section 609.749.

EDUCATIONAL PROGRAMS

Dunwoody College of Technology does educational programs and training in crime prevention and reporting for employees and students, both new and current as well as contractors, such as the dining staff and maintenance staff.

For new personnel and students, safety and security training begins at the time of orientation to Dunwoody and to the physical environment.

Then within 10 days of the beginning of the academic year (and spring semester for new spring start students), all students, employees, and contractors receive online training in campus security, crime

prevention, and Title IX consistent with Dunwoody policy and regulatory requirements. An assessment is conducted, and a certificate of completion is awarded to each participant.

Drills are conducted throughout the academic year where employees and students must react to the situation presented to them. The response to the drill is evaluated and changes are made to the process as indicated for improvement.

A guest speaker series provides information on security and crime prevention. Dunwoody College of Technology has a Memorandum of Understanding with the City of Minneapolis Police. Contained in the agreement is the policy to participate in training sessions for the employees and students.

Name of Program	Date Held	Location Held	Prohibited Behavior Covered
Title IX Training Employees	August 14, 2023 through September 6, 2023	Online	Sexual Misconduct
Title IX Training Students	August 14, 2023 through September 1, 2023	Online	Sexual Misconduct
Title IX Training Third Party	August 14, 2023 through September 1, 2023	Online	Sexual Misconduct
Title IX Training Employees	August 14, 2024 through September 6, 2024	Online	Sexual Misconduct
Title IX Training Students	August 14, 2024 through September 6, 2024	Online	Sexual Misconduct
Title IX Training Third Party	August 14, 2024 through September 6, 2024	Online	Sexual Misconduct
Title IX Training Third Employees	August 12, 2025 through September 5, 2025	Online	Sexual Misconduct
Title IX Training Third Students	August 12, 2025 through September 5, 2025	Online	Sexual Misconduct
Title IX Training Third Party	August 12, 2025 through September 5, 2025	Online	Sexual Misconduct

CRIME LOG/CRIME STATISTICS

Dunwoody College of Technology's Department of Public Safety is responsible for maintaining a crime log consistent with Clery regulations and Dunwoody policy.

DRUG, ALCOHOL & TOBACCO (RESTRICTED SUBSTANCES)

Drug and alcohol abuse affects the health, safety, and well-being of all students and restricts Dunwoody's ability to carry out its mission. Dunwoody prohibits the possession, use, or distribution of illegal drugs, narcotics, and alcohol on school property or as part of any school activity.

Health Risks of Alcohol and Drug Use

Short term health risks of alcohol include risky sexual behaviors, car accidents, violent or aggressive behavior, and/or miscarriages. Long term health risks of alcohol include high blood pressure, learning

and memory problems, alcohol dependency, and/or depression. For more information on the health risks associated with alcohol please see the Center for Disease Control's website:

<https://www.cdc.gov/alcohol/about-alcohol-use/index.html>

The health risks as a result of drug use varies with each drug. The following links provide the health effects of "Club Drugs" and other "Commonly Abused Drugs".

National Institute on Drug Abuse, "Commonly Abused Drugs": <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

National Institute on Drug Abuse, "Club Drugs": <https://www.drugabuse.gov/drugs-abuse/club-drugs>

Sanctions for Drug and Alcohol Policy Violations

Students who violate Dunwoody's policy against illegal drugs, narcotics, and alcohol are subject to Dunwoody College of Technology's student code of conduct which can be found in our Student Catalog/Handbook.

Student Code of Conduct Sanctions

The following sanctions may be imposed on any student or student organization found to be in violation of the code of conduct or any other college policy. The sanction will be in relation to the violation as more severe or pervasive violations will result in more severe sanctions. The following list is not exclusive as other sanctions may be imposed that fit within the guiding principles of this policy. The following sanctions may include additional conditions such as a reflection activity, restitution of financial damages, mental health counseling, meeting with staff on a rotating basis, removal of college property, failing an academic course, or pursuing legal actions.

Warning: A written or verbal notification to a student that their behavior has violated the code of conduct.

Probation: The conditions of the probation are based on the intensity of the violation. While on probation, if the student violates another college policy or does not follow the stipulations of the probation, then they may be suspended from the College. The probation notification explains: the stipulations of the probation, the length of the suspension, assigned probation conditions, appeal options, and an explanation that any further violation of the code of conduct or failure to follow the stipulations of the probation may result in immediate suspension from the college.

Suspension: A suspension means that the violation was severe enough to involuntarily separate the student from the College for a certain length of time. The suspension notification explains: the stipulations of the suspension, the length of the suspension, assigned suspension conditions, appeal options, and college reentry conditions.

Expulsion: An expulsion means that the violation was severe enough to permanently and involuntarily separate the student from the College. The notification explains: the stipulations of the expulsion and the assigned expulsion conditions.

Federal Laws and Sanctions

Federal laws carry penalties for controlled substance convictions. These range from one year imprisonment and up to a lifetime of imprisonment. Along with imprisonment federal convictions carry fines ranging from \$1,000 to \$2,000,000 depending on the severity of the conviction. Please see the following for a detailed list of federal controlled substance convictions:

Federal Controlled Substances Act: <https://www.dea.gov/drug-information/csa>

Federal Trafficking Penalties: <https://www.dea.gov/sites/default/files/2021-12/Trafficking%20Penalties.pdf>

Minnesota Laws and Sanctions

Minnesota laws carry penalties for controlled substance convictions. These range from underage drinking laws with a penalty of \$100 to 40 years prison sentence and \$1,000,000 fine. Please see the following for a detailed list of Minnesota controlled substance and alcohol statutes:

Minnesota Controlled Substances Statutes: <https://www.revisor.mn.gov/statutes/?id=152>

Minnesota Underage Alcohol Statutes: <https://www.revisor.mn.gov/statutes/?id=340A.503>

Minnesota Driving while Impaired Statutes: <https://www.revisor.mn.gov/statutes/?id=169A>

Employees

While on Dunwoody premises and while conducting business-related activities off Dunwoody premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, cannabis, or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Additional information is available in the Employee Handbook.

Drug and Alcohol Education and Treatment Programs

Dunwoody College of Technology recognizes drug and alcohol dependency/abuse as a major health problem, as well as a safety and security problem. If you have a drug or alcohol problem or know of another student with such a problem, please consult with anyone in Student Services for information and referral resources for a variety of public and private educational and treatment programs in the state and metropolitan area. Such as the Walk In Counseling Centers that are located throughout the Twin Cities. They do not require an appointment and have a variety of office hours.

Walk In Counseling Center Locations

Main Number: 612-870-0565

2421 Chicago Avenue S

Minneapolis, MN 55404

235 West 5th Street

St. Paul, MN 55102

179 E. Robie Street

St. Paul, MN 55107

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program.

Tobacco and Cannabis Free Environment

The use of all forms of tobacco, including chewing tobacco, smokeless tobacco, and electronic smoking devices, is prohibited at Dunwoody except in designated outdoor areas. Dunwoody's designated smoking areas are marked by signage and are located a short distance from each of our building doors. Please remain at least 25 feet from entrances, exits, windows, and ventilation intakes. Smoking near the Main Building's west entrance is always prohibited. The use of marijuana and cannabis products in any form is prohibited on all College property.

Electronic Cigarettes

The use of electronic cigarettes (also known as e-cigarettes) is prohibited at Dunwoody except in designated smoking areas.

For more program information, students please contact Student Affairs and employees please contact Human Resources.

VICTIM RESOURCES:

On Campus Resources:

Rachel Clennon

Residence Life Coordinator, Title IX Coordinator

612-381-3368

rclennon@dunwoody.edu

Craig Heinen

Chief Human Resources Officer

612-381-3344

cheinen@dunwoody.edu

Dunwoody Student Services Office
612-374-5800
studentaffairs@dunwoody.edu

Dunwoody's Employee Assistance Program:
Cigna's Life Assistance Program 24/7
1-800-538-3543
<http://apps.cignabehavioral.com/home.html>

Off Campus Resources

RAINN (Rape, Assault, and Incest National Network)
<https://www.rainn.org/>

800-656-HOPE
24-hour hotline; free and confidential

SOS Sexual Offense Services – Ramsey County
St. Paul, Minnesota
<https://www.ramseycounty.us/residents/health-medical/clinics-services/sos-sexual-violence-services>
651-266-1000
24-hour hotline; free and confidential

Sexual Violence Center
Minneapolis, Minnesota
www.sexualviolencecenter.org
612-871-5111
24-hour hotline; free and confidential

Domestic Abuse & Harassment Service Center*

Domestic Violence Crisis Line

<https://www.mncourts.gov/Help-Topics/Domestic-Abuse-and-Harassment.aspx>
866-223-1111

* The Domestic Abuse Service Center is available to help victims of domestic abuse (abuse by a family or household member) obtain orders for protection. In addition, harassment restraining orders are available for other types of harassment and assault.
<http://www.mncourts.gov/district/4/?page=763> Victims do not have to report conduct to police to obtain a harassment restraining order. Dunwoody requires all students and employees whose conduct is subject to an order for protection or harassment restraining order to comply with such orders.

Minnesota Office of Justice, Crime Victims Programs

<https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/default.aspx>

(Monday - Friday, 8:00 a.m. – 4:30 p.m.)

651-201-7300 or 888-622-8799, ext. 1 for financial help

800-247-0390, ext. 3 for information and referral

651-205-4827 TTY

Resource list for victims: <https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/resource-list-victims.aspx>

Hennepin County Victim Services

Hennepin County Attorney's Office

<http://www.hennepinattorney.org/get-help/crime/victim-services>

612-348-4003

Lawhelpmn.org (Legal information on a variety of sexual assault issues)

<http://www.lawhelpmn.org/issues/abuse-violence-crime-victims-rights/sexual-assault-and-other-crime-victims>

Walk-In Counseling Center

(Free Mental health Counseling)

<http://www.walkin.org/> (check website for hours)

2421 Chicago Avenue S

Minneapolis, MN 55404

612-870-0565 x 100

Health Care Options

Hennepin County Medical Center

Sexual Assault Resources Service

612-873-5832

701 Park Avenue

Orange Building, 2.220

Minneapolis, MN 55415

Hennepin County Medical Center Sexual Assault Resources Service (SARS) provides assistance to victims of rape and sexual assault through area hospital emergency departments 24 hours a day. SARS counselors meet with victims and their families at HCMC and other participating hospitals to complete the evidentiary exam and to help them cope with the trauma and consequences of the assault.

Sexual Assault Nurse Examiners (SANEs) perform a special exam and collect evidence in a “rape kit.” There is no charge for the SANE exam.

You can have a SANE exam within 120 hours after the rape or sexual assault. The purpose of the SANE exam is to collect forensic evidence, receive preventative health care, and see if you have any physical injuries that need tending. The exam will take place at the sexual assault exam site, in a confidential room with trained staff and volunteers. During the exam, the SANE will collect evidence such as your clothing, DNA swabs, etc. Prior to the exam, preserve all evidence and do not shower, bathe, change clothes, douche, brush teeth, drink or eat, or throw away any clothing until police or medical personnel say it is okay. If you have done any of the above, it is still possible to do an exam, but it is not as effective. So if possible, please try to avoid any of these actions. Completing a SANE exam does not require you to file a police report. But, it does help preserve evidence in case you decide to file a police report at a later date.

Visa and Immigration Assistance

US Citizenship and Immigration Services
2901 Metro Drive
Suite 100
Bloomington, MN 55425

Student Financial Aid

Financial Aid Office: 612-381-3347

Stop Campus Hazing Act

Stop Hazing Act Policy

I. Statement of Commitment

Dunwoody College of Technology (the “College”) is committed to maintaining a safe and inclusive learning environment. As part of this commitment, the College strictly prohibits hazing in all its forms. Hazing undermines community trust and endangers students’ physical and psychological well-being.

This policy is adopted pursuant to the Stop Campus Hazing Act and Minnesota Statutes 135A.155 and applies to all employees, students, student organizations, athletic teams, and any affiliated individuals—regardless of whether the organization is officially recognized by the College. This policy is intended to provide clarity, ensure accountability, and promote transparency in the College’s response to hazing.

II. Definition of Hazing (Stop Campus Hazing Act)

For the purposes of federal reporting and institutional compliance, the term “hazing” means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

- Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a Student Organization; and

- Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
 - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - Causing, coercing, or otherwise inducing another person to perform sexual acts;
 - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
 - Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

A “**Student Organization**” is an “organization at Dunwoody College of Technology (such as a club, society, association, varsity or junior varsity athletic team, club sports team, or student government) in which two or more of the members are students enrolled at Dunwoody College of Technology, whether or not the organization is established or recognized by the institution”.

III. General Prohibition and Illustrative Examples

Hazing is strictly prohibited. Students, organizations, teams, and employees may not participate in, condone, or remain silent about hazing. Consent is not a defense to hazing. It is also not a defense that the conduct was approved by a Student Organization or occurred “traditionally.”

Examples of prohibited hazing conduct include, but are not limited to:

- Whipping, beating, striking, branding, electronic shocking, or placing harmful substances on someone's body;
- Coercing or inducing sleep deprivation, exposure to the elements, confinement in a small space, or excessive physical exercise;
- Coercing the consumption of food, alcohol, drugs, or any substances;
- Coercing another person to perform sexual acts or endure sexual humiliation;
- Threatening someone or creating a situation where there is a reasonable fear of bodily harm;
- Actions that harm mental health or dignity, including isolation, degradation, or extreme embarrassment;
- Any act that involves a criminal offense under local, state, tribal, or federal law.

IV. Reporting Hazing

All members of the College community have a duty to report known or suspected hazing if they have Reasonable Cause. “Reasonable Cause” to report includes witnessing hazing or receiving a credible report hazing has occurred. Individuals who are present during, witness, or learn about the hazing and fail to report it may also face disciplinary action. Reports may be made:

- In person to the Associate Dean of Student Affairs, studentaffairs@dunwoody.edu
- Through the online Incident Report Form: <https://dunwoody.edu/campus-life/publicsafety/incident-report-form/>

V. Amnesty for Reporting

To encourage reporting, the College grants amnesty to individuals who, in good faith, disclose hazing or participate in an investigation—even if their conduct would otherwise constitute a minor violation of the College’s alcohol or drug policies.

Amnesty does not apply to more serious conduct, such as physical violence or drug distribution regardless of if it contributed to the hazing. Amnesty is available only once per person or group. The College may still require educational or restorative actions.

VI. Investigation and Conduct Process

When a report is received, the College will initiate a prompt, thorough, and impartial investigation. This includes interviews, document reviews, and a fair opportunity for response. Students, faculty, and staff must participate with honesty and integrity.

Interference in the process—such as lying, intimidation, or withholding evidence—will be treated as a separate conduct violation.

Interim measures (e.g., no-contact orders, suspension from activities, housing relocation) may be imposed during the investigation if needed for safety or campus stability.

VII. Disciplinary Sanctions

Students, faculty, or staff found responsible for hazing may face consequences including, but not limited to:

- Written warnings;
- Community service;
- Educational assignments or training;
- Loss of privileges or leadership roles;
- Probation, suspension, expulsion, or termination of employment.

Student Organizations found responsible may face:

- Required oversight or training;
- Temporary suspension of College recognition;
- Permanent disbandment;
- Monetary penalties or loss of funding.

In determining appropriate sanctions, the College will consider:

- The seriousness of the conduct;
- Whether physical or psychological harm occurred;
- Whether the organization acted collectively;
- The willingness of the individual or group to take responsibility;
- Prior history of similar violations.

VIII. Retaliation and Interference

Retaliation against anyone involved in a hazing report or investigation is strictly prohibited. This includes threats, intimidation, exclusion, harassment, or attempts to discourage participation. Retaliatory behavior will result in separate disciplinary action.

IX. Prevention and Awareness Programming

The College maintains a research-informed, campus-wide prevention strategy, which includes [student training](#).

X. Campus Hazing Transparency Report

As required by the Stop Campus Hazing Act, the College will maintain and publish a Campus Hazing Transparency Report (CHTR) disclosing hazing findings against any Student Organization, team, or group. The report will include:

- The name of such student organization;
- A general description of the violation that resulted in a finding of responsibility, including:
 - Whether the violation involved the abuse or illegal use of alcohol or drugs,
 - The findings of the institution, and
 - Any sanctions placed on the student organization by the institution, as applicable;
 - and
- The dates on which:
 - The incident was alleged to have occurred,
 - The investigation into the incident was initiated,
 - The investigation ended with a finding that a hazing violation occurred, and
 - The institution provided notice to the student organization that the incident resulted in a hazing violation.

CHTR will:

- Be posted on the College's public website;
- Be updated at least twice a year;
- Remain publicly accessible for five years;
- Not include any personally identifiable student information.

XI. Annual Security Report and Legal Disclosures

This policy, along with hazing statistics, reporting procedures, prevention programs, and summaries of applicable law, will be included in the College's Annual Security and Fire Safety Report.

Missing Student Policy

If at any time a student, faculty or staff member becomes aware or suspects a student is missing for 24 hours, report immediately to the Dunwoody Department of Public Safety or Dunwoody Student Affairs Housing Representative. Any missing student report by any other Campus Security Authority, will be referred immediately to the Department of Public Safety and/or the Police Department(s) having jurisdiction for the campus.

Students have the option of identifying and designating a contact person or persons whom Dunwoody shall notify within 24 hours of the determination that the student is missing, as determined by the Dunwoody Department of Public Safety or local law enforcement agency. Students are advised that their contact information will be registered confidentially and will only be accessible to authorized campus officials. Information may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If students are under 18 years of age and not emancipated, Dunwoody MUST notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. Dunwoody will notify local law enforcement within 24 hours of the determination that the student is missing, unless law enforcement was the agency that made the determination that the student is missing.

Annual Fire Safety Report

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to Dunwoody. In August of 2018, Dunwoody College of Technology first began to lease apartments in The Quad on Delaware Apartment Complex.

Description of On-campus Student Housing Fire Safety Systems

Residential Facilities	Fire Alarm Monitoring (By Whom)	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plans and Placards	Number of Evacuation Drills (Calendar year/Semester)
The Quad on Delaware (leased rooms)	Johnson Controls (once a year - annual testing on fire equipment.)	Johnson Controls (once a year - annual testing on fire equipment.)	Johnson Controls (once a year - annual testing on fire equipment.)	Weber and Troseth Inc. (once a year - annual fire extinguisher check)	Exit Signs on every floor within the hallways	1

Statistics and Related Information Regarding Fires in Residential Facilities

Residential Facility: The Quad on Delaware (leased rooms)	Total Fires	Cause of fire	Number of Injuries Requiring Treatment	Number of Deaths Related to Fire	Value of Property Damage Caused
2023	0	NA	0	0	0
2024	0	NA	0	0	0
2025	0	NA	0	0	0

Fire Safety Policies: For your own safety and the safety of others, residents are expected to maintain their rooms in an orderly manner at all times in compliance with the following fire regulations:

1. Unattended cooking is not allowed in rooms or kitchens.
2. Use of open flame cooking devices or hot plates is not allowed in rooms.
3. Microwave ovens, popcorn poppers, toasters, coffee pots or other such devices should not be used under lofts and/or near flammable materials.
4. Light bulbs should be used in approved lamps or holders and be of proper wattage for the device; excessive wattage may result in a fire.
5. Light fixtures must not be tampered with in any way, and items which might serve as conductors of electricity should not be hung from them.
6. Room doors must be closed when the room is left unattended, or the residents of the room are sleeping. Closet doors may not be removed.
7. An emergency aisle of at least 36 inches must be maintained within the room.
8. When arranging furniture, consideration must be taken so that if tipped over, items do not block the door.
9. Use power strips/surge protectors with breakers instead of octopus plugs or extension cords. Multiplugs or extension cords are not allowed.
10. Power strips/surge protectors must be unplugged after use and should not be placed under carpet or attached to, woven through, or touching metal in any manner.
11. Students are responsible for notifying The Quad on Delaware Staff immediately after identifying problems with smoke detectors.
12. Anyone caught tampering with smoke detectors or fire alarms may face criminal charges.
13. Portable heaters are prohibited in student rooms/apartments.

14. Motorbikes or other motorized vehicles may not be stored in students' rooms or in any residential community. Speak with The Quad on Delaware on parking options for your motorbike.
15. Excessive use of paper on walls is not permitted.
16. Garbage receptacles should not be taken from other areas of the Apartment Complex into students' rooms.
17. Highly combustible materials such as propane, gas, lighter fluid, helium, grills, charcoal, and firewood are prohibited.

Candles: Candles may not be burned in any residential areas, including student rooms, due to potential fire hazards. New/unburned candles are permitted for decorative purposes only.

Burning of Incense, Sage, Sweet Grass, or Cedar: Incense, sage, sweet grass, cedar, hookahs and similar items are not allowed to be burned in residential communities.

Fire Safety Education: the following are required fire safety education activities:

Fire Drills: Fire drills are unannounced to provide a realistic practice situation. Failure to evacuate during a fire drill or false alarm could result in prosecution. Failure to evacuate will also subject a student to the Student Code of Conduct.

Fire Safety Equipment: Fire extinguishers are located throughout the building for the protection of the residents. Misuse of fire extinguishers including breaking or smashing the fire extinguisher glass will result in disciplinary action and/or referral to appropriate authorities. State law requires Dunwoody to provide smoke detectors and smoke alarms in each residence hall room/apartment. It is a misdemeanor punishable by 90 days in jail and/or \$300 to either remove the batteries or alarm from its location. While this represents a violation of state law, it also poses a threat to the safety of students living in the residential community and will be considered a violation of the Student Code of Conduct. Most rooms also have a sprinkler system that will automatically turn on in case of fire. The system will continue to operate until turned off by the fire department. This system can be accidentally activated when hit by an object; therefore, take proper precautions not to accidentally bump the system. There must be at least an 18 inch radius around the sprinkler, with no objects placed on or near it. Students will be held financially responsible for costs associated with damage to the sprinkler system. Vandalism/damages may result in disciplinary action including possible suspension and/or removal from our units in addition to potential removal from Dunwoody College of Technology (as well as restitution).

Evacuation Procedures: Emergency exit signs are posted in all buildings on each floor throughout the building. Residential Life staff provide fire emergency procedures and exit locations during New Resident Orientation.

If you hear an alarm:

1. Open window curtains and turn on lights.

2. Check for heat on the door and then open slowly and check for smoke.
3. If smoke is thick and/or fire is present, remain in your room with the door closed. Block air vents and door crack with towel or clothing. Call 911 and identify yourself and your location.
4. If smoke is absent, exit the building using the nearest exit. Close and lock your door when you leave.
5. Stand away from the building and do not re-enter until the all-clear is given by Dunwoody Housing staff, The Quad on Delaware staff, or civil authorities.

If you see a fire:

1. Pull the alarm in the hallways.
2. Call 911.
3. Exit the building. Evacuation signs are posted in each building.

Regardless of 911 reports, all fires that occur on Dunwoody campus property should be reported to the Dunwoody Department of Public Safety.

Institutions must maintain a fire log that reflects the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Dunwoody complies with this rule by including all fire related incidents in the Daily Fire Log. Dunwoody Department of Public Safety office maintains a Fire Log of all incidents reported.

This log includes the incident type, date incident is reported, date and time of occurrence, general location of each reported incident type and the disposition of the incident if that information is known. University Public safety posts specific incidents in the Fire Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law. The most current (up to 60 days) of information is available in the Department of Public Safety.

FIRE EMERGENCY

Prior to a fire-related emergency, know the location and operation of fire extinguishers, fire exits, evacuation routes, and alarm systems. In the event that a fire should occur, Dunwoody employees shall follow the procedures outlined below, unless directed otherwise by the College's Crisis Management Team.

1. Promptly evacuate the area and activate the building alarm. Shut off equipment and terminate fuel sources, only if it can be done without risk.
2. Report all fires IMMEDIATELY to the Department of Public Safety at 612-381-3328.
Provide the following information:
 - a. Your name, department name, current location, and telephone number
 - b. Location of the fire (building and room number)

- c. Description of the fire (size, materials involved, how long it has been burning, and what actions have been taken)
 - d. The extent of injuries, if appropriate
 - e. If someone is trapped
3. If a fire emergency is a minor and controllable fire (incipient), attempt to put out the fire ONLY if you have been trained to put out such a fire and ONLY if it can be done without risk to your safety and health of others. For those who have been trained in safely operating a fire extinguisher, direct the charge of the nearest fire extinguisher toward the base of the flame. Do NOT attempt to fight a fire alone or without ensuring you have an escape route.
4. When the fire alarm is sounded, you are required to proceed quickly to the appropriate exit and alert others to do the same. Close all doors and windows to confine the fire and reduce the supply of oxygen, only if it can be safely done. Do not lock any doors or windows. Follow the building evacuation procedures previously outlined in the section entitled "Evacuation Procedures." Remember that smoke is the greatest danger in a fire. In the event that you are evacuating from an area filled with smoke, keep your head no more than 8-12 inches off the floor, where the air is less toxic. Avoid liquids on the floor which could be harmful chemicals. Before opening any door, feel it for heat which would indicate a fire might be present on the other side of the door.
5. Once outside, you must move to a secure area away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

Trapped in a Building during a Fire

Should you become trapped inside a building during a fire, do the following:

- STAY CALM, DO NOT PANIC.
- Keep all doors and windows closed.
- Place an article of clothing inside or outside the window, if a window is available, as a marker for the emergency rescue crew. DO NOT LEAVE THE WINDOW OPEN.
- Wrap objects, such as wet clothing around the face to minimize smoke inhalation. Fill sinks and any containers with water, if possible, to maintain a supply of water.
- Keep your head no more than 8-12 inches off the floor where the air is less toxic.
- Shout at regular intervals to alert the emergency crew of your location.
- Maintain contact by telephone as long as possible.